



OFFICE OF THE SHERIFF

ORLEANS COUNTY

400 Public Safety Bldg.,
13925 State Route 31
Albion, New York 14411-9386

CHRISTOPHER M. BOURKE

SHERIFF

Orleanscountyny.gov/sheriff

DONALD E. DRAPER, JR.
UNDERSHERIFF

ROBIN E. RIEMER
CHIEF DEPUTY

SCOTT D. WILSON
JAIL SUPERINTENDENT

Administrative Offices :
P-(585) 590-4142
F-(585) 590-4178

911/Communication Center :
P- (585) 589-5527
F- (585) 589-6761

County Jail:
P-(585) 589-4310
F- (585) 589-2522

Effective Wednesday, February 1, 2023

- All fees for service must be paid in advance.
- Fees for service are for each person to be served. When multiple types of process are served simultaneously, the statutory fee for each type of process will be charged.
- All mileage fees are per round trip.
- Please call for deposit fees for executions, seizures, and attachments.
- Attempted service of process is based upon the information provided. Please include any information you may have to assist us in expeditiously serving your process. This may include age, photograph, work hours, vehicle description, etc.
- We will only attempt service at the address given to us. If a bad address is provided, subsequent attempts to serve will be subject to a mileage fee based on the new location.
- Please note if there are any time requirements for service.
- The Sheriff's Office does not supply, prepare or complete legal forms. The Sheriff can only advise and inform parties as to those procedures and rules related to the Sheriff's duties; the Sheriff cannot act as an attorney. Litigants should seek professional legal counsel at all times.
- All service shall be performed per CPLR §308 unless "Personal Service Only" is requested in writing.
- Any request for refunds must be done in WRITING within 30 days of cancellation or completion of service.
- Fees are non-refundable once Civil Department has processed the papers.

Mileage Rates by Zip Code

14012 – Barker	\$28.00	14416 – Bergen	\$26.00
14058 – Elba	\$24.00	14420 – Brockport	\$26.00
14098 – Lyndonville	\$28.00	14422 – Clarendon	\$26.00
14103 –Medina	\$26.00	14470 – Holley	\$26.00
14105 – Middleport	\$24.00	14476 – Kendall	\$28.00
14125 - Oakfield	\$28.00	14477 – Kent	\$24.00
14411 – Albion	\$20.00	14571 – Waterport	\$24.00

Please add mileage and notary fees to all services EXCEPT Income Executions

Income Execution (Original + 5 copies)

\$86.00

- First & Second stage fees to be paid in advance.
- CPLR §5230 (b): All Income Executions must be issued and signed by the home county clerk of the court or an attorney licensed to practice within New York State.
- CPLR §8012 (b)4: When an Income or Property Execution is vacated or set aside after levy, the Sheriff is entitled to poundage upon the value of the property levied upon.
- NOTE-Do not include mileage

Property Execution (Original & 5 copies)

- Include detailed property description AND proof of ownership (if MV we require a current MV-904)
- If notice to judgment debtor has not been served ADD \$42.00
- Advance escrow for towing, storage, moving, publishing, overtime, etc. is required (call for cost)

Straight/Demand & Levy	\$85.00
Real Property	\$55.00
Third Party Tangible Property	\$55.00
Third Party Intangible Property	\$40.00



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<u>Notice of Petition with/without Petition (2 copies)</u>	\$57.00
<u>Notice</u>	\$57.00
<u>Eviction (original & 2 copies for first tenant, 2 copies for each additional tenant)</u>	
• John/Jane Does will not be served	\$107.00 for first tenant
• ONLY parties named in warrant will be served	\$32.00 for each additional tenant
• After 3 attempts on 3 different days, at 3 different times, deputy will nail and mail service.	
• Standby will be automatically set up by Civil Office.	
• Any Warrants of Eviction over 21 days old will need to be verified by our office through the Town Court on Warrant.	
<u>Arrest Order or Warrant</u>	\$32.00
<u>Summons and/or Summons & Complaint (2 copies)</u>	\$12.00
<u>Subpoena (2 copies)</u>	\$12.00
<u>Restraining Notice (2 copies)</u>	\$12.00
<u>Order (2 copies)</u>	\$32.00
<u>Order to Show Cause (2 copies)</u>	\$32.00
<u>Notice of Motion (2 copies)</u>	\$32.00
<u>Mandate (2 copies)</u>	\$32.00
<u>Surrogate Citation & Will (3 copies)</u>	\$42.00
<u>Postings (3 Copies)</u>	\$60.00 per Town
<u>Order of Attachment or Notice of Attachment</u>	
• One original order for clerk-certified copy + 2 attorney certified copies for each levy	
Personal Property	\$72.00 for each levy
	\$32.00 for each additional defendant
Real Property	\$80.00; Notice of Attachment (together with above)
<u>Order of Seizure</u>	
• Include court index number, undertaking, all papers upon which the order was granted, the summons & complaint and letter of instruction. One original order or clerk-certified copy +2 attorney-certified copies per service.	\$122.00 for first defendant
	\$57.00 for each additional defendant
<u>Notary Fee</u>	\$2.00 per affidavit

Please call 585-590-4139 or 585-590-4140 for all civil questions.