



RENSSELAER COUNTY SHERIFF'S OFFICE

4000 Main Street Troy, New York 12180
www.renscosheriff.com

Office: (518) 266-1900
Fax: (518) 270-5447

"Serving the Citizens of Rensselaer County Since 1791"

SHERIFF
KYLE BOURGAULT

UNDERSHERIFF
MICHAEL C. DINARDO

MILEAGE AND FEES CHART - EFFECTIVE JANUARY 1, 2026

* Fees & Expenses Payable in Advance *

Incomplete or incorrect packets will be returned - SSN NOT allowed on IE

1 st Stage Income Execution (cert. Mail service) – Original PLUS 5 copies	\$50.00
2 nd Stage Income Execution (cert. Mail service) – Original PLUS 4 copies	\$50.00

Property Execution – Original PLUS 4 copies \$75.00 + mileage

***Vehicle levies & Real Property Sales require additional fees. Please call for details

Advanced Towing and Storage fees for vehicle \$700.00 & up

Advanced Advertising for Real Property \$450.00 & up

Postings for Notice of Sale (each) \$20.00 + mileage

Conduct Sale \$20.00 Deed Fee \$20.00

Inventory \$20.00 Certified mail service \$9.00

Please include **3 copies** and a **self-addressed stamped envelope** for return of Service:

Demand Letter	\$50.00 + mileage
Bank Levy	\$50.00 + mileage
Rent Levy	\$50.00 + mileage
Notice	\$20.00 + mileage
Summons (all types)	\$20.00 + mileage
Citation	\$20.00 + mileage
Subpoena	\$20.00 + mileage
Order of Seizure	\$135.00 + mileage
Order to Show Cause/Motions	\$30.00 + mileage
Order of Attachment	\$70.00 + mileage
Contempt	\$45.00 + mileage
Warrant of Arrest	\$75.00 + mileage
Notice of Petition	\$30.00 + mileage

CALL 518-266-2902 or email RCSCIVIL@RENSCONY.GOV before submitting eviction papers

Warrant to Eviction	First person	\$ 105.00
	each additional person	\$ 15.00
www.Rensco.com		+ Mileage x 2

Mailing Address: Rensselaer County Sheriff's Office
4000 Main Street

Troy, New York 12180

Telephone: (518) 266-2900

RCSCIVIL@RENSCONY.GOV

Fax: (518) 270-0075

MILEAGE CHART

2026 Mileage Rates
EFFECTIVE 1/1/2026

Averill Park	\$17.28	East Poestenkill	\$25.92	Rensselaer	\$17.28
Barbersville	\$21.60	East Schodack	\$21.60	Sand Lake	\$18.72
Berlin	\$36.00	Glass Lake	\$17.28	Schaghticoke	\$21.60
Boytonville	\$21.60	Grafton	\$21.60	Schodack	\$21.60
Brainard	\$28.80	Hampton Manor	\$17.28	Schodack Landing	\$36.00
Brunswick	\$8.64	Haynersville	\$12.96	Sherwood Park	\$17.28
Burden lake	\$20.16	Hemstreet Park	\$20.16	Snyders Corners	\$11.52
Buskirk	\$36.00	Hoags Corners	\$25.92	Snyders Lake	\$12.96
Castleton	\$28.80	Hoosick Falls	\$37.44	South Troy	\$7.20
Center Brunswick	\$8.64	Johnsonville	\$21.60	Speigletown	\$8.64
Cherry Plains	\$44.64	Lansingburgh	\$7.20	Stephentown	\$36.00
Clums Corners	\$11.52	Luther	\$17.28	Stephentown Center	\$31.68
Crooked Lake	\$21.60	Melrose	\$11.52	Taborton	\$27.36
Cropseyville	\$11.52	Nassau	\$25.92	Tomhannock	\$24.48
Defreestville	\$8.64	Nassau Lake	\$23.04	Troy	\$7.20
Denaults Corner	\$21.60	Petersburgh	\$36.00	Valley Falls	\$24.48
Eagle Bridge	\$40.32	Pittstown	\$21.60	Walloomsac	\$43.20
Eagle Mills	\$8.64	Pleasantdale	\$8.64	West Sand Lake	\$14.40
East Greenbush	\$17.28	Poestenkill	\$17.28	West Stephentown	\$25.92
East Nassau	\$28.80	Raymertown	\$17.28	Wynantskill	\$8.64



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2026

BUREAU OF JUDICIAL ENFORCEMENT INFORMATION SHEET FOR SMALL CLAIMS JUDGMENT

When you receive your transcript of judgment from the court you **must** docket your transcript at the County Clerk's Office.

Once docketed, use one of the following methods to collect:

1. **Demand letter:** To the debtors last known physical address. If no payments are received within sixty (60) days, the papers will be returned and another method can be used to collect the debt.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement.

- a. Execution with Notice form
- b. Transcript of Judgment
- c. A fee of \$50.00, plus mileage (call for current rate)

2. **Bank Levy:** State regulations safeguard the first \$3456.00 in the account. If no funds are received within ninety (90) days from the date of service, the papers will be returned.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement.

- a. Execution with Notice to Garnishee form signed by the County Clerk – 4 copies – with name of debtor's bank
- b. Transcript of Judgment
- c. A fee of \$50.00, plus mileage (call for current rate)

3. **Rent Levy:** Receive rents from the debtor's tenants, if their income property is within our county.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement.

- a. Transcript of Judgment
- b. Execution with Notice to Garnishee form signed by the County Clerk – 4 copies with name of tenant if known (one form per tenant)
- c. Certified copy of the deed - from the County Clerk's Office
- d. A fee of \$50.00, plus mileage (call for current rate) for each tenant



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4. **Service Levy:** If the debtor is self-employed we could serve their customer(s) with a service levy.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement.

- a. Transcript of Judgment
- b. Execution with Notice to Garnishee form signed by the County Clerk – 4 copies – with name of customer
- c. A fee of \$50.00, plus mileage

5. **Vehicle Levy:** Pick up debtor's vehicle and sell at public auction.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement

- a. Transcript of judgment
- b. Execution with Notice to Garnishee form signed by the County Clerk – 4 copies
- c. MV-904 – from DMV
- d. Blue Book value of vehicle
- e. Call for fees - approximate cost of vehicle levy is \$900.00

6. **Income Execution:** Garnish debtor's wages.

Bring to the Sheriff's Office – Bureau of Judicial Enforcement

- a. Transcript of Judgment
- b. The Original Income Execution ***and*** five copies, signed & stamped by the County Clerk. May be online (i.e. www.formsworkflow.com and various other sites.)
- c. ***IF*** the debtor lives in Rensselaer County the fee for first stage service (served at residence) is \$50.00. Once the debtor has been served the income execution, they have twenty-five (25) days to start making voluntary payments to this office.
- d. If the debtor ***does not*** make voluntary payments, Stage 2 (at employer) service will be necessary.

7. **Information Subpoena:** To obtain debtor's information for collection purposes.

Bring to the Sheriff's Office - Bureau of Judicial Enforcement.

- a. Information Subpoena with questions –signed by a Judge (3 copies). Form may be found online.
- b. 2 self-addressed stamped envelopes
- c. Debtor's current address
- d. A fee of \$20.00, plus mileage (call for current rate)