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**RESOLUTION 2020-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF COCONINO, ARIZONA, ESTABLISHING A SCHEDULE TO RECOVER FEES FOR THE DEPARTMENTS OF ADULT PROBATION, BOARD OF SUPERVISORS, CLERK OF SUPERIOR COURT, CONSTABLE, COUNTY ATTORNEY, FINANCE, HUMAN RESOURCES, INFORMATION TECHNOLOGY, JUSTICE COURTS, JUVENILE, PARKS & RECREATION, PUBLIC DEFENDER, SHERIFF, AND SUPERIOR COURT.**

**WHEREAS**, A.R.S §11-251.08 authorizes the Board of Supervisors adopt fee schedules for any specific product and services the county provides to the public; and

**WHEREAS**, a study was conducted by MGT of America, Inc. to determine the cost of services offered by the departments of Adult Probation, Board of Supervisors, Clerk of Superior Court, Constable, County Attorney, Finance, Human Resources, Information Technology, Justice Courts, Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court for which user fees are currently being charged or could be charged. This “cost” includes all legitimate direct and indirect costs associated with providing each service, including direct support costs from other divisions; and

**WHEREAS**, the Coconino County staff has reviewed the study of the cost to provide services and requested the Board of Supervisors approve a resolution adopting the Adult Probation, Board of Supervisors, Clerk of Superior Court, Constable, County Attorney, Finance, Human Resources, Information Technology, Justice Courts, Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court.

**WHEREAS**, per A.R.S §11-251.05, the Board of Supervisors has advertised and conducted a public hearing and has determined it is appropriate to adopt these fees.

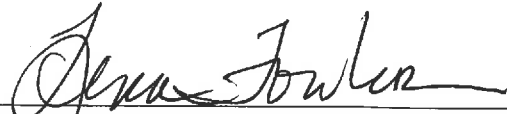
**NOW, THEREFORE, BE IT ORDAINED THAT** the Board of Supervisors of the County of Coconino, hereby approves Resolution 2018-01, adopting fees for the departments of Adult Probation, Board of Supervisors, Clerk of Superior Court, Constable, County Attorney, Finance, Human Resources, Information Technology, Justice Courts, Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court fees for the services provided in Schedule A and for the amounts recommended in Schedule A.

**Passed and adopted** by the Board of Supervisors of Coconino County this 7th day of January, 2020.


**AYES:** 5  
**NOS:** 0  
**ABSENT:** 0

**COCONINO COUNTY BOARD OF SUPERVISORS**

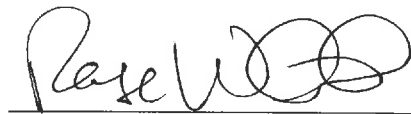


  
\_\_\_\_\_  
Lena Fowler, Chair

**ATTEST:**

  
\_\_\_\_\_  
Clerk of the Board

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Deputy County Attorney

**Coconino County Schedule A**  
**Resolution to Recover Fees for the Departments of: Adult Probation, Board of Supervisors,**  
**Clerk of Superior Court, Constable, County Attorney,**  
**Finance, Human Resources, Information Technology, Justice Courts,**  
**Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court**

