

**POTTER COUNTY CLERK  
PROBATE/GUARDIANSHIP FEES  
(Effective 1/1/2023)**

Cause of Action→ Fees↓	Letters Test.	Ind. Admin.	Mun. of Title	Dep. Administration	Determination of Heirship	Small Estate/ Open Safe Deposit Box	Guardianship	Foreign Will
Appellate Judicial System Fund	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Court Facility Fee fund	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Clerk of the Court Account	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Records Management & Preservation Fund	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Court Reporter Service Fund	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00
County Law Library Fund	35.00	35.00	35.00	35.0	35.00	35.00	35.00	35.00
Courthouse Security Fund	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Language Access Fund	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
County Jury Fund	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
County Dispute Resolution Fund	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Court Initiated Guardianship Fund	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Judicial Education & Support Fund	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Local Consolidated Total	223.00	223.00	223.00	223.00	223.00	223.00	223.00	223.00
State Consolidated Total	137.00	137.00	137.00	137.00	137.00	137.00	137.00	137.00
<b>TOTAL CONSOLIDATED FEES</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>	<b>360.00</b>
<b>Additional Fees</b>								
Issuance Fee for Required Notice/Citations	8.00	8.00	8.00	8.00	8.00	-----	16.00	-----
County Judge	4.00	4.00	2.00	4.00	2.00	2.00	4.00	-----
Sheriff Fees	100.00	100.00	100.00	100.00	100.00 each	-----	200.00	-----
<b>Total Filing Fee</b>	<b>472.00</b>	<b>472.00</b>	<b>470.00</b>	<b>472.00</b>	<b>470.00</b>	<b>362.00</b>	<b>580.00</b>	<b>360.00</b>

Issuance fees for required citations/notices issued by Clerk @ \$8.00 each

County Judge Fee included for each order at \$2.00 each

\*\* Fees shown are for Potter Co. Sheriff. If citation is served by **Cert. Mail** the County Clerk will receive the same as Sheriff

**POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY FEES**

**ADDITIONAL FEES**

**\*Inventory & Appraisement (filed late)**

Clerk's Fee	\$25.00
Judges Signature	2.00
<b>Total</b>	<b>\$27.00</b>

\*(fee charged if filed after the 90<sup>th</sup> day personal representative qualifies or after

extended deadline specified by the Court)

**Claims against the Estate**

Clerk's Fee	\$ 10.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 12.00</b>

**Fees for documents filed after the Original Application has been on file for 120 days or after the Order Approving the Inventory and Appraisement has been entered, whichever occurs first.**

**Annual Account or Final Account of the Estate**

Clerk's Fee	\$ 25.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 27.00*</b>

\*Fees do not include Issuance/Service of Citation

**Application for Sale of Real/Personal Property**

Clerk's Fee	\$ 25.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 27.00*</b>

\*Fees do not include Issuance/Service of Citation

**Annual or Final Report of Guardian of Person**

Clerk's Fee	\$ 10.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 12.00*</b>

**Document over 25 pages**

Clerk's Fee	\$ 25.00
<b>Total</b>	<b>\$ 25.00*</b>

\*plus \$2.00 for Judge's signature (if order presented or applicable)

Fees do not include Issuance/Service of Citation

• Oaths	\$ 2.00
• Issuance of Letters (Testamentary, Guardianship, Admin.)	\$ 2.00
• Issuance of Abstract of Judgment (Probate)	\$ 2.00
• Approving and Recording a Bond Judge's signature	\$ 5.00 + \$2.00 for
• Issuance of Citation, Notice, Subpoena	\$ 8.00
• Judge's Signature	\$ 2.00 per each Order

**Action Other than Original & Adverse Actions**

Clerks Fee	\$40.00
County Records Management	5.00
Court Initiated Guardianship	30.00
Local Consolidated Fee	75.00
State Consolidated Fee	45.00

<b>Total Filing Fee</b>	<b>\$120.00*</b>
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\*plus \$2.00 for Judge's signature if needed  
 Fees do not include Issuance/Service of Citation if needed

