




COUNTY OF LEHIGH  
OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER  
17 SOUTH SEVENTH STREET  
ALLENTOWN, PA 18101-2400  
(610) 782-3082 FAX: (610) 820-3335

**TO:** Final Report Distribution

**FROM:** Thomas Slonaker, County Controller 

**DATE:** December 10, 2010

**RE:** Audit of Clerk of Judicial Records-Criminal Division

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We have completed our audit of Clerk of Judicial Records-Criminal Division for the years ended December 31, 2008 and 2009. Our audit report number 11-3 is attached.

The results of our audit are:

- The County of Lehigh received the proper amounts due from the Clerk of Judicial Records-Criminal Division.
- The office fee schedule has not been update since January 2, 2008.
- Management does not review the report "Disbursed and Undisbursed Escrow Dtail" on a monthly basis.
- Prior Year Finding – Positive pay for disbursements and CPCMS issues still remain unresolved.

Attachment

COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Financial Audit for the Years Ended  
December 31, 2008 and 2009*

REPORT NO. 11-3

COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Table Of Contents*

	<i>Page(s)</i>
Background Information .....	1
OPINION OF THOMAS SLONAKER, LEHIGH COUNTY CONTROLLER .....	2-3
Statement of Receipts, Disbursements, and Changes in Cash Balance for the Years ended December 31, 2008 and 2009 .....	4
Notes to Financial Statement .....	5
Comments on Compliance and Internal Control .....	6-7
Schedule of Audit Findings and Recommendations .....	8-10
Schedule of Prior Audit Findings and Recommendations .....	11
Clerk of Judicial Records' Response .....	12-18

COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS – CRIMINAL DIVISION

*Background\**

The Clerk of Judicial Records –Criminal Division is responsible for maintaining complete, accurate and up-to-date file records for the Lehigh County Court system in accordance with existing laws and remains current with all new legislation. To fulfill this responsibility, it is the mission of the Clerk of Judicial Records – Criminal Division to provide various services to the Courts, attorneys, other government agencies and the general public. It is the Clerk of Judicial Records –Criminal Division's goal to maintain efficient quality services. The objectives to meet this goal are the timely completion and submission of all required reports to various agencies of the Court system and to receive, process and maintain complete and accurate records of all moneys received by the Clerk of Judicial Records-Criminal Division, including moneys collected on behalf of individuals and held in escrow for the Court. The Clerk of Judicial Records- Criminal Division is an integral part of the Lehigh County Court System.

\*Source: 2009 Budget Narrative prepared by the Clerk of Judicial Records





# COUNTY OF LEHIGH

## OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER  
17 SOUTH SEVENTH STREET  
ALLENTOWN, PA 18101-2400  
(610) 782-3082 FAX: (610) 820-3335

Andrea E. Naugle, Clerk of Judicial Records  
Lehigh County Courthouse  
455 West Hamilton Street  
Allentown, PA 18101-1614

We have audited the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balance of Clerk of Judicial Records-Criminal Division for the years ended December 31, 2008 and 2009 as listed in the Table of Contents. These financial statements are the responsibility of the Clerk of Judicial Records-Criminal Division's management. Our responsibility is to express an opinion on the Statement of Receipts, Disbursements, and Changes in Cash Balance based on our audit.

We conducted our audit in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe our audit provides a reasonable basis for our opinion.

As discussed in Note 1, the financial statements were prepared on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Also, as discussed in Note 1, the financial statements present only the Clerk of Judicial Records-Criminal Division financial activity and does not purport to, and does not, present fairly the assets, liabilities, and results of operations of the County of Lehigh for the years ended December 31, 2008 and 2009 in conformity with the cash receipts and disbursements basis of accounting.

In our opinion, the Statement of Receipts, Disbursements, and Changes in Cash Balance referred to above present fairly, in all material respects, the financial activity arising from cash transactions of the Clerk of Judicial Records-Criminal Division for the years ended December 31, 2008 and 2009 on the basis of accounting described in Note 1. However, we noted control deficiencies or other management issues that are described in the accompanying "*Schedule of Audit Findings and Recommendations*" and "*Schedule of Prior Audit Findings and Recommendations*".

