

**ANDREA E. NAUGLE, LEHIGH COUNTY CLERK OF JUDICIAL RECORDS**  
**REVISED CIVIL DIVISION FEE SCHEDULE**  
**EFFECTIVE JANUARY 1, 2013**

(42 Pa.C.S. § 21071)  
Act 98-164 Effective 1/21/99

Note: CTF=Children's Trust Fund Fee Mandated by State Legislation  
JCP=Judicial Computer Project Fee Mandated by State Legislation  
Revisions: Act 119 of 1996 (Rev. 2010), Act 122 of 2002 (Rev 11/02) and Act 49 of 2009 – eff. 12/8/09  
PAF=Prothonotary Automation Fee Authorized by Act 98-164  
LCE=Lehigh County E-filing created by Leh R.C.P. 205.3 effective 1/1/04

| Document Type  | Fee       | Document Type   | Fee      |
|--|-----------|---|----------|
| <b>Acknowledgment of Deeds</b>   | \$ 9.90   | Name change - final order   | \$ 5.75  |
| <b>APPEALS</b>   |           | Any action or proceeding to open/strike a judgment                        | \$132.00 |
| <b>Appeal of Appellate Court</b>   | \$ 78.50  | Proceedings on any lien other than revival-(Mechanic's Lien Complaint)    | \$108.50 |
| Plus check made payable to "Prothonotary of Superior/Commonwealth Court" for \$73.50   |           | *Actions started by a political subdivision (Includes tax and surcharges) | \$ 53.90 |
| <b>Appeal from District Justice</b>  | \$152.50  |   |          |
| <b>Appeal from Arbitration</b>   | \$600.00* | <b>COPIES</b>   |          |
| *plus any add'l compensation authorized, but not to exceed 50% of the amount in controversy.<br>Shall not be taxable as costs or be recoverable in any proceeding. |           | Photo copy per page   | \$ .25   |
| <b>Assignments/Substitution of Party</b>   | \$ 9.90   | Docket printout by mail   | \$ 3.50  |
| <b>Building Agreements / Stip</b>  | \$ 20.00  | Photo copying by clerk  |          |
| <b>CERTIFICATION</b>   |           | 1 <sup>st</sup> page by mail  | \$ 1.00  |
| <b>Certification - (Except UCC)</b>  | \$ 5.75   | Each add'l page   | \$ .50   |
| Divorce Decree, Name Change  |           | Microfilm Copies  | \$ 1.00  |
| <b>Certification of Entire Record</b>  | \$ 20.00  |   |          |
| <b>COMMENCEMENT OF ACTION</b>  |           | <b>JUDGMENTS</b>  |          |
| <b>Action at Law or Equity</b> (plus .50 extra for indexing more than 5 pltfs. or defts.)  | \$152.50  | Confession (notes, bonds, etc.)   | \$ 62.50 |
| <b>Miscellaneous Civil Filing</b>  | \$ 52.50  | District Justice Transcript   | \$ 62.50 |
| <b>Custody Actions</b>   | \$180.00  | Certification of Judgment   | \$ 62.50 |
| <b>Modification of Custody (per petition)</b>  | \$ 26.75  | Domestic Relations  | \$ 62.50 |
| <b>Contempt of Custody (per petition)</b>  | \$ 26.75  | Exemplification/Foreign Judgment (Incoming Exemplified Records)           | \$ 62.50 |
| <b>Intervenor</b>  | \$ 26.75  | Exemplification of Judgment (Outgoing Exemplified Records)                | \$ 20.00 |
| <b>Divorce – (No Fault)</b>  |           | Liens   | \$ 62.50 |
| Plus add'l counts  | \$238.00  | Default, Non-Pros, Demurrer, Lis Pendens                                  | \$ 18.50 |
| <b>Alimony</b>   | \$ 54.75  | Verdict, Award, Court Order, Agreement & Final Decree                     | \$ 18.50 |
| <b>Alimony pendente lite, counsel fees &amp; costs</b>   | \$ 54.75  | Release of Judgment   | \$ 9.90  |
| <b>Custody &amp; Visitation</b>  | \$ 62.25  | Reassess of Judgment  | \$ 9.90  |
| <b>Equitable Distribution/Property Rights</b>  | \$ 54.75  | Subordination of Judgment   | \$ 9.90  |
| <b>Support</b>   | \$ 54.75  | Withdraw of Judgment  | \$ 9.90  |
| <b>Other, each</b>   | \$ 54.75  |   |          |
| <b>Vital Statistics</b>  | \$ .50    | <b>LETTER OF ATTORNEY</b>   |          |
| <b>Praecepto to Transmit</b>   | \$ 31.25  | Recording – each name   | \$ 9.90  |
| <b>Master Fees</b> Before 97-FC-818  | \$305.00  | Revoking – each name  | \$ 9.90  |
| After 97-FC-818  | \$250.00  |   |          |

