

**ANDREA E. NAUGLE, LEHIGH COUNTY CLERK OF JUDICIAL RECORDS**  
**AMENDED CIVIL DIVISION FEE SCHEDULE**  
**EFFECTIVE JANUARY 1, 2016**

(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 126 of 2014- eff. 7/10/14, Act 113 of 2014 – eff. 8/8/2014  
 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

<b>Document Type</b>	<b>Fee</b>	<b>Document Type</b>	<b>Fee</b>
<b>Acknowledgment of Deeds</b>	\$ 10.40	<b>Praecipe To Transmit Record</b>	\$ 32.75
<b>APPEALS</b>		<b>Motion for Appointment of Master</b>	\$500.00
Appellate Court	\$ 82.25	(Divorce, Alimony, Equitable Distribution & Annulment)	
Plus check made payable to "Prothonotary of Superior/Commonwealth Court" for \$85.50		<b>Motion for Appointment of Master</b>	\$ 28.00
Magisterial District Judge	\$170.25	(Interim Relief: Counsel Fees & Costs)	
Arbitration	\$600.00*	<b>Motion for Appointment of Master</b>	\$ 28.00
*plus any add'l compensation authorized, but not to exceed 50% of the amount in controversy. Shall not be taxable as costs or be recoverable in any proceeding.		(Modification of Post-Divorce Alimony)	
<b>Assignments/Substitution of Party</b>	\$ 10.40	Any action or proceeding to open/strike a judgment	\$149.25
<b>Building Agreements / Stip</b>	\$ 21.00	Proceedings on any lien other than revival-(Mechanic's Lien Complaint)	\$113.75
<b>CERTIFICATION</b>		*Actions started by a political subdivision (Includes tax and surcharges)	\$ 66.40
Certification	\$ 6.00	<b>COPIES</b>	
Divorce Decree, Name Change		Photo copy per page	\$ .25
Certification of Entire Record	\$ 21.00	Docket printout by mail	\$ 3.50
<b>COMMENCEMENT OF ACTION</b>		Photo copying by clerk	
Action at Law or Equity (plus .50 extra for indexing more than 5 pltf's. or defts.)	\$170.25	1 <sup>st</sup> page by mail	\$ 1.00
Miscellaneous Civil Filing	\$ 75.90	Each add'l page	\$ .50
Custody Actions	\$198.25	Microfilm Copies	\$ 1.00
Modification of Custody	\$ 28.00	<b>JUDGMENTS</b>	
Contempt of Custody	\$ 28.00	Confession (notes, bonds, etc.)	\$ 75.75
Miscellaneous Custody Petitions	\$ 28.00	Magisterial District Judge Transcript	\$ 75.75
Petition for Relocation	\$ 28.00	Certification of Judgment	\$ 75.75
Petition to Intervene	\$ 28.00	Domestic Relations	\$ 75.75
Petition for Special/Emerg. Relief	\$ 28.00	Exemplification/Foreign Judgment (Incoming Exemplified Records)	\$ 75.75
Divorce – (No Fault)		Exemplification of Judgment (Outgoing Exemplified Records)	\$ 21.00
Plus add'l counts	\$255.75	Liens	\$ 75.75
Alimony	\$ 68.25	Default, Non-Pros, Demurrer, Lis Pendens	\$ 19.25
Alimony pendente lite, counsel fees & costs	\$ 68.25	Verdict, Award, Court Order, Agreement & Final Decree	\$ 19.25
Custody & Visitation	\$ 76.25	Release of Judgment	\$ 10.40
Equitable Distribution/Property Rights	\$ 68.25	Reassess of Judgment	\$ 10.40
Support	\$ 68.25	Subordination of Judgment	\$ 10.40
Other, each	\$ 68.25	Withdraw of Judgment	\$ 10.40
Petition for Special/Emerg. Relief	\$ 28.00	236 Notice E-Filed (Per Mailing Address of Each Debtor)	\$ 5.25
Miscellaneous Divorce Petitions	\$ 28.00		
Vital Statistics	\$ .50		

<b>Document Type</b>	<b>Fee</b>
<b>LETTER OF ATTORNEY</b>	
Recording – each name	\$ 10.40
Revoking – each name	\$ 10.40
<b>NOTARY PUBLIC</b>	
Notarizing Fee	\$ 6.00
Notary Certificate	\$ 4.00
Notary Signature Registration	\$ 4.00
<b>*POLITICAL SUBDDIVISION</b>	
Action at Law or Equity	\$ 66.40
Appeal from District Justice	\$ 66.00
District Justice Transcript	\$ 66.00
Execution	\$ 10.00
Judgment	\$ 10.00
Liens <b>with</b> Satisfaction Fee	\$ 66.40
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>	\$ 10.40
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	\$195.60
PA State Police Registry	\$100.00
PFA Contempt or Bench Warrant	\$ 21.00
<b>Removal or Transfer</b>	\$ 25.50
<b>REPORTS</b>	
Detailed Case Type Reports	\$ 25.50
<b>REVIVALS</b>	
Amicable/Agreement	\$ 19.25
Adverse/Writ	\$ 32.75
Averments, suggestion of non-	\$ 19.25
payment, (Continuing any lien not reduced	
to a judgment)	
<b>Satisfactions</b> - not prepaid	\$ 10.40
<b>School Audits</b>	\$ 10.40

<b>Document Type</b>	<b>Fee</b>
<b>SUBPOENA</b>	
Subpoena - To Attend and Testify	\$ 4.00
Subpoena - To Produce Documents	\$ 4.00
<b>Surety Financial Statement</b>	\$ 19.40
<b>WRITS</b>	
Bench Warrant	\$ 21.00
Execution	\$ 32.75
Attachment Execution	\$ 33.25
Writs (Seizure, Possession, and Habeas)	\$ 32.75

**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.