In accordance with *Government Auditing Standards*, we have also issued a report dated December 7, 2010 on our consideration of the Clerk of Judicial Records-Criminal Division's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



THOMAS SLONAKER  
County Controller

December 7, 2010  
Allentown, Pennsylvania

Final Distribution:

Board of Commissioners

Donald T. Cunningham, Jr., County Executive

Brian L. Kahler, Fiscal Officer

The Honorable William H. Platt, President Judge

The Honorable Carol K. McGinley, President Judge-Elect

COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Statement of Receipts, Disbursements, and  
Changes in Cash Balance for the  
Years ended December 31, 2008 and 2009  
(NOTE 1)*

	<u>2008</u>	<u>2009</u>
RECEIPTS:		
<i>Cash Bail</i>	\$ 452,945	\$ 601,872
<i>Common Pleas Fees</i>	55,636	69,305
<i>Interest</i>	6,539	3,127
<i>Customer Overages</i>	369	390
	-----	-----
TOTAL RECEIPTS	515,489	674,694
	-----	-----
DISBURSEMENTS:		
<i>Refund of Cash Bail and Customer Overages</i>	338,129	333,528
<i>County of Lehigh (NOTE 2)</i>	206,309	316,086
	-----	-----
TOTAL DISBURSEMENTS	544,438	649,614
	-----	-----
EXCESS OF RECEIPTS OVER/(UNDER) DISBURSEMENTS	(28,949)	25,080
CASH BALANCE, JANUARY 1	323,008	294,059
	-----	-----
CASH BALANCE, DECEMBER 31 (NOTE 3)	\$ 294,059	\$ 319,139
	=====	=====

The accompanying notes are an integral part of this statement.



COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Notes to Financial Statement  
For the Years Ended December 31, 2008 and 2009*

1. **Summary of Significant Accounting Policies**

**A. Reporting Entity**

The Clerk of Judicial Records-Criminal Division's financial activity is a part of the County of Lehigh's reporting entity, included in the general fund and is subject to annual financial audit by external auditors. This report is only for internal audit purposes.

**B. Basis of Accounting**

The accounting records of the County of Lehigh and the Statement of Receipts, Disbursements and Changes in Cash Balance for the years ended December 31, 2008 and 2009 are maintained on the cash receipts and disbursements basis of accounting. Under this basis of accounting, revenue is recognized when cash is received and expenditures are recognized when paid. This differs from Generally Accepted Accounting Principles (GAAP) which requires the accrual basis of accounting.

**C. Change in Computer Systems**

In July, 2005, the Clerk of Judicial Records-Criminal Division began using the Administrative Office of Pennsylvania Courts' (AOPC) case management system called "Common Pleas Case Management System" (CPCMS). All counties in Pennsylvania are required to use CPCMS.

2. **County of Lehigh**

Disbursements to the County of Lehigh include 10% bail program fees, office fees, handling fees for bail money paid into court, bail forfeitures, private detective licenses, and interest earned.

3. **Cash Balance, December 31**

The December 31 cash balance is comprised of:

	<u>2008</u>	<u>2009</u>
Escrow Checking Account	\$ 294,059 =====	\$ 319,139 =====





# COUNTY OF LEHIGH OFFICE OF THE CONTROLLER

LEHIGH COUNTY GOVERNMENT CENTER  
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ALLENTOWN, PA 18101-2400  
(610) 782-3082 FAX: (610) 820-3335

Andrea E. Naugle, Clerk of Judicial Records  
Lehigh County Courthouse  
455 West Hamilton Street  
Allentown, PA 18101-1614

We have audited the financial statements of the Clerk of Judicial Records-Criminal Division for the years ended December 31, 2008 and 2009 and have issued our report thereon dated December 7, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

In planning and performing our audit, we considered Clerk of Judicial Records-Criminal Division's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the Statement of Receipts, Disbursements and Changes in Cash Balance, but not for the purpose of expressing an opinion on the effectiveness of the Clerk of Judicial Records-Criminal Division's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Clerk of Judicial Records-Criminal Division's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

A material weakness is a deficiency, or combination of deficiencies, in internal control, such as there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

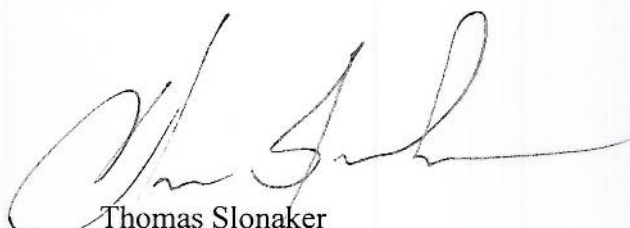
As part of obtaining reasonable assurance about whether the Clerk of Judicial Records-Criminal Division's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However,

providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the Clerk of Judicial Records-Criminal Division in a separate section titled "*Schedule of Audit Findings and Recommendations*" and "*Schedule of Prior Audit Findings and Recommendations*".

