

**CIVIL PROCEEDINGS (FEES AND ALLOWANCES) (AMENDMENT) RULES
2014**

SCHEDULE

FIRST SCHEDULE
(Rule 2)

DISTRICT COURT FEES

PART I - WRIT, MOTIONS AND OTHERS

	GH¢
1. Writ of Summons at the District Court where the claim	
(a) is up to GH¢500.00	10.00
(b) exceeds GH¢500.00 but up to GH¢2,500.00	30.00
(c) exceeds GH¢2,500.00 but up to GH¢5,000.00	50.00
(d) exceeds GH¢5,000.00 but up to GH¢20,000	100.00
2. Statement of claim	10.00
3. Affidavit of defence to civil claim in the District Court	10.00
4. Counter claim	the same rate as for Writ of Summons

5.	(1) Each Judicial Relief at the District Court excluding the payment of money such as mesne profit, trespass declaration, among others.	10.00
	(2) When judgment is awarded, fees chargeable will be levied at Entry of Judgment in accordance with rates applicable to that levied on amounts on Writs of Summons and Counter claims	
6.	Filing Notice of Appeal from the District Court to the High Court	20.00
7.	Filing of additional ground (s) of appeal from the District Court	10.00
8.	Filing a search at the District Court	10.00
9.	Motion	20.00
10.	Affidavit	10.00

PART II- PROBATE AND ADMINISTRATION

1.	Application for Probate or Letters of Administration for small estates before the Registrar	10.00
2.	Application for Probate or Letters of Administration	30.00
3.	Oaths of each Executor or Administrator	10.00
4.	Administration of Bond	10.00
5.	Grant of Probate or Letters of Administration (a) in small estates	30.00
	(b) in estates exceeding GH¢1,000.00 but below GH¢5,000.00	70.00
	(c) from GH¢ 5,000.00 00 but below GH¢510000.00	100.00
	(d) from GH¢ 10,000.00 but below GH¢510000.00	150,00
6.	Preparing and posting each notice regarding Probate or Letters of Administration	10.00
7.	Preparing and swearing of Affidavit and posting of the notice regarding Probate and Letters of Administration	10.00

PART III - DIVORCE AND MATRIMONIAL CAUSES

1.	Petition	30.00
2.	Answer	20.00
3.	Reply to answer	20.00
4.	Application for ancillary relief	20.00
5.	Application for Certificate for Divorce	20.00
6.	Setting down cause for trial	20.00
7.	Service of Notice of Trial	20.00

PART IV - ADOPTION, CUSTODY AND PATERNITY

1.	Application for adoption,	100.00
2.	Application for custody and paternity of children	30.00

PART V - EXECUTION

1.	Issuing Writ of	
	(a) Execution against property	50.00
	(b) Possession	50.00
2.	Issuing Writ of Possession or Delivery	50.00
3.	Safe custody of property attached, per day	50.00
4.	Personal arrest, including arrest on Order of Committal or Attachment and where necessary conveying the person arrested to prison from place of arrest	50.00

5.	Sale under Execution or Distress Warrant, including the receipt of the purchase money and delivery of the property based on the amount of the purchase money	3% of the value of the property
6.	Service of document regarding execution by Bailiff	20.00
7.	Preparing and swearing Affidavit of Service by order of the Court	20.00

PART VI - MISCELLANEOUS

1.	Applications other than those specifically provided for	20.00
2.	Writ of Subpoena	20.00
3.	Swearing Affidavit or making Statutory Declaration except under section 18 of the Auction Sales Act, 1989 (PNDCL 230) or if not otherwise specifically charged for each deponent	20.00
4.	Marking every Exhibit or Document put in evidence	5.00
5.	Filing document if not otherwise specifically charged	10.00
6.	Attesting signature of a document or execution on Deed	50.00
7.	Affixing the Court Seal to a document not in a proceeding	50.00
8.	Certifying a copy of a document as an office copy, if not otherwise specifically charged	
	(a) for the first twenty sheets	10.00
	(b) for each sheet after the first twenty sheets	5.00
9.	Each Order drawn up, together with 2 office copies and every office copy of an Order if not otherwise specifically charged	20.00
10.	Making a copy of a document of proceedings	
	(a) for the first twenty pages	10.00
	(b) for each page after the first twenty pages	5.00
	(c) by direction of the Court including making up a Record of Appeal per page	5.00
11.	Every Formal Decree or Entry of Judgment	10.00

