

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		\$ 10.00		
*re-issuance by certified mail		\$ 10.00		
#request for restricted, each defendant #		\$ -		
*ordinary mail service		\$ -		
*personal service by Bailiff		\$ 20.00		
Amended Complaint		\$ 35.00		
*certified mail service, 1 defendant		\$ 10.00		
*each additional defendant by certified mail		\$ 10.00		
*re-issuance by certified mail		\$ 10.00		
*ordinary mail		\$ -		
*personal service by Bailiff		\$ 20.00		
Alias Summons		\$ 25.00		
*each additional defendant by certified mail		\$ 10.00		
*personal service by Bailiff		\$ 20.00		
Counterclaim, Cross-Claim, Third Party Complaint		\$ 35.00		
*certified mail service, 1 defendant		\$ 10.00		
*each additional defendant by certified mail		\$ 10.00		
*re-issuance by certified mail		\$ 10.00		
*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		\$ 20.00		
*hearing on possession		\$ -		
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		

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		
Bureau of Motor Vehicles Appeals					
*Out of state O.V.I.		\$	125.00		
Small Claim					
*includes certified mail for 1 defendant		\$	-		
*each additional defendant by certified mail		\$	7.00		
*Bailiff service		\$	20.00		
Small Claim Counterclaim					
*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		
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					

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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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