

# PORTSMOUTH MUNICIPAL COURT

Schedule of Costs - Civil Division	Effective May 1, 2022	Actual Cost		
<b>Complaint (One defendant plus certified mail)</b>		\$ 135.00		
*each additional defendant by certified mail		\$ 7.00		
*re-issuance by certified mail		\$ 7.00		
#request for restricted, each defendant #		\$ -		
*ordinary mail service		\$ -		
*personal service by Bailiff		\$ 20.00		
<b>Amended Complaint</b>		\$ 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		
<b>Alias Summons</b>		\$ 25.00		
*each additional defendant by certified mail		\$ 7.00		
*personal service by Bailiff		\$ 20.00		
<b>Counterclaim, Cross-Claim, Third Party Complaint</b>		\$ 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		
<b>Attachment</b>		\$ 35.00		
*Appraiser's Fee		\$ 20.00		
*Storage and/or towing fees		\$ 100.00		
<b># PLEASE CALL YOU LOCAL POST OFFICE FOR THE RESTRICTED MAIL RATE.#</b>				
<b>Replevin (one defendant)</b>		\$ 135.00		
*writ of replevin		\$ 20.00		
*hearing on possession		\$ -		
<b>Execution</b>		\$ 30.00		
*storage and/or towing fees	Deposit of	\$ 100.00		
*order of sale		\$ 10.00		
*notice of sale	Deposit of	\$ 175.00		
<b>Forcible Entry &amp; Detainer</b>		\$ 135.00		

**this schedule of Civil Court Costs shall be adopted and incorporated as a portion of the Portsmouth Municipal**

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*service by Bailiff, regular mail, certified included		\$	-		
* writ of restitution		\$	20.00		
<b>Bureau of Motor Vehicles Appeals</b>					
*Out of state O.V.I.		\$	125.00		
<b>Small Claim</b>					
*includes certified mail for 1 defendant		\$	-		
*each additional defendant by certified mail		\$	7.00		
*Bailiff service		\$	20.00		
<b>Small Claim Counterclaim</b>					
*includes certified mail for 1 defendant		\$	-		
*each additional defendant by certified mail		\$	7.00		
*Bailiff service		\$	20.00		
<b>Wage Garnishment</b>					
		\$	105.00		
<b>Bank Garnishment</b>					
		\$	105.00		
*check or money order made payable to bank		\$	1.00		
<b>Notice by Publication</b>					
		\$	325.00		
*costs are actual expenses of publication					
<b>Jury Demand</b>					
		\$	875.00		
*due at time of filing demand or no later than 5 business days prior to pre-trial date					
<b>Judgment Debtor Examination</b>					
		\$	50.00		
*includes Bailiff service		\$	-		
*for certified mail, each defendant		\$	7.00		
<b>Subpoena</b>					
		\$	17.00		
*paid to witness (must file 72 hrs. prior to hearing date)		\$	-		
*Bailiff service, each witness		\$	10.00		
<b>Subpoena Duces Tecum</b>					
		\$	20.00		
*paid to witness (must file 72 hrs. prior to hearing date)		\$	-		
*Bailiff service, each witness		\$	10.00		
<b>Certificate of Judgment</b>					
		\$	10.00		
*for purposes of lien attachment/transfer					

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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		
Trusteeship	\$ 20.00		
*25% of personal earnings after deductions is required by law.			
The Court will assess a Poundage fee of 1% of amount paid through court.			
Certification & Authentication of Court Records	\$ 1.00		
Computer Printout	\$ 0.50		
Bank Returned Checks	\$ 20.00		

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