



Prothonotary / Clerk of Court  
Clerk of Orphan Court / Courts of Common Pleas

**43rd JUDICIAL DISTRICT OF PENNSYLVANIA**

MONROE COUNTY COURTHOUSE  
610 MONROE STREET - SUITE 323  
STROUDSBURG, PENNSYLVANIA 18360-2115  
(570) 517-3370

**GEORGE J. WARDEN**

Prothonotary and  
Clerk of Courts and  
Orphan's Court

**JULIE TARHOVICKY**

Chief Deputy  
Prothonotary

**TODD W. WEITZMANN**

Solicitor

Monday, July 31, 2023

As AOPC advised, the temporary surcharge portion of the Judicial Computer Project/Access to Justice/Criminal Justice Enhancement/Office of Attorney General (**JCP/ATJ/CJEA/OAG**) fee that was authorized in Section 1795.1-E of The Fiscal Code, 72 P.S. § 1795.1-E, is set to expire on August 1, 2023 without the passage of the State Budget.

The State Legislature and the Governor have been unsuccessful in reaching a compromise to pass the State Budget by the end of the day on Monday, July 31, 2023. Changes in the Judicial Computer System (JCS) Fees – Act 122 of 2002 will affect the rates in the Prothonotary, Clerk of Orphans' Court & Clerk Courts Offices.

As a result, without the reauthorization by the end on the day on July 31, 2023, this temporary surcharge of \$21.25 on all cases (*except summary traffic citations and the temporary surcharge of \$10.00 on summary traffic citations*) may no longer be collected as of August 1, 2023.

**The fee for (JCP/ATJ/CJEA/OAG) all cases (*except summary traffic*) would be adjusted down from \$40.25 to \$19.00.**

Attached you will find a rate sheet Prothonotary and Clerk Courts Offices which will become effective on Tuesday, August 1st, 2023. The checks, which you have already written out to the Prothonotary's Office, will be accepted at the old rates and your file will be credited for a refund.

Thank you for your cooperation as we implement the new Commonwealth (**JCP/ATJ**) **temporary fee decrease.**

George J. Warden  
Prothonotary, Clerk of Orphans' Court & Clerk Courts

## ORPHAN'S COURT

Monroe County Clerk of Orphans' Office Fee Bill

07/31/2023

08/01/2023

Temporary Fee Decrease due to the State Legislatures' and the Governor's failures to pass the State Budget by July 31, 2023		Effective Temporary Fee	08/01/2023 (-\$21.25)
	Orphan's Court Bond	\$30.00	

First and Final Account New Number	\$40.25	\$19.00	(\$21.25)
First Page	\$35.00	\$35.00	
Each Additional Page	\$3.00	\$3.00	
Proposed Distribution	\$17.00	\$17.00	
Each Additional Page	\$3.00	\$3.00	
Advertising	\$37.00	\$37.00	

\* Note: Do not count Exhibits as additional pages

Incapacitated Person	\$55.25	\$34.00	(\$21.25)
Settlement of Small Estate	\$50.25	\$29.00	(\$21.25)
Guardian of Incompetent	\$55.25	\$34.00	(\$21.25)
Discharge Guardian	\$8.00	\$8.00	

CLAIM	\$48.25	\$27.00	(\$21.25)
New Number	\$40.25	\$19.00	(\$21.25)
Claim on Exciting Case	\$8.00	\$8.00	

<b>ADOPTIONS</b>			
Petition for Adoption both parents			
Unrelated	\$105.00	\$105.00	
New Number	\$40.25	\$19.00	(\$21.25)

<b>One Parent Biological Parent</b>			
Petition	\$30.00	\$30.00	
New Number	\$40.25	\$19.00	(\$21.25)

Report of Intention to Adopt	\$75.00	\$75.00	
Termination of Parental Rights	\$15.00	\$15.00	
New Number	\$40.25	\$19.00	(\$21.25)

<b>FOREIGN ADOPTION</b>			
Petition	\$70.25	\$49.00	(\$21.25)
	\$30.00	\$30.00	

New Number	\$40.25	\$19.00	(\$21.25)
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MINOR'S SETTLEMENT	\$50.25	\$29.00	(\$21.25)
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Petition	\$10.00	\$10.00	
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New Number	\$40.25	\$19.00	(\$21.25)
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CERTIFIED COPY OF ORDER	\$10.00	\$10.00	
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Petition to Amend Birth Certificate	\$55.25	\$34.00	(\$21.25)
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SUBPOENA	\$10.00	\$10.00	
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PETITION TO DISCHARGE	\$45.25	\$24.00	(\$21.25)
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DISCLAIMER	\$5.00	\$5.00	
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New Number	\$40.25	\$19.00	(\$21.25)
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SATISFACTION AND RELEASE	\$5.00	\$5.00	
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FAMILY SETTLEMENT AGREEMENT  
(Gets filed in Register and Wills)

