



**OFFICE OF THE SHERIFF
MONROE COUNTY CIVIL BUREAU**

130 South Plymouth Ave
County Public Safety Building 5th Floor
Rochester, New York 14614

Phone (585) 753-4320 Fax (585) 753-4288



Sheriff
Todd K. Baxter

Undersheriff
Korey K. Brown

Civil Chief
Philip Gombatto

Office Hours	Monday-Friday	9:00 a.m. - 5:00 p.m.
	July & August	8:00 a.m. - 4:00 p.m.
Deputy Hours	Monday-Thursday	8:15 a.m. - 6:00 p.m.
	Friday	8:15 a.m. - 4:30 p.m.
Closed Saturday, Sunday, Holidays		
MCSOCivil@monroecounty.gov		
Payment Method:		
Cash, Check, Money Order, Credit/Debit Card		

2023 Services, Fees & Mileage Rates

Citation

Fee: \$47.00 plus mileage 2 copies

Eviction - Warrant

Fee: \$107.00 per person/defendant + **Mileage (x) 2** (see below)

Requirements: Original warrant signed by Judge and four (4) copies per person.

Tenant has a minimum of 14 Days to vacate after service including weekends and holidays.

Income Execution

Fees: \$90.00 1st and 2nd stage combined (original + 5 copies)
BOTH STAGES HANDLED FROM START TO FINISH

2nd Stage Municipality Fee
If the 2nd stage execution is for service on a Municipality or School District, a check for \$2.00 made payable to that entity must be included.

All Notices

Fee: \$47.00 plus mileage 3 copies

Notice of Petition and Petition to Recover Real Property

Fee: \$62.00 plus mileage 4 copies

Order of Arrest

Fee: \$57.00 plus mileage + \$200 Advanced Fee (Manpower/Time Commitment)

3 attorney certified copies plus all supporting papers

Order of Attachment

Fee: \$102.00 plus mileage 4 attorney certified copies, letter of instruction

Order of Contempt (Any Order)

Fee: \$47.00 plus mileage 2 copies

Order to Show Cause

Fee: \$47.00 plus mileage 2 copies

Order of Protection

Fee: No Charge 3 copies per person

Order of Seizure (Replevin) *Call Office for Details

Fee: \$137.00 plus mileage
\$500.00 advanced Fee
4 attorney certified copies, 4 copies of the affidavit and supporting papers

Property Execution - General Demand

Fee: \$102.00 plus mileage Original and 3 copies

Property Execution -Third Party Demand (Natural Person or Corporation)

Fee: \$87.00 plus mileage Original and 3 copies

*****Service on Banking Institution***** Fee: \$102 plus mileage (Include)

- Property Execution Original + 3 Copies
- Execution Notice 3 Copies
- Exemption Notice 3 copies of 2 page set
- Exemption Claim Form 6 copies of 2 page set

Property Execution resulting in Sheriff’s sale *Call Office for Details

Fee: \$115.00 plus mileage

Sheriff’s Conveyance Deed (Quit Claim Deed)

Fee: \$65.00 + \$2.00 (Notary)

Original or Certified Copy of the Order
Completed Sheriff’s Deed (minus date and signature)
Completed Real Estate Tax Forms (TP-584 & RP-5217)

- Allow a minimum of 10 business days for the completion

Subpoena:

Fee: \$17.00 plus mileage 3 copies

Summons (Family Court) and/or Summons & Complaint

Fee: \$17.00 plus mileage 3 copies per person, 2 copies for a corporation

Writ of Habeas Corpus

Fee: \$47.00 plus mileage 3 copies

Mileage Rates

***DOUBLE MILEAGE FOR EVICTIONS (SERVICE & PERFECTION)**

<u>ZIP</u>	<u>FEE</u>	<u>ZIP</u>	<u>FEE</u>	<u>ZIP</u>	<u>FEE</u>
14420	\$28.00	14546	\$28.00	14614	\$7.00
14428	\$25.00	14559	\$25.00	14615	\$9.00
14430	\$25.00	14580	\$25.00	14616	\$11.00
14445	\$15.00	14586	\$25.00	14617	\$11.00
14450	\$25.00	14603	\$7.00	14618	\$11.00
14464	\$35.00	14604	\$7.00	14619	\$7.00
14467	\$17.00	14605	\$7.00	14620	\$7.00
14468	\$25.00	14606	\$8.00	14621	\$7.00
14472	\$25.00	14607	\$7.00	14622	\$15.00
14506	\$25.00	14608	\$7.00	14623	\$15.00
14511	\$26.00	14609	\$12.00	14624	\$15.00

14514	\$18.00	14610	\$8.00	14625	\$15.00
14526	\$15.00	14611	\$7.00	14626	\$15.00
14534	\$18.00	14612	\$16.00	14642	\$7.00
14543	\$26.00	14613	\$7.00	14650	\$7.00