<b>Department</b>	<b>Service Name</b>	<b>Recommended Fee</b>
Adult Probation	Work Furlough	\$ 15.00
Adult Probation	Standard Probation	\$ 43.59
Adult Probation	IPS Probation	\$ 39.72
Adult Probation	Out of State Probation Set-Up	\$ 300.00
Adult Probation	Out of County Probation Set-Up	\$ 150.00
Adult Probation	Deferred Prosecution	\$ 340.00
Board of Supervisors	Liquor Licenses	
Board of Supervisors	New License (Public Hearing)	\$ 330
Board of Supervisors	Interim Permit (Public Hearing)	\$ 330
Board of Supervisors	Location Transfer (Public Hearing)	\$ 330
Board of Supervisors	Acquisition of Control (BOS Approve)	\$ 192
Board of Supervisors	Person to Person Transfer (BOS Approve)	\$ 192
Board of Supervisors	Extension of Premise - Permanent (BOS Approve)	\$ 192
Board of Supervisors	Extension of Premise - Temporary	\$ 125
Board of Supervisors	Special Event For-Profit	\$ 125
Board of Supervisors	Special Event For-Profit on County Land	\$ 275
Board of Supervisors	Special Event Non-Profit	\$ 75
Board of Supervisors	Special Event Non-Profit on County Land	\$ 75
Board of Supervisors	Wine/Beer/Fair/Festivals	\$ 75
Board of Supervisors	Fireworks Permit	\$ 186
Board of Supervisors	Bingo License	\$ 75
Board of Supervisors	Media Disclosure	\$ 41
Board of Supervisors	Certified Copies	\$ 42
Board of Supervisors	Copies Charge Direct Costs Only	\$ 1
Board of Supervisors	Franchise Agree Publications (a)	\$75 Deposit/Actual
Clerk of Superior Court	Civil - Complaint Petition	\$ 97
Clerk of Superior Court	Civil - Complaint Name Change	\$ 97
<b>Clerk of Superior Court</b>	Civil - Answer or Initial Appearance	\$ 69
Clerk of Superior Court	Civil - Petition to Take Deposition	\$ 97
Clerk of Superior Court	Civil - For Stay or Special Action	\$ 97
Clerk of Superior Court	Civil - Filing Intervenor	\$ 97
Clerk of Superior Court	Civil - Additional Plaintiff Fee	\$ 97
Clerk of Superior Court	Civil - Additional Defendant Fee	\$ 69
Clerk of Superior Court	Civil - Foreign Judgement	\$ 97
Clerk of Superior Court	Civil - Answer of Garnishee-Defend	\$ -
Clerk of Superior Court	Civil - Garnishee's Contesting	\$ 64
Clerk of Superior Court	Civil - Venue Change Transmittal	\$ 10
Clerk of Superior Court	Civil - Venue Change Under 12-404	\$ 10
Clerk of Superior Court	Civil - Venue Change to This County	\$ 97
Clerk of Superior Court	Civil - Order to Show Cause	\$ 64
Clerk of Superior Court	Civil - Notice of Appeal Filing/Cross Appeal	\$ 32
Clerk of Superior Court	Civil - Tax Case	\$ 97
Clerk of Superior Court	Civil - Civil Traffic Appeal	\$ 30
Clerk of Superior Court	Dom Rel - Marriage Dissolution Petition	\$ 102
Clerk of Superior Court	Dom Rel - Response to Initial Dissolution	\$ 93
Clerk of Superior Court	Dom Rel - Legal Separation Petition	\$ 102

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**Clerk of Superior Court, Constable, County Attorney,**  
**Finance, Human Resources, Information Technology, Justice Courts,**  
**Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court**

<b>Department</b>	<b>Service Name</b>	<b>Recommended Fee</b>
Clerk of Superior Court	Dom Rel - Responses or Initial Legal Sep	\$ 93
Clerk of Superior Court	Dom Rel - Annulment Petition	\$ 102
Clerk of Superior Court	Dom Rel - Annulment Petition Response	\$ 93
Clerk of Superior Court	Dom Rel - Misc Domestic Rel Custody/Other	\$ 91
Clerk of Superior Court	Dom Rel - Misc Dom Rel Res Custody Other	\$ 80
Clerk of Superior Court	Dom Rel - Post Decree Petition	\$ 56
Clerk of Superior Court	Dom Rel - Venue Change Transmittal	\$ 10
Clerk of Superior Court	Dom Rel - Venue Change This County	\$ 113
Clerk of Superior Court	Issuance of Any Writ	\$ 10
Clerk of Superior Court	Marriage License	\$ 27
Clerk of Superior Court	Cert Copy of Marriage License/Applic	\$ 10
Clerk of Superior Court	Copies Per Page	\$ 0.16
Clerk of Superior Court	Photographic Copies Per Page	\$ 0.16
Clerk of Superior Court	Certificate of Document Correctness	\$ 10
Clerk of Superior Court	Per Page Comparison Fee	\$ 0.16
Clerk of Superior Court	Exemplification (2 seals)	\$ 19
Clerk of Superior Court	Authentication (3 seals)	\$ 29
Clerk of Superior Court	Cert of Official Capacity Notary Public or JP	\$ 10
Clerk of Superior Court	Cert of Any Other Matter	\$ 10
Clerk of Superior Court	Payment History Record	\$ 10
Clerk of Superior Court	Transcript Filing	\$ 13
Clerk of Superior Court	Demand for Notice	\$ 10
Clerk of Superior Court	For Clerk Provided Services	\$ 9
Clerk of Superior Court	Civil Subpoena Issuance	\$ 10
Clerk of Superior Court	Seal a Court File	\$ 10
Clerk of Superior Court	Reopen a Court File	\$ 10
Clerk of Superior Court	Postage and Handling	\$ 2
Clerk of Superior Court	Returned Check Fee	\$ 8
Clerk of Superior Court	Retrieve Bank Record	\$ 10
Clerk of Superior Court	Stop Payment on a Check	\$ 5
Clerk of Superior Court	Annual Cert Of Bail Bondsman	\$ 10
Clerk of Superior Court	Process Server Certification	\$ 60
Clerk of Superior Court	Doc Locating Research/each year searched	\$ 10
Clerk of Superior Court	Power of Attorney	\$ 10
Clerk of Superior Court	Court Trust Account/charge per action	\$ 10
Clerk of Superior Court	Passport Fee	\$ 8
Clerk of Superior Court	Probate - Formal Testacy or Appt Petition	\$ 104
Clerk of Superior Court	Probate - Informal Probate or Appt App	\$ 104
Clerk of Superior Court	Probate - Supervised Administration Petition	\$ 104
Clerk of Superior Court	Probate - Petition to Appoint Guardian	\$ 104
Clerk of Superior Court	Probate - Appoint conservator or Make Protect Ord	\$ 104
Clerk of Superior Court	Probate - Single Estate Application	\$ 104
Clerk of Superior Court	Probate - Opposing Testacy, Guard or Conserv	\$ 104
Clerk of Superior Court	Probate - Any Person Opposing Contest App	\$ 56
Clerk of Superior Court	Probate - Petition for Transfer of Real Property	\$ 104
Clerk of Superior Court	Probate - Post Judgement Activities	\$ 56