**Wills for Safekeeping**

Clerks Fee	5.00
<b>Total</b>	<b>5.00</b>

**Registry Handling Expenses**

(Clerks Fee)  
 Interest bearing = 10% of interest  
 Non-Interest bearing 5% of withdrawal not to exceed \$50.00

**Copy & Miscellaneous Fees**

Certified Copies	\$5.00 (Clerks Certificate)
Fee for each page added	\$1.00 (per page)
Non-Certified copies	\$1.00 (per page)
Authenticated/Exemplified/3 Way Copies Certification/\$2.00 for Judge's Signature)	\$7.00 (5.00 Clerk's)
Electronic document copies	\$1.00 (covers up to 10 pages, page 11 & up \$.10 per page)
Certified Mail Service of Process fee is the same as Sheriff	\$100.00 (plus issuance)

**POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY SERVICE FEES**

**Registration of Private Professional Guardian**

Clerks Fee	40.00
<b>Total</b>	<b>40.00</b>

**BOND FORFEITURE**

**Bond Forfeiture Original Action**

Cause of Action→	Bond Forfeiture Original Action
<b>Fees ↓</b>	
Appellate Judicial System	5.00
Court Facility Fee	20.00
Clerk of the Court Account	50.00
Records Management & Preservation Fund	30.00
Court Reporter Service Fund	25.00
County Law Library Fund	35.00
Courthouse Security Fund	20.00

Language Access Fund	3.00
County Jury Fund	10.00
County Dispute Resolution Fund	15.00
Local Consolidated Fees	<b>213.00</b>
State Consolidated Fee	<b>137.00</b>
Total Consolidated Fees	<b>350.00</b>
<b>Additional Fees</b>	
Issuance Fee for Required Notices/Citations	8.00
Sheriff Fee	**100.00
<b>Total Filing Fee</b> ♦	<b>\$458.00</b>

\*Varies depending on issuance (add \$8.00 for each additional issuance)

\*\* Fees shown are for Potter Co. Sheriff. If citation is served by Cert. Mail the County Clerk will receive the same as Sheriff  
**POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY FEES**

Issuance of Citation, Subpoena, Notice, etc. (Original & One (1) copy)  
Issuance of Abstract of Judge

\$8.00/set  
\$ 5.00

<b>Misc. Fees</b>	
<b>LIQUOR LICENSE</b>	
Clerks Certificate	\$ 5.00
Protested Application Fee	\$ 25.00

**MENTAL HEALTH COMMITMENT CASES:**

<b>Appellate Judicial System Fund</b>	5.00
<b>Court Facility Fee fund</b>	20.00
<b>Clerk of the Court Account</b>	40.00
<b>Records Management &amp; Preservation Fund</b>	15.00
<b>Court Reporter Service Fund</b>	25.00
<b>County Law Library Fund</b>	35.00
<b>Courthouse Security Fund</b>	20.00
<b>Language Access Fund</b>	3.00
<b>County Jury Fund</b>	10.00
<b>County Dispute Resolution Fund</b>	15.00
<b>Court Initiated Guardianship Fund</b>	30.00
<b>Judicial Education &amp; Support Fund</b>	5.00
Local Consolidated Total	223.00
State Consolidated Total	137.00
<b><u>TOTAL CONSOLIDATED FEES</u></b>	<b><u>360.00</u></b>
<b>Additional Fees</b>	
<b>Issuance Fee for Required Notice/Citations</b>	8.00
<b>County Judge</b>	4.00
<b>Sheriff Fees</b>	100.00

\*Amount subject to change depending on # of Notices & mileage

\*\* Total does not include fees for Court Appointed Attorneys or Examiners and will vary based on hearings needed for patient.

**ALL DOCKETS**

Non-certified Copy	\$1.00/page
Certified copy	\$1.00/page + \$5.00 Clerk's Certificate
Authenticated/Exemplified/3 way copy fee	\$7.00 (\$5.00 Clerks Certification/\$2.00 for Judge's signature)
Certificate of Fact Concerning Record:	\$5.00

(updated 1.11.23)