

**FEE SCHEDULE**  
**ORPHANS' COURT DIVISION**

**Orphans' Court captions must be correct. Incorrect captions will require a Motion to Correct Caption. A per correction fee will be charged in addition to the filing fees.**

**ADOPTIONS:**           *(Listed in filing order)*

**JCS/ATJ/CJEA *fee*** **\$ 41.25\***

*\*fixed by Legislature*

**(FIRST FILINGS – Adoptions, Small Estates,  
Guardianships, Minors & Trusts)**

<b><u>AUTOMATION FEE</u></b>	<b>\$ 15.50</b>
------------------------------	-----------------

***To be charged on all first filings requiring a JCS fee & on all marriage license applications***

**REPORT OF INTENT TO ADOPT\***                      *(SEE BELOW)*

**\*\* (non-relative adoptions *ONLY*)**

**\*Must be filed within 30 days of custody of child**

**\*INTENT TO ADOPT** **\$ 25.00**

**CRIMINAL BACKGROUND CHECK** **\$ 5.00 (each parent)**

**CHILD ABUSE CLEARANCE** **\$ 5.00 (each parent)**

**FBI CLEARANCE** **\$ 5.00 (each parent)**

**\*\*REPORT OF INTERMEDIARY** **\$ 10.00**

**\*\*FAMILY PROFILE/HOME STUDY \$ 10.00**

**1 parent, Act 34 Exempt (CYS) \$ 60.00**

**\*\* (Must be filed within 6 months of filing Report of Intent)**

**ACT 34 surcharge (On All Intents) \$ 75.00\*\*\***

**\*\*\* (NOT CHARGED ON SPECIAL NEEDS CHILD)**

**WITH ACT 34**

<b>TOTAL with 1 parent (CYS)</b>	<b>\$ 60.00</b>
----------------------------------	-----------------

<b>TOTAL with 2 parents (CYS)</b>	<b>\$ 75.00</b>
-----------------------------------	-----------------

<b>TOTAL with 1 parent</b>	<b>\$135.00</b>
----------------------------	-----------------

<b>TOTAL with 2 parents</b>	<b>\$150.00</b>
-----------------------------	-----------------

