

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

**NOTE:**

**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   **\$ 40.25\***  
*\*fixed by Legislature*  
**(FIRST FILINGS – Adoptions, Small Estates,  
Guardianships, Minors & Trusts)**

**AUTOMATION FEE**   **\$ 15.50**

*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 Intentions)**                     **\$ 75.00\*\*\***

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

**WITH ACT 34**

**TOTAL with 1 parent (CYS)**                                 **\$ 60.00**  
**TOTAL with 2 parents (CYS)**                               **\$ 75.00**  
**TOTAL with 1 parent**   **\$135.00**  
**TOTAL with 2 parents**   **\$150.00**

**VOLUNTARY RELINQUISHMENT ADULT/AGENCY**

**PETITION**

Certified Court Order

**\$ 25.00**

**\$ 5.00 each**

**INVOLUNTARY TERMINATION PETITION**

Certified Court Order

**\$ 25.00**

**\$ 5.00 each**

**PETITIONS FOR TRANSPORT**

**3 CERTIFIED ORDERS**

**(REQUIRED BY SHERIFF)**

**\$ 25.00**

**\$ 15.00**

**CERTIFIED MAIL COSTS**

**\$ 10.00 each**

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

**CONFIRM CONSENT**

**PETITION**

Certified Court Order

**\$ 25.00**

**\$ 5.00 each**

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

**ADOPTION PETITION**

Certified Court Order

**\$ 50.00**

**\$ 5.00 each**

**ADOPTION CERTIFICATE**

(Replacement cost)

**\$ 5.00 each**

**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:**

**\$ 80.75\***

\*Petition

**\$ 25.00**

\*JCS

**\$ 40.25**

\*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) \$ 90.25  
*\*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  
CERTIFIED COURT ORDER**

\$ 25.00  
\$ 5.00 each

**DEATH RECORD CERTIFICATION**  
**(1893-1905 ONLY)**

\$ 10.00+

Research & Retrieval fee

\$ 5.00

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

<b><u>DELAYED BIRTH RECORD CERTIFICATION</u></b> 1893-1905 ONLY	<b>\$ 10.00+</b>
Per name research fee + SASE for mail requests	<b>\$ 5.00</b>
<b>NO PERSONAL CHECKS</b> <i>(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)</i>	
<b><u>DEED EXECUTION</u></b> <i>By OC Clerk/Court ordered</i>	<b>\$ 25.00</b>
<b><u>DISCHARGE OF PERSONAL REPRESENTATIVE</u></b>	
Petition	<b>\$ 25.00</b>
Certified court order	<b>\$ 5.00 each</b>
<b><u>DISCHARGE OF TRUSTEE/GUARDIAN</u></b>	
Petition	<b>\$ 25.00</b>
Certified court order	<b>\$ 5.00 each</b>
<b><u>DISCLAIMER OF INTEREST</u></b>	<b>\$ 10.00 per name</b>
<b><u>DISTRIBUTION RECEIPT/RELEASE</u></b> <i>*Independent of Family Settlement Agreement</i>	<b>\$ 5.00*</b>
<b><u>ELECTION</u></b>	<b>\$ 25.00</b>
<b><u>EXCEPTIONS/OBJECTIONS</u></b> Certified Court Order	<b>\$ 25.00</b> <b>\$ 5.00 each</b>
<b><u>EXEMPLIFICATION OF RECORD</u></b> Each additional page	<b>\$ 40.00+</b> <b>\$ 2.00</b>
<b><u>FOREIGN ADOPTION REGISTRATION PET.</u></b> <b>TOTAL</b>	<b>\$ 135.75</b>
<i>*Includes copies, certification, forms preparation &amp; transmittal to Vital Records</i>	
<b>PETITION</b>	<b>\$ 75.00</b>
<b>JCS/ATJ/CJEA fee</b>	<b>\$ 40.25</b>
<b>AUTOMATION FEE</b>	<b>\$ 15.50</b>
<b>DECREE</b>	<b>\$ 5.00</b>

