



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



KEVIN CHEVERKO
UNDERSHERIFF

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	\$39.00
Second Stage – employer *in county		\$30.00 + mileage
Second Stage – employer out of county (Municipality \$2.00 fee, 2 nd POB address \$1.00 fee)		\$38.00
Warrant of Eviction	Original + 5 copies	\$105.00
Additional Tenant	5 copies per tenant	\$ 15.00 per tenant
Certified Mailing		\$ 8.00 per tenant
Triple Fee for Listed Mileage – Required for all Evictions		See chart
Summons and Subpoenas	3 copies	\$23.00 + mileage
Mandates	Original + 2 copies	\$53.00 + mileage
(Includes Order to Show Cause, Notice of Petition, Citation, Mechanic Lien, etc.)		
Property Execution serving Bank to include	Original + 5 copies	\$44.00 + 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.		
<u>Advance Fee Required in Addition to Above on LEVY of Real or Personal Property</u>		\$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
<u>Advance Fee Required in Addition to Above on LEVY of Real or Personal Property</u>		\$2,000.00
Automobile Levy		
		\$30.00 + mileage
<u>Advance Fee Required in Addition to Above for advanced towing & storage fees</u>		\$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 warrant is not an original , then we need an Attorney's Certification OR a 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 – includes 3 attempts of service

<u>TOWN</u>	<u>ZIP CODE</u>	<u>MILEAGE</u>
Carmel/Kent	10512	\$ 18.00
Southeast/Brewster	10509	\$ 28.00
Mahopac	10541	\$ 27.00
Mahopac Falls	10542	\$ 32.00
Patterson	12563	\$ 37.00
Holmes	12531	\$ 30.00
Lake Peekskill	10537	\$ 57.00
Putnam Valley	10579	\$ 55.00
Cold Spring/Nelsonville	10516	\$ 77.00
Garrison	10524	\$ 86.00

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.**

Credit Card payments accepted on
putnamsheriff.com/civil-bureau.

ALL Fees Subject To Change.