

Delaware County Sheriff's Office

280 Phoebe Lane Suite #1
Delhi, New York 13753

Craig S. DuMond
Sheriff



Kim Smith
Undersheriff

All Services are required either an Affidavit of Service or Certificate of Service

Please refer to the second page for the proof of service fees.

FEES TO BE COLLECTED UP FRONT BEFORE SERVICE WILL BE ATTEMPTED

Fee Sheet	
Income Execution (This includes both 1 st and 2 nd stage)	\$88.00
Income Execution Recalculation Fee	\$55.00
Property Execution Levy	\$30.00
Notice to Judgment Debtor	\$15.00
Restraining Notice	\$15.00
Property Execution/Sale- Deposit	\$400.00
Property Execution Real Property Sale	\$1000.00
Postings of Notice of Sale	\$15.00 per posting
Summons (With Complaint, Notice, & Petition)	\$15.00
Information Subpoena	\$45.00
Subpoena (Duces Tecum)	\$15.00
Citation	\$15.00
3 Day Notice to Tenant or 30 Day Notice to Tenant	\$22.00
Show Cause Order	\$45.00
Notice to Motion	\$45.00
Writ of Habeas Corpus (Contempt Order)	\$45.00
Order/ Warrant of Arrest	\$65.00
Any Other Mandate Orders	\$45.00
Order to Seizure	\$90.00
-Additional Defendant Served	\$40.00
-With Summons and Complaint	\$15.00
-Each Additional Service	\$15.00

Order of Attachment	\$85.00
-Additional Levy	\$40.00
-With Summons and Complaint	\$15.00
-Each Additional Service	\$15.00
Notice of Appeal	\$30.00
Notice of Petition/ Petition to Recover Real Property	\$35.00
-Additional Tenant	\$15.00
Warrant of Eviction	\$105.00
-Additional Tenant	\$30.00
Bank Levy	\$90.00

The above prices represent the fees for service ONLY

Please refer to the mileage chart and remit the correct service fee, mileage fee and proof of service fee.

Please be advised we charge TWO mileage fees for evictions

Proof of Service fees are as follows:

Notarized Affidavit of Service: \$12.00

OR

Certificate of Service (Not Notarized): \$10.00

(This fee is charged whether the Certificate of Service is provided to our office **or not**)

If the correct amount of copies is NOT provided there will be a minimum \$5.00 Copy Fee

Information Needed	
Action for Divorce	3 Copies
Bank Levy	Original + 3 Copies *Must include Exemption Notice and Exemption Claim Forms*
Income Execution	Original + 5 Copies (Front and Back)
Notice of Petition & Petition to Recover Real Property	3 Copies per person to be served
Property Execution	Original +3 Copies (Front and Back)
Subpoena	3 Copies per person to be served
Summons with or without Petition	3 Copies per person to be served
Warrant of Eviction	3 Copies per person to be served + the original warrant with judges seal
3 Day Notice to Tenant	3 Copies per person to be served
Any Other Papers not specified above	3 Copies per person to be served