



**Office of Nikki Alvarez-Sowles, Esq.  
Pasco County Clerk & Comptroller**

Fee Schedule  
Revised 100112

**PROBATE FEES AND COSTS**

**Initial Filing Fees**

Miscellaneous One Document Filing	\$ 231.00
Petition to Enter Rooms and Places	\$ 231.00
Petition to Admit Foreign Will, Authenticated Copies, Exemplified Copies or Transcript to Record	\$ 231.00
Petition to Approve Settlement of Minor's Claim	\$ 231.00
Petition to Determine Heirs if Not Formal Administration <i>(not to include the issuance of Letters or Order of Summary Administration)</i>	\$ 231.00
Petition to Open Safe-Deposit Box	\$ 231.00
Caveat	\$ 41.00
Disposition of Personal Property without Administration (Small Estate)	\$ 231.00
Formal Administration	\$ 400.00
Notice of Trust	\$ 41.00
Petition for Curatorship/Conservatorship	\$ 400.00
Summary Administration less than \$1000.00	\$ 235.00
Summary Administration \$1000.00 or more	\$ 345.00
Trust Administration	\$ 400.00

**Other Probate Fees**

Attorney Pro Hac Vice	\$ 100.00
Certifying Copy of Any Instrument in Public Records (per document)	\$ 2.00
Counter/Cross/3rd Party Complaint/Petition	\$ 395.00
Issuing Subpoena (sign and seal only)	\$ 2.00
Prepare and Issue Subpoena for a Witness (includes signing and sealing)	\$ 7.00
<b>Issuing Summons (sign and seal only)*</b>	<b>\$ 10.00</b>
<b>Prepare and Issue Summons (includes signing and sealing)*</b>	<b>\$ 17.00</b>
Oath, Administering, Attesting, and Sealing not Otherwise Provided For	\$ 3.50
Photocopies of Instruments Not More than 14 Inches by 8.5 Inches (per page)	\$ 1.00
Photocopies of Instruments More than 14 Inches by 8.5 Inches (per page)	\$ 5.00

**\*It has been determined that the fee for preparing, signing and sealing a summons will be \$17.00  
This includes the issuing fee of \$10 and the preparation fee of \$7.**

**Note: This list is intended as a general reference and is not inclusive of all fees.  
Fees are set by statute and court rules subject to revisions and amendments.**



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**Other Probate Fees**

Reopen Fee	\$	50.00
Exemptions to Reopen Fee		
Cases with no initial filing fee		
Disposition of Personal Property without Administration		
Motion for Attorney's Fees filed within 30 days		
Motion for Rehearing filed within 10 days		
Motion to Withdraw as Attorney		
Probate case prior to discharge of Personal Representative		
Responsive Pleadings		
Stipulations		
Sealing Any Court File or Expungement of Record	\$	42.00
<b>Registry of Court</b>		
Receiving Money into Registry, First \$500.00		3.00%
Each Subsequent \$100.00		1.50%