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**Clerk of Superior Court, Constable, County Attorney,**  
**Finance, Human Resources, Information Technology, Justice Courts,**  
**Juvenile, Parks & Recreation, Public Defender, Sheriff, and Superior Court**

<b>Department</b>	<b>Service Name</b>	<b>Recommended Fee</b>
Clerk of Superior Court	Trans From Justice Crt - Appellant	\$ 93
Clerk of Superior Court	Trans From Justice Crt. Appellee	\$ 65
Clerk of Superior Court	Trans From Justice Crt - Real Prop (Plaintiff)	\$ 98
Clerk of Superior Court	Trans From Justice Crt - Real Prop (Defendant)	\$ 70
Clerk of Superior Court	Trans From Justice Crt - Jurisdiction Exceeded	\$ 67
Clerk of Superior Court	Dom Rel Misc (Pater/Mater)	\$ 101
Clerk of Superior Court	Res Dom Rel Misc (Pater/Mater)	\$ 91
Clerk of Superior Court	Domesticated Foreign Decree	\$ 80
Clerk of Superior Court	Probate Enhancement Fee	\$ -
Clerk of Superior Court	Emancipation of Minor	\$ -
Clerk of Superior Court	Probate Court Accounting fee - \$10,000 or less	\$ -
Clerk of Superior Court	Probate Court Accounting fee - \$10,001 to \$25,000	\$ 100
Clerk of Superior Court	Probate Court Accounting fee - \$25,001 to \$50,000	\$ 175
Clerk of Superior Court	Probate Court Accounting fee - \$50,001 to \$100,000	\$ 225
Clerk of Superior Court	Probate Court Accounting fee - \$100,001 and up	\$ 500
Constable	Civil Summons	\$ 16
Constable	Small Claims Summons	\$ 16
Constable	Forcible Detainer	\$ 32
Constable	Writ of Restitution	\$ 48
Constable	Writ of Garnishment	\$ 40
Constable	Writ of Execution	\$ 24
Constable	Writ of Replevin	\$ 48
Constable	Civil Subpoena	\$ 40
Constable	Criminal Subpoena	\$ -
Constable	Injunctions Against Harrassment	\$ 16
Constable	Warrant Processing	\$ -
Constable	Warrant Arrests	\$ 125
County Attorney	Media Disclosure	\$ 19
County Attorney	Media Disclosure Hourly Rate	\$ 41.40
Finance	Special Assessment Process	\$ 33
Finance	Request for Fin Info Individual	\$ 29
Finance	Request for Fin Info Commercial	\$ 74
Human Resources	Workshop Fees	\$ 41
Human Resources	Workshop Cancellation Fee	\$ 41
Human Resources	Conference Fees	\$ 41
Information Technology	Color Map - 8 1/2 x 11	\$ 28
Information Technology	Color Map - 11 x 17	\$ 28
Information Technology	Color Map - 20 x 34	\$ 34
Information Technology	Color Map - 34 x 44	\$ 46
Information Technology	Custom Maps	\$ 82
Information Technology	GIS Data - Parcel/Land Use Layer	\$ 124
Information Technology	GIS Data for Commercial Use	\$ 10,000
Justice Courts	Civil - Initial Filing	\$ 89
Justice Courts	Civil - Subsequent	\$ 58
Justice Courts	Small Claims - Initial Filing	\$ 34
Justice Courts	Small Claims - Subsequent	\$ 24

