

General Fees and Procedures

The various types of papers and writs the Burlington County Sheriff's Department serves are listed here. Pursuant to the provisions of N.J.S.A. 22A:4-8, the fees for service of documents and the execution of writs within the Sheriff's Department are listed in a schedule of fees below.

SUMMONS & COMPLAINTS- FOR EACH DEFENDANT TO BE SERVED WE REQUIRE ONE (1) COMPLAINT AND ORIGINAL SUMMONS AND THREE COPIES FOR EACH DEFENDANT TO BE SERVED.

Example:

Basic Summons will cost \$24.00 plus mileage

First Defendant \$22.00 (service fee) + \$2.00 (return fee) + mileage

Second Defendant \$20.00 (service fee)

Each Additional Def. \$16.00 (service fee)

(No additional mileage charged if all parties reside at the exact same address)

SERVICE OF A HUSBAND AND WIFE AT SAME ADDRESS

Basic Summons \$24.00 (service fee)

(No second defendant fee – unless they are living separate and apart from each other)

Out of State Paper Fee

First Defendant \$25.00 (service fee) + \$2.00 (return fee) + mileage

Second Defendant \$20.00 (service fee)

Each Additional Def. \$16.00 (service fee)

(No additional mileage charged if all parties reside at the exact same address)

***Re-service is an additional \$2.00**

WARRANTS AND WRITS

We require the original and two (2) copies each

Basic Writ will cost \$50.00 plus mileage

\$48.00 (service fee) + \$2.00 (return fee) + mileage

***Re-service is an additional \$2.00**

Capias Ad Respondendum

Capias Ad Satisfaciendum

Warrant of Commitment

Writ of Ne Exeat

Writ of Execution

Writ of Possession

Writ of Sequestration

Writ of Replevin

Wage Levy- We also need the address of the employer to be served along with the defendant's Social Security Number.

Goods and Chattels Levy- We also need the address where the levy is to be made. If the levy is on a bank we need the defendant's name, address and Social Security Number.

Appraisals – We need a letter of instruction along with \$5.00 fee + mileage.

EXECUTION OF SALES FEES

Commission on sums not exceeding \$5,000.00	6%
Commission on sums exceeding \$5,000.00 on such excess	4%
Minimum Commission	\$50.00

Execution of sales settled without actual sale

Commission on sums not exceeding \$5,000.00	3%
Commission of sums exceeding \$5,000.00	2%

Execution against wages, commissions and salaries

On sums not exceeding \$5,000.00	6%
On sums exceeding \$5,000.00	4%
Statement of Execution	\$10.00
Commission on Bank Levy	\$0.00
Advertising the property sale	\$20.00
Posting of the property for sale	\$20.00
Crier of the vendue of property sales	\$5.00
Property Sale Adjournment	\$28.00
Drawing and making a deed to a purchaser of real property	\$75.00
Drawing and making a bill of sale to the purchaser of personal property when required or demanded	\$20.00

GOODS AND CHATTELS SALE

\$100.00 deposit and letter of instruction

Each writ is required to have an endorsement that is signed by the attorney for the plaintiff or by the plaintiff themselves if pro se. The endorsement page must include the following: levy damages, costs, additional and/or subsequent costs, interest amount with to and/or from date, credits and sheriff's fees. The attorney for the plaintiff or the plaintiff themselves if pro se must explain in detail the method by which simple interest has been calculated.

REAL ESTATE FORECLOSURE SALE

Require- Original and two (2) copies of Writ of Execution

Description of the property must contain the tax map block and lot number, street address, nearest cross street and dimensions. A \$1,500.00 deposit is required. The original and one (1) copy of the Affidavit of Consideration which must be signed and notarized, and Endorsement page completed. Concise statement of description is optional.

All writs that do not follow this format will not be accepted by our office. The civil process forms for this can be found at: www.gannlaw.com click on the area for **FREE NJ Court Rules Appendices**.

Sheriff's Department

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