



**ROBERT L. LANGLEY, JR.**  
SHERIFF

**PUTNAM COUNTY  
OFFICE OF THE SHERIFF  
AND CORRECTIONAL FACILITY**

THREE COUNTY CENTER  
CARMEL, NEW YORK 10512  
845-225-4300

[www.putnamsheriff.com](http://www.putnamsheriff.com)



**MICHAEL F. CORRIGAN**  
UNDERSHERIFF  
FBI/NA 183<sup>RD</sup>

Captain Lisa Ortolano, Esq. 845-225-5550  
Civil Unit – Fee Schedule

<u>Type of Action</u>	<u>No. of Copies</u>	<u>Fees</u>
Income Execution		
First Stage – voluntary	Original + 5 copies	\$37.50
Second Stage – employer *in county		\$30.00 + mileage
Second Stage – employer out of county		\$37.00
Warrant of Eviction	Original + 5 copies	\$105.00
Additional Tenant	5 copies per tenant	\$ 20.00 per tenant
Triple Fee for Listed Mileage – Required for all Evictions		See chart
Summons and Subpoenas	3 copies	\$17.00 + mileage
Mandates	Original + 2 copies	\$47.00 + mileage
(Includes Order to Show Cause, Notice of Petition, Citation, Mechanic Lien, etc.)		
Property Execution serving Bank to include	Original + 5 copies	\$30.00 + mileage
(1) Exemption notice & (2) Exemption claim forms attached		to town where bank is located
Personal Property Levy	Original + 5 copies	
Receive, enter, return the execution		\$15.00
Levy fee		\$15.00
Inventory fee		\$15.00
Serve or execute a mandate		\$45.00
Serves notices, claim forms or “civil process”		\$15.00
Certified copy of the execution or its return		\$10.00
Mileage to town, varies by schedule		See chart
**For Commercial Establishments, please call for instructions & applicable fees.		
<b><u>Advance Fee Required in Addition to Above on LEVY of Real or Personal Property</u></b>		\$2,000.00
Sheriff’s Real Property Execution & Sale	Original + 5 copies	
Serving Notice to Judgment Debtor		\$30.00 + mileage
Posting of Notice of Sale		\$15.00 per posting
Posting postponement notice		\$15.00 per posting

<u>Type of Action</u>	<u>No. of Copies</u>	<u>Fees</u>
Sheriff's Real Property Execution & Sale (continued)		
Serve a notice of sale		\$15.00 + mileage
Serve a postponement notice		\$15.00 + mileage
Drawing/Executing Sheriff's Deed		\$20.00
Copies of certain documents		\$15.00
Attend a sale		\$15.00
Conduct a sale		\$15.00
Mileage		See chart
Miscellaneous charges (e.g. postage, overtime, newspaper ad)		Varies
<b><u>Advance Fee Required in Addition to Above on LEVY of Real or Personal Property</u></b>		\$2,000.00
Automobile Levy		
		\$30.00 + mileage
<b><u>Advance Fee Required in Addition to Above for advanced towing &amp; storage fees</u></b>		\$2,500.00
Send or bring Dept. of Motor Vehicle print out of submitted MV-15 form to Putnam County Sheriff's Office.		
Civil Arrest		
	Original + 2 copies	
Receive & execute any Civil Arrest Warrant		\$47 + mileage
If Defendant is taken out of town, round trip mileage to destination		\$0.58.5 per mile
Commit to Jail		\$10.00
Discharge from Jail		\$10.00
Serve summons and return of Affidavit, if received with Order of Arrest		\$17.00
Add fine from body of arrest order		
Add poundage to TOTAL at 5%		
If from local attorney, need attorney's certification. If from out of town attorney, need CERTIFIED copy.		
Order of Attachment		
Receiving Order of Attachment		\$15.00
Serve Order of Attachment		\$15.00 per defendant
Levy against Defendant's property and return		\$40.00 per defendant
Serve Summons with Order		\$17.00
Make and file inventory		\$17.00

***Mileage Fees at \$0.58.5 per mile***

<u>TOWN</u>	<u>ZIP CODE</u>	<u>MILEAGE</u>
Southeast/Brewster	10509	\$ 21.00
Carmel/Kent	10512	\$ 23.00
Mahopac	10541	\$ 25.00
Mahopac Falls	10542	\$ 24.00
Patterson	12563	\$ 31.00
Holmes	12531	\$ 29.00
Lake Peekskill	10537	\$ 47.00
Putnam Valley	10579	\$ 41.00
Cold Spring/Nelsonville	10516	\$ 72.00
Garrison	10524	\$ 81.00

**ALL FEES ARE PAYABLE IN ADVANCE BEFORE A SERVICE CAN BE RENDERED**  
*(except where the cost cannot be determined until the final disposition of the action).*

*Payments Can Be Made By*  
**Cash, Certified Checks Or Money Order**  
 Payable To: **Putnam County Sheriff.**

**ALL Fees Subject To Change.**