<b><u>FOREIGN ADOPTION COMPLETION PET.</u></b>	<b>TOTAL: \$ 135.75</b>
PETITION	\$ 75.00
JCS/ATJ/CJEA <i>fee</i>	\$ 40.25
AUTOMATION FEE	\$ 15.50
DECREE	\$ 5.00
<b><u>EMERGENCY GUARDIAN</u></b>	<b>TOTAL: \$ 105.75 (w/JCS)</b>
JCS	\$ 40.25
AUTOMATION FEE	\$ 15.50
PETITION	\$ 25.00
DECREE	\$ 5.00 EACH
CITATION	\$ 20.00
<b><u>GUARDIANSHIP</u></b>	<b>TOTAL: \$ 110.75</b>
(If JCS/Automation already paid, fee is \$55.00)	
<b><u>AUTOMATION FEE</u></b>	<b>\$ 15.50</b>
<i>To be charged on all first filings requiring JCS fee &amp; on all marriage license applications</i>	
<b><u>JCS SURCHARGE</u></b>	<b>\$ 40.25</b>
<b><u>PETITION FOR APPOINTMENT</u></b> <i>Emergency or Permanent</i>	<b>\$ 25.00 each</b>
<b>PRELIMINARY ORDER</b>	<b>\$ 5.00</b>
<b>GUARDIAN CITATION</b>	<b>\$ 20.00</b>
<b>GUARDIAN FINAL DECREE</b>	<b>\$ 5.00</b>
<b>COMBINED PETITION FOR Emg/Plenary</b>	<b>\$ 50.00</b>
<b>CERTIFIED COURT ORDER - Prelim/Final</b>	<b>\$ 5.00 each</b>
<b>GUARDIAN CITATION</b> <i>(Emergency or Permanent )</i>	<b>\$ 20.00 each</b>
<b>GUARDIAN BOND (if Court required)</b>	<b>\$ 35.00</b>
<b>GUARDIAN INVENTORY</b>	<b>\$ 15.00</b>
<b>GUARDIAN CERTIFICATE</b>	<b>\$ 5.00</b>
<b>GUARDIAN ANNUAL REPORT</b>	<b>\$15.00 each</b>
<b>GUARDIAN COURT ACCOUNT</b>	<b>\$125.00+</b>
Per additional page of accounting	<b>\$ 2.00</b>

<b><u>GUARDIAN/MINOR</u></b>	<b>\$ 90.75*</b>
<i>*Does not include citation fee</i>	
PETITION	\$ 25.00
PRELIMINARY DECREE	\$ 5.00
FINAL DECREE	\$ 5.00
JCS	\$ 40.25
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>
<i>(Per name Per kind of record searched)</i>	
+ COST of photocopies @ \$1 per page	
<b>NO PERSONAL CHECKS</b>	
<b><i>(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)</i></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
<b>*To be charged on all first filings requiring a JCS fee &amp; on all marriage license applications</b>	
<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>
<i>\$5 Research &amp; Retrieval fee</i>	
<i>Self addressed, STAMPED envelope</i>	
<b>NO PERSONAL CHECKS</b>	
<b><i>(U.S.MONEY ORDERS/CASHIER'S CHECKS ONLY)</i></b>	