12.	Granting Certificate of Purchase of land or any immovable property sold under a Decree	200.00
13.	Deposit of a Will for safe custody	50.00
14.	Payment of money into Court or the amount claimed	5% of the amount paid
15.	Withdrawal of money paid into Court by a Receiver and Manager	20.00
16.	Warrant for prisoner to give evidence	10.00
17.	Warrant of Arrest	10.00
18.	Warrant for Witness	10.00
19.	Warrant or Order of Attachment against a property	20.00
20.	Order of Reference to Referee	20.00
21.	Hearing of a reference before an Official referee, or Deputy Official Referee, per day	20.00
22.	On Commission to take evidence	50.00
23.	Every Bond not specifically charged	50.00
24.	Justification of each Surety	10.00
25.	Filing Notice of Change of Solicitor	20.00
26.	Taking inventory of property by direction of the Court for each day or part of a day	20.00
27.	Taking and putting into writing the statement of any person by direction of the Court	20.00
28.	Searching the archives for each period of six months or part of six months	20.00
29.	Searching the archives after six months	50.00
30.	For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each party	20.00
31.	For drawing bill of costs when directed by the Court for every sheet	10.00
32.	For taxing cost	30.00

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| 33. | Where a duty under this part is performed or a document is to be served at a greater distance more than twenty-five kilometers from the Court there shall | |
| | (a) first be paid | 30.00 |
| | (b) in addition to any other fee for each kilometer | 20.00 |
| 34. | Service of process by private process server | 20.00 |

CIRCUIT COURT AND HIGH COURT FEES

PART I - WRIT, MOTIONS AND OTHERS

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| 1. | (1) Writ of Summons at the Circuit Court and High Court where the claim | GH¢ |
| | (a) exceeds GH¢5,000.00 but does not exceed GH¢7,000.00 | 50.00 |

	(b) exceeds GH¢7,000.00 but does not exceed GH¢ 9,000.00	100.00
	(c) exceeds GH¢ 9,000.00 but does not exceed GH¢10,000.00	200.00
	(d) exceeds GH¢10,000.00 but does not exceed GH¢50,000.00	300.00
	(e) exceeds GH¢50,000.00 but does not exceed GH¢100,000.00	500.00
	(f) exceeds GH¢100,000.00 but does not exceed GH¢500,000.00	1,000.00
	(g) exceeds GH¢500,000.00 but does not exceed GH¢ 1,000,000.00	1,500.00
	(h) exceeds GH¢1,000,000.00 but does not exceed GH¢2,500, 000.00	2,500.00
	(i) exceeds GH¢2,500,000.00 but does not exceed GH¢5,000, 000.00	3,500.00
	(j) exceeds GH¢5,000.000.00 but does not exceed GH¢ 10,000,000.00	5,000.00
	(k) exceeds GH¢10,000,000.00 but does not exceed GH¢20,000,000.00	6,500.00
	(l) exceeds GH¢20,000,000.00 but does not exceed GH¢50,000,000.00	10,000.00
	(m)exceeds GH¢50,000,000.00 but does not exceed GH¢100,000,000.00	12,000.00
	(n) exceeds GH¢ 100,000,000.00	20,000.00
	(2) A mandatory administrative fee shall be charged on all Claims and Counter claims if the writ or originating process is filed at the automated fast track and other specialized courts other than the Commercial Court	50.00
2.	Appearance to writ in the Circuit Court and the High Court	50.00
3.	Statement of Defence to civil claim in the Circuit Court and the High Court	50.00
4.	Counter claim	the same rate as for Writ of Summons

5.	(1) Each Judicial Relief at the Circuit Court and the High Court excluding the payment of money such as mesne profit, trespass, declaration, among others.	30.00
	(2) Fees will also be charged at Entry of Judgment in accordance with rates applicable to Writs of Summons	
6.	Application for Directions and additional directions at the Circuit and High Court	50.00
7.	Petition to challenge validity of Elections of Parliamentary Candidate to the High Court	2,000.00
8.	Filing an Answer in a Parliamentary Election Petition	2,000.00
9.	Filing a search at the Circuit Court and the High Court	20.00
10.	Application for Judicial Review at the High Court	200.00
11.	Motion with affidavit	50.00
12.	Affidavit	50.00

