

# Civil Process General Fees and Procedures

For informational purposes only;  
fees are subject to change.

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.

## SERVICES

### **Service of New Jersey Filed Civil Documents**

(Such as Summons and Complaint, Motion, Subpoena, Order to Show Cause)

#### **Fees:**

First Defendant	\$24.00 (service fee & return fee) *
Second Defendant	\$20.00*
Each Additional Defendant	\$16.00*
Re-service Fee	\$2.00*
Service of a husband and wife at the same Address	\$24.00 (service fee & return fee) *
* Mileage fees are not included. Please refer to the New Jersey Lawyer's Diary or contact our office for these costs.	

### **Service of Out of State Civil Documents**

(each state has their own requirement; it is the responsibility of the person requesting service to know those guidelines and requirements prior to submitting a service request.)

#### **Fees:**

First Defendant	\$27.00 (service fee & return fee) *
Second Defendant	\$20.00*
Each Additional Defendant	\$16.00*
Out of State Affidavit Notary Fee	\$5.00
Re-service Fee	\$2.00*
Service of a husband and wife at the same Address	\$27.00 (service fee & return fee) *
* Mileage fees are not included. Please refer to the New Jersey Lawyer's Diary or contact our office for these costs.	

**Document Requirements:** Two (2) copies of the Summons, filed Motion, filed Subpoena, filed Order to Show Cause or Out of State civil documents to be served and one (1) copy of the filed Complaint. The service request must include a cover letter. The cover must have the senders name, address, phone number as well as the person who is to be served name and address. Additionally, we ask that you provide a self-addressed, self-stamped envelope to return a copy of the affidavit.

Please contact our office at 609-265-5127 for information. Requirements differ per type of document being served.

## WRITS AND CIVIL WARRANTS

### **Fees:**

Advertising the Property Sale	\$20.00
Attending Sale	\$1.00
Adjournment	\$28.00 (per adjournment)
Certifying Deed	\$1.25
Certified Mail	\$7.00
Crying Sale	\$5.00
Drawing and Making Bill of Sale	\$20.00
Drawing and Making Deed	\$75.00
Foreclosure Intervention Fund with Administrative Costs	\$350.00
Foreclosure Writ of Execution	\$2,000.00 deposit (per property)
Personal Property Appraisals	\$5.00 *
Personal Property (Good & Chattels) Sale	\$100.00 deposit (when advertising is not required)
Posting of the Property for Sale	\$20.00
Preparing Advertisement	\$1.50
Report of Sale	\$1.40
Re-service	\$2.00 *
Returning Writ	\$7.75
Statement of Execution	\$10.00
Writ/Civil Warrant	\$50.00 (service fee & return fee) *

\* Mileage fees are not included. Please refer to the New Jersey Lawyer's Diary or contact our office for these costs.

### COMMISSION

**(in accordance with N.J.S.A. 22A:4-8)**

#### EXECUTION OF SALES FEES (full commission)

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 (1/2 commission)

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

#### EXECUTION AGAINST WAGES, COMMISSIONS AND SALARIES

On sums not exceeding \$5,000.00	6%
On sums exceeding \$5,000.00	4%

**In general, you must provide an original writ/warrant with two (2) copies along with the writ/warrant fee + 3x the mileage or a \$2,0000 deposit for the below documents:**

**Civil Warrants-** Each warrant must have an Order to Enforce Litigants Rights and identifiers for the defendant named. (i.e.: social security number, date of birth or physical description)

**Writ of Execution (Foreclosure)-** Each writ package must have the Concise/Short Form Description of the property which must contain the tax map block and lot number, full street address, nearest cross street and dimensions. The original and one (1) copy of the Affidavit of Consideration which must be signed and notarized, and Endorsement page completed. Kindly note, Certification of Diligent Inquiry is no longer necessary. A Sheriff or other officer selling real estate by virtue of an execution may make a total of five (5) adjournments of the sale in accordance with the statues and/or court rules. All requests must be sent to our office in writing and may not exceed 30 days per request. The adjournments are divided as follows: two (2) adjournments may be made at the request of the lender (lender/plaintiff or plaintiff counsel); two (2) adjournments may be made at the request of the debtor/defendant; one (1) adjournment may be made if BOTH the lender/plaintiff and debtor/defendant agree.

**Writ of Execution (Personal Property/Goods & Chattels)-** 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. The defendants name and address must be provided along with the name and location where the levy is to be made. If the levy is to be made upon a bank you must provide the defendant's full social security number. If you wish to take the personal property to Sheriff sale, you will need to first request an Appraisal in writing with the appropriate fee. (This does not apply to a business.) After appraisal has been completed and is over the \$1,000.00 personal exemption you may, submit in writing, a request to schedule the Sheriff Sale of the personal property along with the amount for deposit. If there is a prior lien on the personal property, that lien would need to be satisfied prior to scheduling a sale.

**Writ of Wage Execution-** Each writ package must include the Order of Wage Execution, the defendants name, address and social security number and employer name and address.

**Writ of Possessions (Foreclosure)-** Each writ must include the Certification to Support Issuance the of Writ of Possession and the Sheriff's Deed received by buyer.

**Writ of Possessions (Ejectment)-** Each writ must be provided immediately to our office after being signed and filed with Special Civil Part. A copy of the Order for Possession

must be provided with the writ along with contact information for the person who will act as the representative plus the occupants' name(s) and address.

**Writ of Replevin-** Each writ must include the Order for Replevin. If there is an Exhibit listing specific equipment or items to be recovered, that must be included and have make or model information listed. Additionally, the recovery company's contact information will need to be provided with your writ package.

For additional services not listed, please contact our office at (609) 265-5127.

All New Jersey documents that do not follow the current format will not be accepted by our office. You may find the forms on the judiciary self-help website: <https://www.njcourts.gov/selfhelp/catalog.html>