PRIVATE DETECTIVE LICENSE			
Petition	\$15.00	\$15.00	
Fee (Bond) in Clerk of Courts - Single	\$200.00	\$200.00	
Company	\$300.00	\$300.00	
Badge	\$47.50	\$47.50	
Renewal	\$10.00	\$10.00	
Bail Bondsman Fee	\$15.00	\$15.00	

All Other Motions & Petitions on Estates	\$50.25	\$29.00	(\$21.25)
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New Number	\$40.25	\$19.00	(\$21.25)
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Marriage Search	\$5.00	\$5.00	
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Duplicate Marriage Application	\$10.00	\$10.00	
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**Monroe County Prothonotary Office Fee Bill**

<b>Temporary Fee Decrease due to the State Legislatures' and the Governor's failures to pass the State Budget by July 31, 2023</b>	<b>Current Fee</b>	<b>Effective Temporary Fee</b>	<b>08/01/2023 (-\$21.25)</b>
Abstract of Judgment	\$82.25	<b>\$61.00</b>	(\$21.25)
Acknowledgement of Deed (R & R)	\$7.00	\$7.00	
Acknowledgement of Deed (Sheriff's existing case)	\$1.50	\$1.50	
Acknowledgement of Deed (Tax Claim)	\$7.00	\$7.00	
Appeal- Arbitration Award	\$755.00	\$755.00	
Appeal- MV License/Reg. Suspen.	\$132.50	<b>\$111.25</b>	(\$21.25)
Appeal- Notice to Higher Ct.-paid to us	\$52.00	\$52.00	
Appeal- Notice to higher Ct.-paid to Higher Ct.	\$90.25	\$90.25	
Appeal- MDJ	\$132.25	<b>\$111.00</b>	(\$21.25)
Appeal- Tax Assessment- Praecipe	\$132.50	<b>\$111.25</b>	(\$21.25)
Appeal- Zoning Matter- we do writ of Cert.	\$132.50	<b>\$111.25</b>	(\$21.25)
Amended complaint	\$25.00	\$25.00	
Assignment of Cause & Action	\$132.50	<b>\$111.25</b>	(\$21.25)
Assignment of Judgment	\$7.00	\$7.00	
Broker's Lien-Commercial Real	\$82.25	<b>\$61.00</b>	(\$21.25)
Certification of Document (1st page) plus copy cost	\$4.00	\$4.00	
Certification of Motor Vehicle Judgment	\$12.50	\$12.50	
Certified Copy of Docket Entry & Judgment	\$22.50	\$22.50	
Complaint- Civil Action	\$132.50	<b>\$111.25</b>	(\$21.25)
Complaint- Confession & Judgment	\$145.50	<b>\$124.25</b>	(\$21.25)
Complaint for Declaratory Judgment	\$132.50	<b>\$111.25</b>	(\$21.25)
Copies (per page)	\$0.25	\$0.25	
Court Calendar (on line )			
Custody - Complaint	\$141.00	<b>\$119.75</b>	(\$21.25)
Custody - Complaint (if we have to make three (3) copies)	\$152.25	<b>\$131.00</b>	(\$21.25)
Custody Contempt	\$25.00	\$25.00	
Custody Contempt (If we make the (2) copies @ \$5.75 additional)	\$36.00	\$36.00	
Custody Modification	\$25.00	\$25.00	
Custody Modification (If we make the (2) copies @ \$5.50 additional)	\$36.00	\$36.00	
Discontinuance- plus outstanding Court costs	\$7.00	\$7.00	
Divorce Contested (two (2) or more counts)	\$500.00	\$500.00	
Divorce Uncontested (w/signed stipul.) (one (1) count)	\$200.00	\$200.00	
Docket printout- per page (Staff)	\$1.00	\$1.00	
Docket printout- per page (self lobby)	\$0.25	\$0.25	
Exceptions- (Support) need receipt from DRO	\$60.00	\$60.00	
Exemplified Record	\$13.75	\$13.75	
Judgment- by Confession (Complaint in Confession)	\$145.50	<b>\$124.25</b>	(\$21.25)
Judgment- Criminal Costs	\$75.25	<b>\$54.00</b>	(\$21.25)
Judgment-Default	\$29.50	\$29.50	
Judgment- Foreign	\$75.25	<b>\$54.00</b>	(\$21.25)
Judgment- Non Pros	\$29.50	\$29.50	
Judgment- Note (complaint filed with note)	\$155.00	<b>\$133.75</b>	(\$21.25)
Judgment- Agree.-Revival of- by judge-parties sgn.	\$29.50	\$29.50	
Judgment- Vacate- Praecipe	\$7.00	\$7.00	
Judgment- Tax Lien Claim	\$75.25	<b>\$54.00</b>	(\$21.25)
Judgment- Transcript- from DJ	\$75.00	<b>\$53.75</b>	(\$21.25)
Judgment- Transfer (in State/Pa.)	\$74.75	<b>\$53.50</b>	(\$21.25)

