

Suffolk County Sheriff's Department

Civil Process Division Fee Schedule

All Fees must be paid in advance (except for Attorney/Law firms in good standing)

We accept: Visa, Master card, Discover /Cash/ Money order (Business check from Law offices)

Effective May 1, 2025

IN HAND SERVICES (Required for Divorces)

Basic.....	\$30.00
Attest.....	\$5.00
Postage and Handling...	Varies depending on service
Conveyance.....	See chart
Travel.....	See chart
Admin fee.....	\$15.00
Deputy fee.....	\$5.00

LAST AND USUAL SERVICES

Basic.....	20.00
Attest.....	\$10.00
Postage and Handling...	Varies depending on service
Conveyance.....	See chart
Travel.....	See chart
Admin fee.....	\$15.00
Deputy fee.....	\$5.00

DILIGENT SEARCH

In State.....	\$40.00 (maximum of 3 Attempt.)
Out of State.....	\$50.00
Admin fee.....	\$15.00
Deputy fee.....	\$5.00 (charge per Attempt.)

OUT OF STATE SERVICES

Flat fee	\$100.00
2 nd service.....	\$50.00 (same address)

EVICTIONS (EXECUTION FOR POSSESSION)

Prepayment required.....\$420.00 for first day and \$420.00 for every day thereafter (if required)

*Non-Refundable 48 hours prior to scheduled eviction

*\$40.00 per hour if eviction exceeds 4 hours.

CAPIAS

In County Voluntary.....	\$85.00
Out of County Voluntary.....	\$120.00
Physical Arrest.....	\$370.00
Out of County Physical Arrest.....	\$420.00
DOR Arrests.....	\$350.00
Probate Court Arrest.....	\$370.00

WITNESS SUBPOENAS

Notary fee (if not notarized).....	\$20.00
Witness Fee.....	is determined by miles and where the defendant has to appear.

Federal witness fee: Base fee of \$40.00+\$0.50/mile x 2 from the defendant to where deposition/subpoena address/location

LEVY (REAL ESTATE LIEN)

Original Execution /Copy of deed for property to put lien against	
\$194.00 (Total for recording and sheriff fee)	
\$105.00 (if attorney only wants to pay the recording fee and be billed later for sheriff fee)	

WRIT OF ATTACHMENT

Original Writ of Attachment (Ask Client if specific or general attachment)	
If specific property attachment (a copy of the deed with book and page# must be provided)	
\$167.00 (Total for recording and sheriff fee)	
\$105.00 (if attorney only wants to pay the recording fee and be billed later for sheriff fee)	

OTHER SERVICE FEES

RUSH FEE.....	\$55.00 (Add Rush fee for same day service)
EXTRA COPY OF RETURN OF SERVICE.....	\$10.00 PER COPY
NOTARY FEE.....	\$20.00
COPIES.....	\$1.00 PER COPY

COMMITTEE FOR PUBLIC COUNSEL SERVICES Fee waiver paperwork must be included at time of drop off. Original summons with proof of service goes directly to the plaintiff after service.

***Additional fees** may apply depending on court location and arrest logistics. Any additional fees are case specific and will be discussed with the client prior to intake.

***Fee waiver** for arrest must specify the amount of waived by the court or if waived in full or partial. If partial the plaintiff is responsible for remaining balance.