**VOLUNTARY RELINQUISHMENT ADULT/AGENCY**

**PETITION**

**\$ 25.00**

**Certified Court Order**

**\$ 5.00 each**

**INVOLUNTARY TERMINATION PETITION**

**\$ 25.00**

**Certified Court Order**

**\$ 5.00 each**

**PETITIONS FOR TRANSPORT**

**\$ 25.00**

**3 CERTIFIED ORDERS**

***(REQUIRED BY SHERIFF)***

**\$ 15.00**

**CERTIFIED MAIL COSTS**

**\$ 10.00 each**

**\*Subject to change w/o further Court Order  
based on postal rate changes**

**CONFIRM CONSENT**

**PETITION**

**\$ 25.00**

**Certified Court Order**

**\$ 5.00 each**

***\*(NO LESS THAN 30 DAYS AFTER DATE OF CONSENT)***

**ADOPTION PETITION**

**\$ 50.00**

**Certified Court Order**

**\$ 5.00 each**

**ADOPTION CERTIFICATE**

**\$ 5.00 each**

**(Replacement cost)**

**NOTE: NO CASES WILL BE FORWARDED TO COURT FOR  
FINALIZATION UNLESS ALL FEES ARE PAID IN FULL**

**ADOPTION INQUIRIES/PETITIONS**

**Non-Identifying Information (no search agent)**

**\$ 25.00**

**Appoint Search Agent**

**\$ 50.00**

**SURROGACY PETITION**

**TOTAL:**

**\$ 81.75\***

**\*Petition**

**\$ 25.00**

**\*JCS**

**\$ 41.25**

**\*Automation Fee**

**\$ 15.50**

**\* Certified Order (get 2 orders)**

**\$ 5.00 each**

**APPEALS**      **\*(Must be 2 separate checks)**

**Butler County Court** **\$ 75.00\***

*\*Includes filing, certifying, and transmitting record to court*

**Appellate Court (Payable to appropriate Court)** **\$ 91.25**  
*\*Effective 08/01/14*

**AUTOMATION FEE** **\$ 15.50**

**To be charged on all first filings requiring a JCS fee &  
on all marriage license applications**

**BIRTH RECORD CERTIFICATION** **\$ 10.00+**  
**1893-1905 ONLY**

**Research fee** **\$ 5.00 per name**

**SASE for mail requests**

**NO PERSONAL CHECKS**  
***(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)***

**CERTIFICATIONS**

**Court Order** **\$ 5.00+**

**+ pages @ \$2.00**

**Orphans' Court documents** **\$ 5.00+**

**+ pages @ \$2.00**

**CERTIFIED MAILING** **\$ 10.00**  
**(Subject to change without further Court Order)**

**CITATION** **\$ 20.00**

**CLAIM AGAINST ESTATE** **\$ 25.00**

**CLAIM SATISFACTION/WITHDRAWAL** **\$ 10.00**

**COMMISSION ON COURT-ORDERED ESCROWS**

*(poundage)*

*05% on first \$1,000.*

*01% on each additional \$1,000 or any part thereof*

**\*NOTE: To be deducted from original court-ordered amount  
prior to investment**

**COPIES**

Self-made copies	\$ .50 page
Copies made by office staff	\$ 1.00 page

**CORRECTIONS**

Motion to Correct Caption	\$ 25.00
Certified Court Order	\$ 5.00
Per correction charge	\$ 1.00

**COURT ACCOUNTING**

Per each additional page of accounting	\$ 125.00+
	\$ 2.00

**FIRST/FINAL ACCOUNT**

Per additional page of accounting	\$ 125.00+
	\$ 2.00

**AMENDED ACCOUNTS (Same as original)**

Per additional page of accounting	\$ 125.00+
	\$ 2.00

**DECREE OF REAL ESTATE**

\$ 10.00

**EXCEPTIONS/OBJECTIONS TO ACCOUNT**

\$ 25.00

**CERTIFIED COURT ORDER** \$ 5.00 each

**DEATH RECORD CERTIFICATION**

\$ 10.00+

**(1893-1905 ONLY)**

**Research & Retrieval fee**

\$ 5.00

**SASE**

**NO PERSONAL CHECKS**

**(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)**

**DELAYED BIRTH RECORD CERTIFICATION** \$ 10.00+  
1893-1905 ONLY

Per name research fee + \$ 5.00  
SASE for mail requests

**NO PERSONAL CHECKS**  
*(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)*

**DEED EXECUTION**  
*By OC Clerk/Court ordered* \$ 25.00

**DISCHARGE OF PERSONAL REPRESENTATIVE**

Petition \$ 25.00  
Certified court order \$ 5.00 each

**DISCHARGE OF TRUSTEE/GUARDIAN**

Petition \$ 25.00  
Certified court order \$ 5.00 each

**DISCLAIMER OF INTEREST** \$ 10.00 per name

**DISTRIBUTION RECEIPT/RELEASE** \$ 5.00\*  
*\*Independent of Family Settlement Agreement*

**ELECTION** \$ 25.00

**EXCEPTIONS/OBJECTIONS** \$ 25.00  
Certified Court Order \$ 5.00 each

**EXEMPLIFICATION OF RECORD** \$ 40.00+  
Each additional page \$ 2.00

**FOREIGN ADOPTION REGISTRATION PET.** **TOTAL** \$ 136.75

*\*Includes copies, certification, forms preparation &  
transmittal to Vital Records*

PETITION \$ 75.00  
JCS/ATJ/CJEA fee \$ 41.25  
AUTOMATION FEE \$ 15.50  
DECREE \$ 5.00

**FOREIGN ADOPTION COMPLETION PET.****TOTAL: \$ 136.75**

PETITION	\$ 75.00
JCS/ATJ/CJEA <i>fee</i>	\$ 41.25
AUTOMATION FEE	\$ 15.50
DECREE	\$ 5.00

**EMERGENCY GUARDIAN****TOTAL: \$ 106.75 (w/JCS)**

JCS	\$ 41.25
AUTOMATION FEE	\$ 15.50
PETITION	\$ 25.00
DECREE	\$ 5.00 EACH
CITATION	\$ 20.00

**GUARDIANSHIP****TOTAL: \$ 111.75**

(If JCS/Automation already paid, fee is \$55.00)