The Clerk of Judicial Records-Criminal Division's response to the findings identified in our audit are included in this report. We did not audit Clerk of Judicial Records-Criminal Division's response and, accordingly, we do not express an opinion on it.

This report is intended solely for the information and use of management, and other affected county offices and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



Thomas Slonaker  
County Controller

December 7, 2010  
Allentown, Pennsylvania



COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Schedule of Audit Findings and Recommendations*

1. Office Fee Schedule Not Updated

**Condition:** Currently, the management of the clerk of judicial records- criminal division is using an office fee schedule that has not been updated since January 2, 2008.

**Recommendation:** The management of the clerk of judicial records- criminal division should update the office fee schedule. The updated fee schedule should be in line with what other counties in Pennsylvania currently charge for their services.

2. Lack of Management Review of the report "Disbursed and Undisbursed Escrow Detail"

**Condition:** The management of the clerk of judicial records- criminal division does not review the report "Disbursed and Undisbursed Escrow Detail" for escheatable, forfeited funds or funds that should be returned to the surety. This report details all bail monies being held by the clerk of judicial records- criminal division for defendants awaiting trial. Currently, only the bail clerk reviews this report on an ongoing basis.

**Recommendation:** The management of the clerk of judicial records- criminal division should review and initial the report "Disbursed and Undisbursed Escrow Detail" on a monthly basis.



COUNTY OF LEHIGH, PENNSYLVANIA  
CLERK OF JUDICIAL RECORDS-CRIMINAL DIVISION

*Schedule of Prior Audit Findings and Recommendations*

1. Cash Management Issues

**Condition:** The management of the clerk of judicial records - criminal division handles all the day-to-day cash management functions of the office (cash receipts, banking, account reconciliation, cash disbursements). Adequate internal control requires separation of cash management functions. For other county offices, this is accomplished by having the banking relationships, the daily cash management, and accounts payable process performed by the county office of fiscal affairs. We were informed by the clerk of judicial records that centralizing routine cash management functions with the office of fiscal affairs is not a viable option. This situation results in duplicative functions being performed by clerk of judicial records personnel (check preparation, bank account reconciliation, etc.). Also, certain issues persist that need to be addressed:

- Computer systems for the clerk of judicial records did not allow for positive pay. This routine control automatically compares an electronic record of all checks issued with the bank's record of checks presented for payment effectively preventing check fraud.
- The clerk of judicial records might be able to earn more interest if the dollars are placed under the umbrella of the county.

**Recommendation:** The management of the clerk of judicial records - criminal division should:

1. Establish a positive pay system for disbursements as soon as possible.
2. Consult with the county fiscal officer to discuss other investment opportunities that are available. Criminal division's funds should receive the same interest rate the county fiscal office receives.

**Current Status:** Management is now receiving the same interest rate the county fiscal office receives. The positive pay system for disbursements still remains unresolved.

## 2. Automated Accounting System Deficiencies

**Condition:** The automated accounting system, CPCMS, which is maintained by the AOPC, has several system deficiencies that need to be fixed:

- There are 100 active users with F1 and F2 security that have the ability to void cash receipts issued by the clerk of judicial records-criminal division.
- There is no transaction report that details all assessment fee cancellations or vendor address changes.
- There is no monthly report that only identifies escheatable bail escrow funds. Currently, escheatable funds are listed in sections “Bail” and “Refund –Other” of the monthly report “Disbursed and Undisbursed Escrow Detail”.
- There is no monthly report that separates active and inactive bail escrow funds. Currently, all bail escrow funds are co-mingled together in the monthly report “Disbursed and Undisbursed Escrow Detail”.