PART II - PROBATE AND ADMINISTRATION

1.	Application for Probate or Letters of Administration	50.00
2.	Oath of each Executor or Administratrix	10.00
3.	Administration of Bond	10.00
4.	Grant of Probate or Letters of Administration	3% of the value of the estate
5.	Preparing and posting of each notice of Letters of Administration	20.00
6.	Preparing and swearing of Affidavit and posting of Notice of Letters of Administration	20.00

PART III - DIVORCE AND MATRIMONIAL CAUSES

1.	Petition	50.00
2.	Answer	50.00
3.	Reply to answer	50.00
4.	Application for ancillary relief will attract fees as in Judicial Relief	
	(1) Where the claim is unliquidated each relief will be	50.00
	(2) Where the claim is liquidated the fee will be based on the judgment awarded	50.00
5.	Certificate of Registrar	50.00
6.	Application for Certificate for Divorce	50.00
7.	Setting down cause for trial	50.00
8.	Application for medical examination	50.00
9.	Service of Notice of Trial	50.00

PART IV - ADOPTION, CUSTODY AND PATERNITY

1.	Application or Summons for adoption (custody and paternity) of children	200.00
2.	Application or Summons for custody and paternity of children	100.00

PART V - EXECUTION

1.	Issuing Writ of	
	(a) Execution against property	100.00
	(b) Possession	100.00
2.	Issuing Writ of Possession or Delivery	100.00
3.	Safe custody of property attached, per day	20.00

4.	Personal arrest, including arrest on Order of Committal or attachment and where necessary conveying the person arrested to prison from place of arrest	100.00
5.	For sale under execution or distress warrant, including the receipt of the purchase money and delivery of the property on the amount of the purchase money	3% of the value of the property
6.	Service of document regarding execution by Bailiff	50.00
7.	Preparing and swearing Affidavit of Service by order of the Court	50.00
8.	Writ of Subpoena	50.00
9.	Swearing Affidavit or making Statutory Declaration except under section 18 of the Auction Sales Act, 1989 (PNDCL 230) or if not otherwise specifically charged for each deponent	50.00
10.	Marking every exhibit or document put in evidence	10.00
11.	Filing document if not otherwise specifically charged	10.00
12.	Attesting signature of a document or execution on Deed	50.00
13.	Affixing the Court Seal to a document not in a proceeding	50.00
14.	Certifying a copy of a document as an office copy, if not otherwise specifically charged	10.00
	(a) for the first twenty sheets	5.00
	(b) for each sheet after the first twenty sheets	
15.	Each Order drawn up, together with 2 office copies and every office copy of an Order if not otherwise specifically charged	50.00
16.	Making a copy of a document of proceedings	
	(a) for the first twenty pages	20.00
	(b) for each page after the first twenty pages	10.00
	(c) by direction of the Court including making up a Record of Appeal per page	10.00
17.	Every Formal Decree or Entry of Judgment	20.00

18.	Granting Certificate of Purchase of land or any immovable property sold under a decree	500.00
19.	Deposit of a Will for safe custody	50.00
20.	Payment of money into Court or the amount claimed	5% of the amount paid
21.	Withdrawal of money paid into Court by a Receiver and Manager	50.00
22.	Issuing writ of Habeas Corpus	10.00
23.	Warrant for prisoner to give evidence	10.00
24.	Warrant of Arrest	10.00
25.	Warrant for Witness	10.00
26.	Warrant or Order of Attachment against a property	50.00
27.	Order of Reference to Referee	100.00
28.	Hearing of a reference before an Official Referee, or Deputy Official referee, per day	100.00
29.	On Commission to take evidence	100.00
30.	Every Bond not specifically charged	200.00
31.	Justification of each surety	20.00
32.	Filing Notice of Change of Solicitor	30.00
33.	Writ of foreign attachment	500.00
34.	Taking inventory of property by direction of the Court for each day	50.00
34.	Taking and putting into writing the statement of any person by direction of the Court	50.00
35.	Searching the archives for each period of six months or part of six months	50.00
36.	Searching the archives after six months	100.00

37.	For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each Party	30.00
38.	For drawing bill of costs when directed by the Court for every sheet	20.00
39.	For taxing cost	100.00
40.	Where a duty under this part is performed or a document is to be served at a greater distance more than twenty-five kilometers from the Court there shall	
	(a) first be paid	30.00
	(b) in addition to any other fee for each kilometer	20.00