**AUTOMATION FEE** \$ 15.50

*To be charged on all first filings requiring JCS fee  
& on all marriage license applications*

**JCS SURCHARGE** \$ 41.25

**PETITION FOR APPOINTMENT**

*Emergency or Permanent* \$ 25.00 each

<i>PRELIMINARY ORDER</i>	\$ 5.00
<i>GUARDIAN CITATION</i>	\$ 20.00
<i>GUARDIAN FINAL DECREE</i>	\$ 5.00

*COMBINED PETITION FOR Emg/Plenary* \$ 50.00

*CERTIFIED COURT ORDER - Prelim/Final* \$ 5.00 each

*GUARDIAN CITATION* \$ 20.00 each  
*(Emergency or Permanent )*

*GUARDIAN BOND (if Court required)* \$ 35.00

*GUARDIAN INVENTORY* \$ 15.00

*GUARDIAN CERTIFICATE* \$ 5.00

*GUARDIAN ANNUAL REPORT* \$15.00 each

*GUARDIAN COURT ACCOUNT* \$125.00+  
*Per additional page of accounting* \$ 2.00

<b><u>GUARDIAN/MINOR</u></b>	<b>\$ 91.75*</b>
*Does not include citation fee	
PETITION	\$ 25.00
PRELIMINARY DECREE	\$ 5.00
FINAL DECREE	\$ 5.00
JCS	\$ 41.25
AUTOMATION	\$ 15.50
CITATIONS	\$ 20.00 each
<b><u>PETITION FOR DISCHARGE OF GUARDIAN</u></b>	<b>\$ 25.00+</b>
Certified Court Order	\$ 5.00 each
<b><u>PETITION FOR SUCCESSOR GUARDIAN</u></b>	<b>\$ 25.00+</b>
Certified Court Order	\$ 5.00 each
<b><u>MAIL REQUESTS</u></b>	<b>\$ 5.00</b>
(Per name Per kind of record searched)	
+ COST of photocopies @ \$1 per page	
<b>NO PERSONAL CHECKS</b>	
<b>(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)</b>	
<b><u>INTEREST/LATE FEE</u> – 1 % per month</b>	
<b><u>MARRIAGE LICENSE</u></b>	<b>TOTAL \$ 60.00 *CASH</b>
APPLICATION	\$ 19.00
AUTOMATION FEE	\$ 15.50*
ACT 151	\$ 10.00
ACT 222	\$ 10.00
PA WRIT TAX	\$ .50
CERTIFICATION OF MARRIAGE LICENSE	\$ 5.00
*To be charged on all first filings requiring a JCS fee & on all marriage license applications	
<b><u>CUSTODIAL PARENTAL CONSENT</u></b>	<b>\$ 20.00</b>
<b><u>JUDICIAL WAIVER OF WAITING PERIOD</u></b>	<b>\$ 20.00</b>
<b><u>MILITARY WAIVER</u></b>	<b>N/C</b>
<b><u>CERTIFICATION</u> (marriage record or application)</b>	<b>\$ 5.00+</b>
\$5 Research & Retrieval fee	
Self addressed, STAMPED envelope	
<b>NO PERSONAL CHECKS</b>	
<b>(U.S.MONEY ORDERS/CASHIER'S CHECKS ONLY)</b>	

<b><u>PHOTOCOPY OF APPLICATION</u></b>	<b>\$ 1.00 per page</b>
<i>\$5 research &amp; retrieval fee</i>	
<i>SASE</i>	
<b>NO PERSONAL CHECKS</b>	
<b>(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)</b>	
<b><u>OUT OF STATE ML APP COMPLETION</u></b>	<b>\$ 20.00</b>
<b><u>Non-PA ML APPLICATION</u></b>	<b>\$ 5.00</b>
<b>Certification &amp; Seal Only</b>	
<b><u>MINORS' CLAIM**</u></b>	<b>TOTAL \$ 91.75</b>
<b>(Guardian/Minor Estate)</b>	
<b>PETITION FOR SETTLEMENT</b>	<b>\$ 25.00+</b>
<b>AUTOMATION FEE</b>	<b>\$ 15.50</b>
<i>*To be charged on all first filings requiring a JCS fee &amp; on all marriage license applications</i>	
<b>JCS SURCHARGE</b>	<b>\$ 41.25</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>
<b>PROOF OF DEPOSIT</b>	<b>\$ 5.00</b>
<b>**NOTE:</b>	
<b>INJURIES TO CHILD: Parent(s) &amp; Atty MUST APPEAR</b>	
<b>INHERITANCE TO CHILD: No Appearance Required</b>	
<b><u>MISCELLANEOUS PETITION</u></b>	<b>\$ 25.00+</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>
<b><u>MOTIONS</u></b>	<b>\$ 25.00</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>
<b><u>PARENTAL (CUSTODIAL) CONSENT</u></b>	<b>\$ 20.00</b>
<b><u>PETITION TO SELL/PURCHASE REAL ESTATE</u></b>	<b>\$ 25.00+</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>