| Document Type                                | Fee      |
|--|----------|
| <b>NOTARY PUBLIC</b>                         |          |
| Notarizing Fee                               | \$ 5.75  |
| Notary Certificate                           | \$ 4.00  |
| Notary Signature Registration                | \$ 4.00  |
| <b>*POLITICAL SUBDDIVISION</b>               |          |
| Action at Law or Equity                      | \$ 53.90 |
| Appeal from District Justice                 | \$ 53.65 |
| District Justice Transcript                  | \$ 53.65 |
| Execution                                    | \$ 10.00 |
| Judgment                                     | \$ 10.00 |
| Liens <b>with</b> Satisfaction Fee           | \$ 53.90 |
| 1. Federal Liens (effective 2006)            |          |
| 2. Mechanic Liens                            |          |
| 3. Municipal Liens                           |          |
| 4. State Liens (effective 2004)              |          |
| 5. Unemployment Liens (effective 2006)       |          |
| Satisfaction <b>not pre-paid</b>             | \$ 9.90  |
| Correction Notices                           | \$ 10.00 |
| 1.Federal Liens                              |          |
| Re-file Notice                               | \$ 10.00 |
| Suggestion of Non-payment                    | \$ 10.00 |
| Federal, State, Unemployment                 |          |
| <b>POUNDAGE</b>                              |          |
| (The handling fee of monies paid into court) |          |
| 4.5% on the first \$1,000 and                |          |
| 1.5% on each add'l \$1,000 or                |          |
| fraction thereof                             |          |
| <b>PROTECTION FROM ABUSE</b>                 |          |
| PFA filing                                   | \$175.05 |
| PA State Police Registry                     | \$100.00 |
| PFA Contempt or Bench Warrant                | \$ 20.00 |
| <b>Removal or Transfer</b>                   | \$ 24.50 |
| <b>REPORTS</b>                               |          |
| Detailed Case Type Reports                   | \$ 24.50 |
| <b>REVIVALS</b>                              |          |
| Amicable/Agreement                           | \$ 18.50 |
| Adverse/Writ                                 | \$ 31.25 |
| Averments, suggestion of non-                | \$ 18.50 |
| payment, (Continuing any lien not reduced    |          |
| to a judgment)                               |          |
| <b>Satisfactions</b> - not prepaid           | \$ 9.90  |
| <b>School Audits</b>                         | \$ 9.90  |
| <b>Subordination, withdrawal,</b>            | \$ 9.90  |
| <b>postponement</b>                          |          |

| Document Type                           | Fee      |
|---|----------|
| <b>SUBPOENA</b>                         |          |
| Subpoena - To Attend and Testify        | \$ 4.00  |
| Subpoena - To Produce Documents         | \$ 4.00  |
| <b>Surety Financial Statement</b>       | \$ 18.50 |
| <b>WRITS</b>                            |          |
| Bench Warrant                           | \$ 20.00 |
| Execution                               | \$ 31.25 |
| Attachment Execution                    | \$ 31.75 |
| Writs (Seizure, Possession, and Habeas) | \$ 31.25 |

**No personal checks will be accepted**

Business checks should be made payable to:

**CLERK OF JUDICIAL RECORDS -CIVIL DIVISION**

All checks returned for insufficient funds will be assessed a **\$20.00** service charge.

Pursuant to 42 P.S. § 21073(b), the Clerk of Judicial Records - Civil Division shall not be required to enter on the docket any suit, action or order of court or enter any judgment thereon or perform any service whatsoever for any person, political subdivision or the Commonwealth until the requisite fee is paid.

\*The maximum fee to be charged a political subdivision for any one of the services provided for herein shall be \$10.00. Total fee may include satisfaction / discontinuance, automation fees, JCS fee and Tax

\*Actions started by a political subdivision includes tax and surcharges

Note: A Credit Card Fee will be charged by the credit card company for the use of a credit/debit cards.