SECOND SCHEDULE

(Rule 3)

HIGH COURT (COMMERCIAL DIVISION) FEES

	GH¢
1. Writ of Summons or Counter claims at the Commercial Division of the High Court where the claim	
(a) does not exceed GH¢20,000.00	300.00
(b) exceeds GH¢10,000.00 but does not exceed GH¢50,000.00	500.00
(c) exceeds GH¢50,000.00 but does not exceed GH¢100,000.00	1,000.00
(d) exceeds GH¢100,000.00 but does not exceed GH¢500,000.00	2,000.00
(e) exceeds GH¢500,000.00 but does not exceed GH¢1,000,000.00	3,000.00
(f) exceeds GH¢1,000,000.00 but does not exceed GH¢2,500,000.00	5,000.00
(g) exceeds GH¢2,500,000.00 but does not exceed GH¢5,000,000.00	7,000.00
(h) exceeds GH¢5,000,000.00 but does not exceed GH¢100,000,000.00	10,000.00
(i) exceeds GH¢ 100,000,000.00 but does not exceed GH¢200,000,000.00	15,000.00

	(j) exceeds GH¢200,000,000.00 but does not exceed GH¢500,000,000.00	20,000.00
	(k) exceeds GH¢500,000,000.00 but does not exceed GH¢1,000,000,000.00	30,000.00
	(l) exceeds one billion cedis (Gh¢1,000.000.000.00)	50,000.00
2.	Statement of claim	30.00
3	An administrative fee shall be charged on all Claims and Counter claims	200.00

THIRD SCHEDULE
(Rule 4)
COURT OF APPEAL FEES

1.	Filing Notice of Appeal against a final judgment or decision	100.00
2.	Respondent's Notice of Intention to contend that decision of Court below be varied	100.00
3.	Filing Notice of Appeal against Interlocutory Order or decision	70.00
4.	Motion for Special Leave to Appeal	100.00
5.	Filing Notice of Appeal where special leave is granted	200.00
6.	Bond to secure cost of appeal	50.00
7.	Settling record of appeal	50.00
8.	Filing Motion for extension of time	
	(a) where time has not yet expired	50.00
	(b) where time has already expired	100.00
9.	Filing any Motion accompanied by an affidavit not otherwise provided for	100.00
10.	Filing amended or additional grounds of appeal	100.00
11.	Amending or adding to grounds of appeal by leave or direction	100.00
12.	Filing Motion to restore appeal dismissed under rule 18 (3) of the Court of Appeal Rules, 1997 (C.I. 19) or appeal struck out under rule 20(2) of C.I. 19	300.00

13.	Filing Motion to set aside and re-hear appeal determined ex parte	300.00
14.	Filing Motion to set aside taxing officer's decision or Order	100.00
15.	Every certificate of the Order of the Court made on the final determination of appeals	100.00
16.	Filing every document or exhibit	10.00
17.	Office copies of any document	10.00
	(a) for the first twenty sheets	5.00
	(b) each sheet after the first twenty sheets	
18.	Lodging a bill of costs for taxation including for the first twenty folios	20.00
19.	For every ten folios or part of ten folios after the first twenty folios	10.00
20.	Filing a search at the Court of Appeal	50.00
21.	Filing a Statement of Case	100.00
22.	Affidavit	50.00

FOURTH SCHEDULE
(Rule 5)
SUPREME COURT FEES

1.	Writ to invoke Original Jurisdiction	300.00
2.	Motion to invoke the Supervisory Jurisdiction, Affidavit and Statement of Case generally	300.00
3.	Motion for Review, Affidavit and Statement of Case	500.00
4.	Petition to challenge election of President	5,000.00
.5	Filing of Statement of Case	300.00
6.	Application for Leave or for Amendment or for Extension of time	200.00
7.	Application generally	100.00

8.	Filing of Document (s) as exhibits attached to an Affidavit or Statement of Case	20.00
9.	Service of Document	50.00
10.	Motion to Relist an appeal	200.00
11.	Affidavit	50.00
12.	A search at the Supreme Court	50.00

FIFTH SCHEDULE
(Rule 6)
WITNESS ALLOWANCE

1.	District Court (per day)	10.00
2.	Circuit Court (per day)	20.00
3.	High Court (per day)	30.00