**Recommendation:** Management should contact the AOPC and request that modifications to CPCMS be made to correct the system deficiencies:

- Access to the clerk of judicial records – criminal division system cash receipts system should be limited only to authorized clerk of judicial records – criminal division staff. Retired and terminated employees should be removed from the active user list. Management should request AOPC create different levels of security based on the employees’ assigned job responsibilities. Also, management should review and approve all voids listed on AOPC report #1256 “Void Receipts”.
- A transaction report that details all assessment fee cancellations and vendor address changes should be developed by AOPC. This transaction report should be reviewed and approved by management.
- A report that only identifies escheatable bail escrow funds should be developed by AOPC. This report should be reviewed and approved by management. This report would be used to determine which funds would be escheated to the Commonwealth of Pennsylvania.
- A report that separates active and inactive bail escrow funds should be developed by AOPC. This report should be reviewed by management on a monthly basis to determine which funds should be returned to the surety or escheated to the Commonwealth of Pennsylvania.

**Current Status:** Management has contacted the AOPC on numerous occasions (current and prior) about making the requested modifications to CPCMS, which still remains unresolved. Currently, management reviews and approves all void receipts and all fee assessments made to individual defendant cases on a monthly basis.



3. Non Compliance - Reporting of Abandoned and Unclaimed Property

**Condition:** Management did not file a report of “Abandoned and Unclaimed Property” with the Commonwealth of Pennsylvania’s Treasury Department for the years 2006 and 2007. Per the Commonwealth of Pennsylvania’s Treasury Departments’ filing instructions for 2007:

**Recommendation:** Management should compile a list of all abandoned and unclaimed property for 2006 and 2007 and file the appropriate report with the Commonwealth of Pennsylvania’s Treasury Department.

**Current Status:** Management has filed the appropriate reports for 2006 & 2007 with the Commonwealth of Pennsylvania.

4. Incorrect Reporting of Abandoned and Unclaimed Property in Prior Years

**Condition:** Management did not correctly report the items listed on the “Report of Abandoned and Unclaimed Property Verification and Checklist” for the year ended December 31, 2004 submitted June 15, 2005. Management did not list the correct name of the person who remitted the funds. In most cases, the defendants’ name was listed instead of the payee’s name. Also, most of the funds turned over were not held for the correct length of time before being turned over to the Commonwealth of Pennsylvania.

**Recommendation:** Management should file a corrected “Report of Abandoned and Unclaimed Property Verification and Checklist” for the year ended December 31, 2004.

**Current Status:** Management has filed a corrected 2004 report with the Commonwealth of Pennsylvania

5. Segregation of Duties- Chief Deputy

**Condition:** There is a lack of segregation of duties for the responsibilities assigned to the Clerk of Judicial Records –Criminal Division’s chief deputy. Some of the duties assigned to the chief deputy are:

- Void cash receipts.
- Approve disbursement checks.
- Prepare the monthly bank reconciliations for all office bank accounts.

Proper segregation of duties requires separation of the cash receipt, cash disbursement, and bank account reconciliation responsibilities.

**Recommendation:** Management should consider re-assigning some of the duties of the chief deputy to another employee not involved in receiving cash and recording cash transactions.

**Current Status:** Management has reassigned some of the duties of the chief deputy during the audit.



# *Lehigh County Clerk of Judicial Records*

## Civil Division

(610) 782-3148

*Susan K. Bloom*  
Chief Deputy  
*Diane L. Washburn*  
Asst. Chief Deputy

**Andrea E. Naugle**  
Lehigh County Courthouse  
455 W. Hamilton Street - Room 132  
Allentown, PA 18101-1614

## Criminal Division

(610) 782-3077

*Toni A. Remer*  
Chief Deputy  
*Virginia Schuler*  
Asst. Chief Deputy

December 7, 2010

Mr. Thomas Slonaker  
Lehigh County Controller  
Lehigh County Government Center  
17 S. Seventh Street  
Allentown PA 18101-2400

RE: Controller's Audit – 2008 – 2009 Criminal Division

Dear Mr. Slonaker:

Before a final audit is complete, I offer the following comments to your draft of findings and recommendations.