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Department	Service Name	Recommended Fee
Justice Courts	Forcible Entry - Initial Filing	\$ 43
Justice Courts	Forcible Entry - Defendant	\$ 27
Justice Courts	Document Transfer on Appeal	\$ 26
Justice Courts	Document Certification	\$ 26
Justice Courts	Issuance of Writs	\$ 26
Justice Courts	Other Filings	\$ 26
Justice Courts	Civil Subpoena	\$ 26
Justice Courts	Document Locating Research	\$ 26
Justice Courts	Seal a Court File	\$ 26
Justice Courts	Reopen a Sealed Court File	\$ 26
Justice Courts	Audio Tape Copy	\$ 26
Justice Courts	Per Page Copy Fee	\$ 1
Justice Courts	Harassment Injunction	\$ -
Justice Courts	Domestic Violence Order	\$ -
Justice Courts	Marriage License	\$ 78
Justice Courts	Warrant Issuance	\$ 75
Justice Courts	Warrant Issuance No Fee	\$ -
Justice Courts	License Suspensions	\$ 15
Justice Courts	Defensive Driving Diversion	\$ 100
Justice Courts	Time Payments Processing	\$ 20
Justice Courts	Partial Payment Processing	\$ 20
Justice Courts	Civil Traffic Default Fee	\$ 25
Justice Courts	Crim/Traffic Enhancement	\$ 30
Justice Courts	Local FARE Fee	\$ 5
Justice Courts	Warrant Failure to Pay	\$ 125
Justice Courts	Additional Assessment	\$ 13
Justice Courts	Victim Fee	\$ 2
Justice Courts	Domestic Violence Fee	\$ 50
Justice Courts	Fee for Over 90 Days	\$ 30
Juvenile	Probation	\$ 50
Juvenile	Probation Fees - JIPS	\$ 50
Juvenile	Diversion Fees	\$ 50
Juvenile	Detention Fees	\$ 100
Juvenile	Dependency	\$ -
Juvenile	Electronic Monitoring	\$ 5
Parks & Recreation	Full Burdened Hourly Rates calculated to be used with department's individualize	
Public Defender	Initial Adult Appearance	\$ 25
Public Defender	Adult Defense - Felony	\$ 400
Public Defender	Adult Defense - Misdemeanor	\$ 100
Public Defender	Initial Juvenile Appearance	\$ 25
Public Defender	Juvenile Case	\$ 30
Sheriff	Photographs - Hard Copy	\$ 17
Sheriff	Media Disclosure - Body Camera	\$ 85
Sheriff	Media Disclosure - Jail Video	\$ 214
Sheriff	Impound	\$ 150
Sheriff	Fingerprinting	\$ 11

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Department	Service Name	Recommended Fee
Sheriff	Class 3 Firearms Application - DELETING FEE	\$ -
Sheriff	Records Requests	\$ 1
Sheriff	Child Support/Custody	\$ -
Sheriff	Divorce	\$ -
Sheriff	Guardianship	\$ -
Sheriff	Injunction Against Harrassment	\$ -
Sheriff	Liquor License	\$ -
Sheriff	Mental Health	\$ -
Sheriff	Notice	\$ -
Sheriff	Notice of Pending Forfeiture	\$ -
Sheriff	Order (Miscellaneous)	\$ -
Sheriff	Order of Protection	\$ -
Sheriff	Order to Show Cause	\$ -
Sheriff	Other	\$ -
Sheriff	Pawn License	\$ -
Sheriff	Pending Order of Protection	\$ -
Sheriff	Petitions	\$ -
Sheriff	Small Claims	\$ -
Sheriff	Subpeona	\$ -
Sheriff	Subpoena - Criminal	\$ -
Sheriff	Summons	\$ -
Sheriff	Summons/Forcible Detainer	\$ -
Sheriff	Writ of Execution	\$ -
Sheriff	Writ of Garnishment	\$ -
Sheriff	Writ of Replevin	\$ -
Sheriff	Writ of Restitution	\$ -
Sheriff	Writ of Special Execution	\$ -
Sheriff	Zoning Violation Notice	\$ -
Superior Court	ADR Court	\$ 540
Superior Court	ADR Mediation Fee	\$ 300
Superior Court	Court Enhancemnet Fee	\$ 85
Superior Court	Guardianship Investigations Paid	\$ 462