Judgment- Transfer (out of state)	\$74.75	<b>\$53.50</b>	(\$21.25)
Letters of Rogatory (out of State Commissions)	\$15.00	\$15.00	
Lien- Attorney	\$103.25	<b>\$82.00</b>	(\$21.25)
Lien- For Fine	\$75.25	<b>\$54.00</b>	(\$21.25)
Lien- Federal Tax	\$67.75	<b>\$46.50</b>	(\$21.25)
Lien- Mechanics Claim Lien	\$76.75	<b>\$55.50</b>	(\$21.25)
Lien- Mechanics Agreeemt.- waiver of lien stip.	\$69.25	<b>\$48.00</b>	(\$21.25)
Lien- Municipal	\$75.25	<b>\$54.00</b>	(\$21.25)
Lien- Cert.	\$75.25	<b>\$54.00</b>	(\$21.25)
Lis Pendens	\$29.50	\$29.50	
Local Rules (available free online) PACODE.COM			
Master's Hearing - Divorce (per day)	\$750.00	\$750.00	
Mortgage Foreclosure	\$132.50	<b>\$111.25</b>	(\$21.25)
Name Change (12 & over requires fingerpt.cd)	\$77.50	<b>\$56.25</b>	(\$21.25)
Name Retake Maiden	\$4.25	\$4.25	
Notary (record signature)	\$2.75	\$2.75	
Notary Flag	\$2.75	\$2.75	
Notice of Appeal-DJ	\$132.25	<b>\$111.00</b>	(\$21.25)
Petitions (new action)	\$132.50	<b>\$111.25</b>	(\$21.25)
PFA	\$125.50	<b>\$104.25</b>	(\$21.25)
PFA Contempt	\$17.00	\$17.00	
Photocopy	\$0.25	\$0.25	
Praecipe- for Arbitration	\$20.75	\$20.75	
Request- for Argument	\$1.50	\$1.50	
Request- for Civil Trial Listing	\$1.50	\$1.50	
Praecipe- Assess Damages on Order	\$29.50	\$29.50	
Praecipe Dissolve/Dismiss/withdraw	\$7.00	\$7.00	
Praecipe- to Avoid Judgment	\$7.00	\$7.00	
Praecipe Reinstate/Reissue	\$10.00	\$10.00	
Praecipe- Writ of Summons	\$132.50	<b>\$111.25</b>	(\$21.25)
Praecipe - for Final Judgmt.\$12.75/\$4.00 for cert.	\$16.75	\$16.75	
Road Resolutions- 1st Page	\$5.50	\$5.50	
Road Resolutions- additional pages each	\$1.50	\$1.50	
Road Resolutions- each map (two maps)	\$7.00	\$7.00	
Satisfaction- Dept. of Rev. (plus outstnaing court costs)	\$7.00	\$7.00	
Settle and Discontinue	\$7.00	\$7.00	
Subordination	\$7.00	\$7.00	
Subordination (if older than 01/01/02 or a new Case)	\$7.00	\$7.00	
Subpoena (per signature)	\$2.75	\$2.75	
Subpoena Foreign	\$27.75	\$27.75	
Suggestion of Nonpayment	\$76.75	<b>\$55.50</b>	(\$21.25)
Transfer Case	\$25.00	\$25.00	
Tax Claim Deed	\$12.00	\$12.00	
Writ of Execution	\$21.00	\$21.00	
Writ of Execution - transfer	\$33.00	\$33.00	
Writ of Habeas Corpus (Court Ordered)	\$35.00	\$35.00	
Writ of Possession	\$21.00	\$21.00	
Writ of Revival	\$83.25	<b>\$62.00</b>	(\$21.25)
Writ of Scire Facias	\$21.00	\$21.00	
Writ of Seizure	\$21.00	\$21.00	
Writ of Certiari	\$21.00	\$21.00	