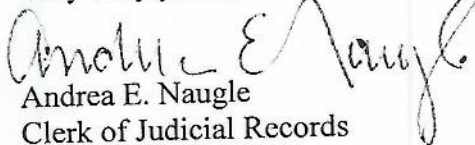
### Office Fee Schedule Not Updated

Act 36 of 2000 states that the "clerk of courts may increase any fee or charge . . . with the approval of the president judge." It does not state "shall". We disagree with this finding. We also must point out that there is no uniform charges in similar counties in Pennsylvania. **This finding should be removed from the 2008 – 2009 audit report.**

### Lack of Management Review of the report "Disbursed and Undisbursed Escrow Detail"

We disagree in part with this issue as the Bail Clerk is a management position since it is classified as an "Assistant Operations Manager". However, at your suggestion, the Office Supervisor will begin overseeing the report on a monthly basis to double check this function.

Very truly yours,

  
Andrea E. Naugle  
Clerk of Judicial Records

Enclosures - Act 36 of 2000; sample copies of 3<sup>rd</sup> class county Criminal Fees.

## THE GENERAL ASSEMBLY OF PENNSYLVANIA

## HOUSE BILL

## No. 1635 Session of 1999

INTRODUCED BY BARLEY, JAMES, GORDNER, STABACK, NICKOL, SHANER,  
STERN, HERSHEY, ARMSTRONG, LUCYK, HESS, ZIMMERMAN, SOLOBAY,  
SCHRODER, ROSS, DeLUCA, DEMPSEY, LEH, BASTIAN, BELFANTI,  
BUXTON, BUNT, TULLI, ZUG, PESCI, McNAUGHTON, WOJNAROSKI,  
GEIST, DAILEY, MARSICO, LEDERER, GIGLIOTTI, COSTA, WILLIAMS,  
CORRIGAN, VAN HORNE, McCALL, TRELLO AND CORNELL,  
JUNE 14, 1999

REFERRED TO COMMITTEE ON JUDICIARY, JUNE 14, 1999

## AN ACT

1 Amending Title 42 (Judiciary and Judicial Procedure) of the  
2 Pennsylvania Consolidated Statutes, authorizing clerks of  
3 courts of common pleas to increase certain fees and to impose  
4 automation fees.

5 The General Assembly of the Commonwealth of Pennsylvania  
6 hereby enacts as follows:

7 Section 1. Title 42 of the Pennsylvania Consolidated  
8 Statutes is amended by adding a section to read:  
9 § 1725.4. Fee increases and automation fee.

10 (a) Increasing existing fees.--

11 (1) In counties of the second class A and the third  
12 through eighth class, including home rule counties of the  
13 same class, the clerk of courts may increase any fee or  
14 charge that exists as of the effective date of this section  
15 with the approval of the president judge. The amount of any  
16 increase may not be greater than the aggregate of the

1 consumer price index from the month in which the fee was last  
2 established through June 1998.

3 (2) The amount of any fee or charge increased pursuant  
4 to paragraph (1) may be increased every three years, provided  
5 that the amount of the increase may not be greater than the  
6 percentage of increase in the Consumer Price Index for Urban  
7 Workers for the immediate three years preceding the last  
8 increase in the fee or charge.

9 (b) Automation fee for clerk of courts office.--In addition  
10 to any other fee authorized by law, an automation fee of not  
11 more than \$5 may be charged and collected by the clerk of courts  
12 of counties of the second class A and the third through eighth  
13 class, including home rule counties of the same class, for the  
14 initiation of any action or legal proceeding. The automation fee  
15 shall be deposited into a special clerk of courts automation  
16 fund established in each county. Moneys in the special fund  
17 shall be used solely for the purpose of automation and continued



HOUSE BILL 1999  
18 automation update of the office of the clerk of courts.  
19 Section 2. This act shall take effect in 60 days.

D19L42JAM/19990H1635B2000

- 2 -





# THE COURT OF COMMON PLEAS

NORTHAMPTON COUNTY, PENNSYLVANIA

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## Criminal Court Fee Schedule

### NORTHAMPTON COUNTYM CRIMINAL COURT DIVISION FEE SCHEDULE

#### APPEALS:

Appeal - LCB	25.00
Appeal - Summary Conviction	45.00
Appel - Superior Court	50.00

<b>BENCH WARRANT (CLERK FEES)</b>	5.00
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<b>CERTIFICATION</b>	9.00
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#### CHARGES:

Before Trial	135.00
Trial	180.00
ARD / DUI	120.00

<b>CRIMINAL RECORD SEARCH</b>	10.00
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<b>DETECTIVE LICENSE FEE (CORPORATE)</b>	345.00
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<b>DETECTIVE LICENSE FEE (INDIVIDUAL)</b>	230.00
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<b>POSTAGE (EACH CASE)</b>	2.00
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#### POUNDAGE / BAIL FEE:

10% Bail	20.0%
Cash Bail (First Thousand)	4.5%
Every Thousand After	1.5%

<b>MISC (EXPUNGEMENT, ROADS, ETC)</b>	15.00
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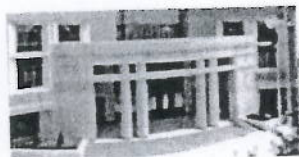
<b>SUBPOENAS</b>	2.00
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<b>SUMMARY (EACH CHARGE)</b>	20.00
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<b>XEROX COPIES</b>	0.50
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<b>AUTOMATION FEE (EACH CASE)</b>	5.00
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## Costs, Fines, and Fees

Costs and Fines Unit (717) 771-9363

Please see below our court ordered fee schedule. If you are a defendant and have questions or concerns regarding your payment plan or you are a victim of crime with questions or concerns regarding restitution, please contact the below listed numbers:

- 1) For defendants with last names beginning with the letters A-L, please call 717-771-9707 or email [Costandfines@york-county.org](mailto:Costandfines@york-county.org)
- 2) For defendants with last names beginning with the letters M-Z, please call 717-771-9749 or email [Costandfines@york-county.org](mailto:Costandfines@york-county.org)

Victims of crime should reference your inquiries based on the defendants' last name(s) as well.

### 2008-2012 Fee Schedule Effective April 1, 2008

CLERK FEES:	Base Rate	Total Due
**Non Jury Trial or Guilty Plea	\$ 145.00	\$ <b>161.00</b>
**Indirect Criminal Contempt	\$ 145.00	\$ <b>161.00</b>
**Jury Trial	\$ 195.00	\$ <b>211.00</b>
**Summary	\$ 40.50	\$ <b>56.50</b>

#### COPIES:

Per page	\$ 0.55	\$ <b>0.55</b>
Certified Copy	\$ 10.00	\$ <b>10.00</b>

#### FILING FEES:

*Miscellaneous Papers	\$ 18.00	\$ <b>23.00</b>
*Tax Collector Bond	\$ 18.00	\$ <b>23.00</b>
*Constable Bond	\$ 18.00	\$ <b>23.00</b>
**Summary Conviction Appeal (charged each docket #)	\$ 47.50	\$ <b>63.50</b>



**Appeals to Commonwealth/Superior or Supreme Court	\$ 58.00	\$ <b>74.00</b>
*Road Cases	\$ 18.00	\$ <b>23.00</b>
*Resolution of Township Supervisors	\$ 18.00	\$ <b>23.00</b>
Expungement Petition	\$ 55.00	\$ <b>55.00</b>

**FORMS:**

*Record Check	\$ 6.00	\$ <b>11.00</b>
Bail Piece (Charged on each case issued)	\$ 12.00	\$ <b>12.00</b>

**MISCELLANEOUS:**

Postage (Charged per case)	\$ 11.00	\$ <b>11.00</b>
Automation Fee	\$ 5.00	\$ <b>5.00</b>

\* Add \$5.00 for Equipment Automation Fund

\*\* Add \$16.00 for Equipment Automation Fund & Postage

**NOTE: NO CHARGE FOR DEFENSE SUBPOENAS!**

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*"The Clerk of the Court of Quarter Sessions and Oyer and Terminer has existed in Pennsylvania since the first organization of English government in colonial America..."*

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# Lackawanna County - Clerk of Judicial Records

## CRIMINAL DIVISION

---

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**As of December 2, 2008, the following prices are in effect.**

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<b>SUMMARY APPEALS:</b>	\$40.00
<b>SUBPOENAS:</b> <i>INCLUDING NUNC PRO TUNC PETITION</i>	\$ 3.00
<b>FILING FEE FOR APPEALS:</b>	\$60.00 MADE PAYABLE PROTHONOTARY OF THE APPELLATE COURT (COMMONWEALTH, SUPERIOR, SUPREME)
	\$45.00 CLERK OF JUDICIAL RECORDS

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