

PORTSMOUTH MUNICIPAL COURT

Schedule of Costs - Civil Division	Effective May 1, 2022	Actual Cost
Complaint (One defendant plus certified mail)		\$ 135.00
*each additional defendant by certified mail		\$ 7.00
*re-issuance by certified mail		\$ 7.00
<u>#request for restricted, each defendant #</u>		\$ -
*ordinary mail service		\$ -
*personal service by Bailiff		\$ 20.00
Amended Complaint		\$ 35.00
*certified mail service, 1 defendant		\$ 7.00
*each additional defendant by certified mail		\$ 7.00
*re-issuance by certified mail		\$ 7.00
*ordinary mail		\$ -
*personal service by Bailiff		\$ 20.00
<u>Alias Summons</u>		\$ 25.00
*each additional defendant by certified mail		\$ 7.00
*personal service by Bailiff		\$ 20.00
Counterclaim, Cross-Claim, Third Party Complaint		\$ 35.00
*certified mail service, 1 defendant		\$ 7.00
*each additional defendant by certified mail		\$ 7.00
*re-issuance by certified mail		\$ 7.00
*ordinary mail		\$ -
*personal service by Bailiff		\$ 20.00
Attachment		\$ 35.00
*Appraiser's Fee		\$ 20.00
*Storage and/or towing fees		\$ 100.00
# PLEASE CALL YOU LOCAL POST OFFICE FOR THE RESTRICTED MAIL RATE.#		
Replevin (one defendant)		\$ 135.00
*writ of replevin		\$ 30.00
*hearing on possession		\$ -

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Execution		\$ 30.00
*storage and/or towing fees	Deposit of	\$ 100.00
*order of sale		\$ 10.00
*notice of sale	Deposit of	\$ 175.00
Forcible Entry & Detainer		\$ 135.00
*service by Bailiff, regular mail, certified included		\$ -
* write of restitution		\$ 30.00
Bureau of Motor Vehicles Appeals		
*Out of state O.V.I.		\$ 125.00
Small Claim		\$ 95.00
*includes certified mail for 1 defendant		\$ -
*each additional defendant by certified mail		\$ 7.00
*Bailiff service		\$ 20.00
Small Claim Counterclaim		\$ 47.00
*includes certified mail for 1 defendant		\$ -
*each additional defendant by certified mail		\$ 7.00
*Bailiff service		\$ 20.00
Wage Garnishment		\$ 105.00
Bank Garnishment		\$ 105.00
*check or money order made payable to bank		\$ 1.00
Notice by Publication		\$ 325.00
*costs are actual expenses of publication		
Jury Demand		\$ 875.00
*due at time of filing demand or no later than 5 business days prior to pre-trial date		
Judgment Debtor Examination		\$ 50.00
*includes Bailiff service		\$ -
*for certified mail, each defendant		\$ 7.00

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Subpoena		\$ 17.00
*paid to witness (must file 72 hrs. prior to hearing date)		\$ -
*Bailiff service, each witness		\$ 10.00
Subpoena Duces Tecum		\$ 20.00
*paid to witness (must file 72 hrs. prior to hearing date)		\$ -
*Bailiff service, each witness		\$ 10.00
Certificate of Judgment		\$ 10.00
*for purposes of lien attachment/transfer		
Certificate of Judgement to BMV		\$ 17.00
Transfer of Judgment to this Court		\$ 75.00
Transfer of Case to Another Court		\$ 30.00
*plus filing fee for required transferred Court if individual does not file themselves		
Motion to Vacate, Modify, or Revive Judgment		\$ 35.00
*certified mail service, 1 defendant		\$ 7.00
*each additional defendant by certified mail		\$ 7.00
Motion to Transfer Small Claim to Regular Civil Docket		\$ 50.00
*(Non-Refundable)		
Notice of Appeal		\$ 125.00
*payment of filing of appeal with Clerk of Court		
*transcript request to Court Reporter requesting party		
Landlord-Tenant Rent Escrow Actions		\$ -
*no charge for filing, must deposit rental amount		
Sheriff Service, Must contact Sheriff Department (740)354-7566		
Exemplified Copy		\$ 5.00