<u>PHOTOCOPY OF APPLICATION</u>	\$ 1.00 per page
<i>\$5 research &amp; retrieval fee</i>	
SASE	
<b>NO PERSONAL CHECKS</b>	
<b>(U.S. MONEY ORDERS/CASHIER'S CHECKS ONLY)</b>	
<u>OUT OF STATE ML APP COMPLETION</u>	\$ 20.00
<u>Non-PA ML APPLICATION</u>	\$ 5.00
Certification & Seal Only	
<u>MINORS' CLAIM**</u>	<b>TOTAL</b> \$ 90.75
(Guardian/Minor Estate)	
PETITION FOR SETTLEMENT	\$ 25.00+
AUTOMATION FEE	\$ 15.50
<i>*To be charged on all first filings requiring a</i>	
<i>JCS fee &amp; on all marriage license applications</i>	
JCS SURCHARGE	\$ 40.25
CERTIFIED COURT ORDER	\$ 5.00 each
PROOF OF DEPOSIT	\$ 5.00
<b>**NOTE:</b>	
<b>INJURIES TO CHILD: Parent(s) &amp; Atty MUST APPEAR</b>	
<b>INHERITANCE TO CHILD: No Appearance Required</b>	
<u>MISCELLANEOUS PETITION</u>	\$ 25.00+
CERTIFIED COURT ORDER	\$ 5.00 each
<u>MOTIONS</u>	\$ 25.00
CERTIFIED COURT ORDER	\$ 5.00 each
<u>PARENTAL (CUSTODIAL) CONSENT</u>	\$ 20.00
<u>PETITION TO SELL/PURCHASE REAL ESTATE</u>	\$ 25.00+
CERTIFIED COURT ORDER	\$ 5.00 each



<b><u>PETITION TO DISCHARGE PERSONAL REP</u></b>	<b>\$ 25.00+</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>
<b><u>PHOTOCOPIES</u></b>	
Self-made copies	<b>\$ .50 page</b>
Copies made by office staff	<b>\$ 1.00</b>
<b><u>POUNDAGE</u> (<i>commission on court-ordered escrows</i>)</b>	
<i>5% on first \$1,000.</i>	
<i>1% on each additional \$1,000 or any part thereof</i>	
<i>*NOTE: To be deducted from original court-ordered amount prior to investment</i>	
<b><u>PROOFS OF PUBLICATION</u></b>	<b>\$ 10.00 each</b>
<i>(if filed independently of accounting)</i>	
<b><u>RESEARCH &amp; RETRIEVAL FEE</u></b>	<b>\$ 5.00 per name</b>
<b>NO PERSONAL CHECKS</b>	
<b>(U.S.MONEY ORDERS/CASHIER'S CHECKS ONLY)</b>	
<b>RESEARCH FORMS TO COMPLETE</b>	<b>\$ 10.00</b>
<b>COPY OF COMPUTER SCREENS &amp; DOCKET ENTRIES</b>	<b>\$ 1.00 per page</b>
<b><u>RULE TO SHOW CAUSE</u></b>	<b>\$ 20.00</b>
<b><u>SATISFACTION OF CLAIM</u></b>	<b>\$ 10.00</b>
<b><u>SETTLEMENT AGREEMENT</u></b>	<b>\$ 60.00</b>
<i>(signed by Personal Rep &amp; any Legatees)</i>	
<b>Per Legatee Signature</b>	
<b><u>SMALL ESTATE PETITION</u></b>	<b>TOTAL-with 1 cert order \$ 85.75</b>
<i>(Death Certificate is required when filing&amp; Original Will, if applicable)</i>	
<b>PETITION</b>	<b>\$ 25.00</b>
<b>AUTOMATION FEE</b>	<b>\$ 15.50</b>
<b>JCS</b>	<b>\$ 40.25</b>
<b>CERTIFIED COURT ORDER</b>	<b>\$ 5.00 each</b>

<b><u>SURROGACY</u></b>	<b>TOTAL-with 1 cert order</b>	<b>\$ 85.75</b>
(filed under Adoptions)		
PETITION		\$ 25.00
AUTOMATION		\$ 15.50
JCS FEE		\$ 40.25
CERT COURT ORDER		\$ 5.00 each

**STIPULATION** \$ 25.00

**SUBPOENA** \$ 10.00

**TRANSCRIPTS**

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

**TRUST** **TOTAL** **\$ 80.75**

(AGREEMENT/RESTATEMENTS) \$ 25.00\*

JCS FEE \$ 40.25

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

**TRUSTEE BOND** \$ 35.00

**TRUSTEE ACCOUNT** \$ 125.00+

Per additional page of accounting \$ 2.00

**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.