



# Civil Process General Fees and Commission



**JAMES H. KOSTOPLIS, SHERIFF**  
**ODISE A. CARR, UNDERSHERIFF**  
**MANISH GAUTAM, UNDERSHERIFF**  
**JOSEPH WILK, CHIEF WARRANT OFFICER**

BURLINGTON COUNTY SHERIFF’S OFFICE  
49 RANCOCAS ROAD  
P.O. BOX 6000  
MOUNT HOLLY, N.J. 08060-6000  
609-265-5127

**For informational purposes only, fees are subject to change.**

The various types of papers and writs the Burlington County Sheriff’s Office serves are listed here. Pursuant to the provisions of N.J.S.A. 22A:4-8 and Legislative Bill A5664, amended by S4240, the fees for service of documents and the execution of writs within the Sheriff’s Office are listed in a schedule of fees below.

For additional services not listed, please contact our office at:

- Main Number: (609) 265-5127
- Foreclosures/Sheriff’s Sales: [foreclosure@co.burlington.nj.us](mailto:foreclosure@co.burlington.nj.us)
- Personal Property/Wage Executions: [sherifflevy@co.burlington.nj.us](mailto:sherifflevy@co.burlington.nj.us)
- Summons & Complaints/Out-of-State: [sheriffservices@co.burlington.nj.us](mailto:sheriffservices@co.burlington.nj.us)
- Writ of Possessions/Civil Warrants: [turnovers@co.burlington.nj.us](mailto:turnovers@co.burlington.nj.us)

## SERVICES

### **Service of New Jersey Superior Court 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 see below.	

**General Required Documents:** Two (2) copies of the Summons, Motion, Subpoena, Order to Show Cause, one (1) copy of the Complaint, cover letter with the sender’s contact information including whom service is being effectuated on and a self-addressed, self-stamped envelope. Please contact our office for more information as requirements may differ with the type of document being served.

## Service of Out of State Civil Documents

### Fees:

First Defendant	\$27.00 (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	\$27.00 (service fee & return fee) *
Notary for Out-of-State Report of Service	\$5.00
* Mileage fees are not included. Please see below.	

**General Required Documents:** Two (2) copies of the documents being served, cover letter with the sender's contact information including whom service is being effectuated on and any specific instructions based on the state's requirements, and a self-addressed, self-stamped envelope. Please contact our office for more information as requirements may differ with the type of document being served.

## WRITS AND CIVIL WARRANTS

### Fees:

Advertising the Property Sale	\$20.00
Attending Sale	\$1.00
Attorney 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	\$2,500.00 deposit (per property)
Good & Chattels Sale	\$100.00 deposit
Personal Property Appraisals	\$5.00 *
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 Cost	\$50.00 (service fee & return fee) *
* Mileage fees are not included. Please see below.	

**General Required Documents:** Original and two (2) copies of the Writ/Warrant.

### **Additional Requirements:**

Foreclosure Writ of Executions - Concise/Short Form Description of the property which must contain the tax map block and lot number, full street address, nearest cross street, dimensions. If the notice does not contain the full legal description, it shall state that the diagram or concise statement does not constitute a full description and shall also state where the full legal description can be found. Concise/Short Form Description must also include any Affordable Housing Restrictions, if applicable. The plaintiff's "Good Faith Estimate of the Upset Price" and Occupancy Status must also be provided. If the property is Commercial (not residential), the Concise/Short Form Description must specifically express this as it is not subject to CWPP. If the property is a

vacant lot, a copy of the tax map must be provided. If the property being sold consists of multiple lots and/or blocks, you must specify if they are being sold “separately” or “as one/together.” The original and one (1) copy of the Affidavit of Consideration which must be signed and notarized.

Adjournments of Foreclosure Writ of Execution Sales - 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 statutes and/or court rules. All requests must be sent to our office in writing and may not exceed 28 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.

Personal Property/Goods & Chattels Writ of Execution - 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 defendant’s 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’s Sale, you will need to first request an Appraisal, in writing, with the appropriate fee (this does not apply to a business). After an appraisal has been completed and is over the \$1,000.00 personal exemption, you may, submit in writing, a request to schedule the Sheriff’s Sale of the Personal Property along with the amount for deposit. If there is a prior lien on the Personal Property, that lien will need to be satisfied prior to scheduling a sale.

Personal Property Appraisals – A letter of instruction is required.

Goods and Chattels Levies – The address where the levy is to be made must be provided. If the levy is on a bank, the defendant’s name, address, and full social security number is also required.

Goods and Chattels Sales - A letter of instruction is required. A \$100.00 deposit is required.

Writ of Replevins - 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.

Wage Writ of Execution - Each writ package must include the Order of Wage Execution, the defendant’s name, address, social security number and the employer’s name and address to be served.

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

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

Writ of Possessions (Ejectment) - Each writ must be provided to our office immediately after being signed and filed with Special Civil Part. The Order for Possession must be provided with the writ along with contact information for the person who will act as the representative. The occupants’ name(s) and address must also be provided.

The civil forms can be found at: [www.njcourts.gov](http://www.njcourts.gov)  
Writs that do not follow the court’s formats will not be accepted by our office.

**MILEAGE**

Mileage fees **must** be multiplied by three (3) when serving a residential property. Any mileage payment not used will be refunded.

Bass River	\$13.12	Hainesport	\$1.60	North Hanover	\$6.08
Beverly	\$3.20	Indian Mills	\$5.44	Palmyra	\$4.80
Bordentown	\$4.16	Jacobstown	\$3.20	Pemberton Boro	\$2.24
Browns Mills	\$4.80	Jobstown	\$3.20	Pemberton Twp	\$4.80
Burlington	\$2.24	Juliustown	\$3.20	Rancocas	\$1.60
Chatsworth	\$6.72	Lower Bank	\$11.48	Riverside	\$3.84
Chesterfield	\$5.44	Lumberton	\$0.64	Riverton	\$4.48
Cinnaminson	\$3.84	Mansfield	\$2.88	Roebling	\$4.16
Columbus	\$2.56	Maple Shade	\$4.16	Shamong	\$6.40
Cookstown	\$5.12	Marlton	\$3.84	Southampton	\$2.42
Crosswicks	\$5.44	Marlton Lakes	\$5.12	Springfield Twp	\$3.20
Delanco	\$4.16	McGuire AFB	\$4.80	Tabernacle	\$4.16
Delran	\$3.84	Medford	\$2.24	Vincentown	\$1.92
Eastampton	\$0.96	Medford Lakes	\$2.88	Washington Twp	\$10.56
Edgewater Park	\$2.88	Moorestown	\$2.88	Westampton	\$1.64
Evesham	\$3.84	Mount Holly	\$0.00	Willingboro	\$2.56
Fieldsboro	\$4.16	Mount Laurel	\$2.56	Woodland Twp	\$6.64
Florence	\$3.84	New Gretna	\$13.12	Wrightstown	\$3.84
Fort Dix	\$4.80	New Hanover	\$5.12	Yardville	\$4.16
Green Bank	\$11.52	New Lisbon	\$4.80		

**COMMISSION**

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

Commission	6%
Minimum Commission	\$150.00

**EXECUTION OF SALES SETTLED WITHOUT ACTUAL SALE (1/2 commission)**

Commission	3%
------------	----

**EXECUTION AGAINST WAGES, COMMISSIONS AND SALARIES**

On sums not exceeding \$5,000.00	10%
On sums exceeding \$5,000.00	5%