

## **FEE STRUCTURE**

The Circuit Clerk is authorized by statute to collect various fees, fines and costs associated with cases and hold and disburse other types of payments and deposits, such as bonds and restitution. With the exception of the portion of fees and costs that are sent directly to the State under various statutory provisions, all such monies are either deposited into the County treasury for subsequent disbursement to the appropriate County or State agency or, as in the case of bonds or restitution, disbursed directly to the appropriate individual.

**Note: All payments must be made in cash, money order, or by Visa/Mastercard/Discover. A photo ID must be present with credit card payments. Restitutions are to be paid by Cashier Check or Money Order made payable to Victim's Name or Berkeley County Circuit Clerk.**

### **CIRCUIT COURT CIVIL COST SCHEDULE**

**FILING FEES:** \*Fees Subject to Change

\$200.00 General Civil/ Petition Case

*If more than one (1) Defendant, then \$15 per defendant. (For example: 2 = \$30)*

\$280.00 Medical Professional Liability Action

\$200.00 Counterclaim, Cross Claim, Third Party Complaint or Motion to Intervene

\$110.00 Guardianship/ Conservatorship

\$200.00 Removal of Magistrate Court Case to Circuit Court *(This fee is collected by Magistrate Court Clerk)*

\$200.00 Appeal of Magistrate Court Case to Circuit Court *(This fee is collected by Magistrate Court Clerk)*

### **FAMILY COURT COST SCHEDULE**

**FILING FEES:** \*Fees Subject to Change

\$135.00 Divorce

\$200.00 Child Support, Minor Guardianships, Child Custody

\$85.00 Modification

\$35.00 Expedited Modifications

**FEES FOR SERVICE:** \*Fees Subject to Change

\$30.00 Personal Service by Sheriff (Made Payable to Sheriff of county for service)

\$20.00 Certified Mail, Restricted Delivery (Payable to Circuit Clerk)

\$35.00 Secretary of State (\$30.00 Payable to Secretary of State; \$5.00 to Circuit Clerk)

**COSTS FOR DOCUMENTS: \*Fees Subject to Change**

\$1.00 per page Photocopies of any documents

\$2.00 per page Facsimile Transmissions (Limit of 20)

\$5.00 per CD Duplicate Recordings on CD/FLM Tape

\$25.00 Mandatory Parent Education Cost (for class)

\$25.00 Writ of Execution (Plus Additional \$30.00 to Sheriff for service or \$20 Cert. Mail Plus \$1 per page of Writ)

\$5.00 Abstract of Judgment

\$25.00 Suggestion of Personal Property (Plus additional fee for service, see next line)

Plus \$20.00 for Certified Mail, OR \$30.00 to Sheriff of County to be Served.

\$25.00 Suggestee of Execution Plus Copy fee \$1/Page (Plus additional Fee for service, see next line)

\$20.00 for Certified Mail OR

\$30.00 to Sheriff of County to be Served OR

\$20.00 for Secretary of State Plus \$5.00 to Circuit Clerk for SOS Service Fee

**Forms are available at no cost via the West Virginia Supreme Court of Appeals website:**

<https://www.courtswv.gov/public-resources/court-forms>.