**PETITION TO DISCHARGE PERSONAL REP**  
**CERTIFIED COURT ORDER**

**\$ 25.00+**  
**\$ 5.00 each**

**PHOTOCOPIES**

Self-made copies  
Copies made by office staff

**\$ .50 page**  
**\$ 1.00**

**POUNDAGE** (*commission on court-ordered escrows*)

*5% on first \$1,000.*

*1% on each additional \$1,000 or any part thereof*

*\*NOTE: To be deducted from original court-ordered amount prior to investment*

**PROOFS OF PUBLICATION**

*(if filed independently of accounting)*

**\$ 10.00 each**

**RESEARCH & RETRIEVAL FEE**

**\$ 5.00 per name**

**NO PERSONAL CHECKS**

**(U.S.MONEY ORDERS/CASHIER'S CHECKS ONLY)**

**RESEARCH FORMS TO COMPLETE**

**\$ 10.00**

**COPY OF COMPUTER SCREENS  
& DOCKET ENTRIES**

**\$ 1.00 per page**

**RULE TO SHOW CAUSE**

**\$ 20.00**

**SATISFACTION OF CLAIM**

**\$ 10.00**

**SETTLEMENT AGREEMENT**

**\$ 60.00**

**(signed by Personal Rep & any Legatees)**

**Per Legatee Signature**

**SMALL ESTATE PETITION**

**TOTAL-with 1 cert order \$ 86.75**

*(Death Certificate is required when filing& Original Will,  
if applicable)*

**PETITION**

**\$ 25.00**

**AUTOMATION FEE**

**\$ 15.50**

**JCS**

**\$ 41.25**

**CERTIFIED COURT ORDER**

**\$ 5.00 each**

<b><u>SURROGACY</u></b>	<b>TOTAL-with 1 cert order</b>	<b>\$ 86.75</b>
(filed under Adoptions)		
PETITION		\$ 25.00
AUTOMATION		\$ 15.50
JCS FEE		\$ 41.25
CERT COURT ORDER		\$ 5.00 each

<b><u>STIPULATION</u></b>	<b>\$ 25.00</b>
---------------------------	-----------------

<b><u>SUBPOENA</u></b>	<b>\$ 10.00</b>
------------------------	-----------------

**TRANSCRIPTS**

*\*Fees are determined by the Court Administrator's Office*

<b><u>TRUST</u></b>	<b>TOTAL</b>	<b>\$ 81.75</b>
---------------------	--------------	-----------------

(AGREEMENT/RESTATEMENTS)	\$ 25.00*
--------------------------	-----------

JCS FEE	\$ 41.25
---------	----------

AUTOMATION FEE	\$ 15.50
----------------	----------

*\* To be charged on all first filings requiring a JCS fee & on all marriage license applications*

CERTIFIED ORDER (if any)	\$ 5.00 each
--------------------------	--------------

<b><u>TRUSTEE BOND</u></b>	<b>\$ 35.00</b>
----------------------------	-----------------

<b><u>TRUSTEE ACCOUNT</u></b>	<b>\$ 125.00+</b>
Per additional page of accounting	<b>\$ 2.00</b>

**WRONGFUL DEATH ACTIONS\***

PETITION	\$ 25.00
----------	----------

CERTIFIED ORDER	\$ 5.00 each
-----------------	--------------

*\*(filed in Orphans' Court Division ONLY if NO LITIGATION is involved)*

**NOTE:** In cases not specifically provided for, the Clerk of Orphans' Court shall make the same charge as that imposed for services of a substantially similar nature.