



Peter R. Barnett  
Sheriff

*Protect and Serve*  
**Sheriff of Jefferson County**

753 Waterman Drive  
Watertown, New York 13601  
Civil Office  
315-786-2718 Fax 315-786-2721



Kristopher M. Spencer  
Undersheriff

[civil@co.jefferson.ny.us](mailto:civil@co.jefferson.ny.us)

**CIVIL FEE SCHEDULE**

Effective 1/1/24

**INCOME EXECUTIONS (CPLR 5231)**

**1st Stage** (service on defendant)  
\$49.00 - original, 5 copies & 1 transcript  
2nd stage (service on employer)  
\$39.00 - our office will bill

**2nd Stage ONLY** (1st stage served by another County Sheriff)...\$49.00, original, 3 copies with new balance, interest date and endorsements on the original & transcript

**BANK LEVY ON A CORPORATION**

\$55.00+mileage, original & 4 copies,transcript

**BANK LEVY ON AN INDIVIDUAL**

\$85.00+mileage,original & 4 copies, transcript  
2 exemption claim forms,1 exemption notice with cc judgment debtor letter(\$95 + mileage if no JDL)

**THIRD PARTY LEVY**

\$85.00+mileage-original, 4 copies, 1 transcript

**PROPERTY CAPABLE OF DELIVERY**

\$85.00 + mileage + \$1,000 separate check for expenses - original & 4 copies with Title Abstract, transcript

**MAKE DEMAND**

\$85.00+mileage, original & 4 copies, transcript

**REAL PROPERTY EXECUTION**

\$55.00 + mileage + \$1,000 separate check for expenses - original & 5 copies, transcript  
call for additional paperwork required

**CIVIL PROCESS (CPLR 8011)**

Summons, Summons with Notice, Summons and Petition or Complaint, Subpoena, Modifications  
...\$17.00 + mileage, 4 copies (2 for personal service), self addressed stamped envelope

Order to Show Cause, Notice of Petition, Order, papers signed by a judge  
...\$47.00 + mileage, 2 copies for personal service, self addressed stamped envelope

**ORDER OF ATTACHMENT**

...\$72.00 + mileage - 3 certified copies for each service, undertaking 2 copies  
Underlying papers & detailed instructions with hold harmless  
Each additional levy \$40.00 + mileage + 2 certified copies

**ORDER OF SEIZURE**

...\$137.00 + mileage + \$1,000.00 separate check for expenses - 3 certified copies per service. Additional service \$40.00 + mileage, detailed property description, bond & hold harmless

**EVICITION**

...\$105.00 + 2 x mileage , each additional tenant \$15.00 - original warrant must be signed by a judge and directed to the Sheriff of Jefferson County & 5 copies for each tenant

**ALL FEES PAYABLE IN ADVANCE AND ARE PER PERSON SERVED**

**INDIVIDUALS PAYING FOR THIS SERVICE,MAY PAY BY CASH OR MONEY ORDER ONLY**

**ADDITIONAL FEES TO BE BILLED IF SERVED AT DIFFERENT ADDRESS THAN ONE PROVIDED**

# JEFFERSON COUNTY SHERIFF'S OFFICE

1/1/24 MILEAGE \$0.67

Location	Miles	Fees
ADAMS.....	30	\$20.10
ADAMS CENTER.....	22	\$14.74
ALEXANDRIA BAY.....	64	\$42.88
ANTWERP.....	50	\$33.50
BELLEVILLE.....	40	\$26.80
BLACK RIVER.....	18	\$12.06
BROWNVILLE.....	10	\$6.70
CALCIUM.....	14	\$9.38
CAPE VINCENT** see below.....	56	\$37.52
CARTHAGE.....	36	\$24.12
CHAUMONT.....	30	\$20.10
CLAYTON.....	48	\$32.16
COPENHAGEN.....	30	\$20.10
DEFERIET.....	28	\$18.76
DEPAUVILLE.....	32	\$21.44
DEXTER.....	18	\$12.06
DRY HILL**see below.....	12	\$8.04
ELLISBURG.....	50	\$33.50
EVANS MILLS.....	24	\$16.08
FELTS MILLS.....	22	\$14.74
FINEVIEW.....	64	\$42.88
FORT DRUM*see below.....	26	...zip codes 13602, 13603..... \$17.42
GREAT BEND.....	28	\$18.76
HENDERSON.....	38	\$25.46
HENDERSON HARBOR.....	36	\$24.12
LAFARGEVILLE.....	40	\$26.80
LORRAINE.....	40	\$26.80
MANNVILLE.....	46	\$30.82
NATURAL BRIDGE.....	56	\$37.52
OXBOW.....	66	\$44.22
PHILADELPHIA.....	38	\$25.46
PIERRPONT MANOR.....	40	\$26.80
PLESSIS.....	46	\$30.82
POINT PENINSULA.....	56	\$37.52
REDWOOD.....	50	\$33.50
RODMAN.....	28	\$18.76
SACKETS HARBOR.....	22	\$14.74
SPRAGUEVILLE.....	62	\$41.54
THERESA.....	40	\$26.80
THOUSAND ISLAND PARK.....	64	\$42.88
THREE MILE BAY.....	38	\$25.46
WATERTOWN - CITY.....	2	.....2-4 digit street address..... \$1.34
WATERTOWN - OUTSIDE CITY.....	12	.....5 digit street address..... \$8.04
WELLESLEY ISLAND.....	64	\$42.88

\*Fort Drum is active military base, social security number required

\*\*Cape Vincent Correctional Facilities require inmate ID#