

SECOND SCHEDULE

Rates of Fees and Charges for a Ministry, Department or Agency

(sections 2, 3 and 6(c))

PART D

PUBLIC SAFETY SECTOR

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*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

OFFICE OF THE ATTORNEY GENERAL AND MINISTRY OF JUSTICE	
COUNCIL FOR LAW REPORTING	
REVENUE ITEM	APPROVED FEES AND CHARGES (GH¢)
GHANA LAW REPORTS	
YEAR	
1959	200.00
1960	200.00
1961 Volume 1	200.00
1961 Volume 2	200.00
1962 Volume 1	250.00
1962 Volume 2	200.00
1963 Volume 1	200.00
1963 Volume 2	250.00
1964	250.00
1965	250.00
1966	250.00
1967	250.00
1968	300.00
1971 Volume 1	200.00
1971 Volume 2	200.00
1972 Volume 1	200.00
1972 Volume 2	200.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART I - WRIT, MOTIONS AND OTHERS	
Writ of Summons at the District Court where the claim	
(a) is up to GH¢500.00	13.00
(b) exceeds GH¢500.00 but up to GH¢2,500.00	39.00
(c) exceeds GH¢2,500.00 but up to GH¢5,000.00	65.00
(d) exceeds GH¢5,000.00 but up to GH¢20,000.00	129.00
(e) exceeds Gh¢20,000.00 but up to Gh¢100,000.00	647.00
(f) exceeds Gh¢100,000.00 but up to Gh¢500,000.00	1,293.00
Statement of Claim	13.00
Affidavit of defence to civil claim in the District Court	13.00
Counter claim	the same rate as for Writ of Summons
(1) Each Judicial Relief at the District Court excluding the payment of money such as mesne profit, trespass declaration, among others.	13.00
(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	13.00
Filing Notice of Appeal from the District Court to the High Court	26.00
Filing of additional ground (s) of appeal from the District Court	13.00
Filing a search at the District Court	13.00
Motion	26.00
Affidavit	13.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART II- PROBATE AND ADMINISTRATION	
Application for Probate or Letters of Administration for small estates before the Registrar	13.00
Application for Probate or Letters of Administration	39.00
Oaths of each Executor or Administrator	13.00
Administration of Bond	13.00
Grant of Probate or Letters of Administration	
(a) in small estates	39.00
(b) in estates above GH¢1,000.00 but below GH¢5,000.00	91.00
(c) from GH¢ 5,000.00 but below GH¢10,000.00	129.00
(d) GH¢10,000.00 but up to GH¢ 20,000.00	194.00
Preparing and posting each notice regarding Probate or Letters of Administration	13.00
Preparing and swearing of Affidavit and posting of the notice regarding Probate and Letters of Administration	13.00
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Notice of Marriage Registration	20.00
Certificate of Registration	20.00
Marriage Ceremony	20.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Seal	50.00
Affidavit	20.00
Docket	10.00
Petition	39.00
Answer	26.00
Reply to answer	26.00
Application for ancillary relief	26.00
Application for Certificate for Divorce	26.00
Setting down cause for trial	26.00
Service of Notice of Trial	26.00
PART IV - ADOPTION, CUSTODY AND PATERNITY	
Application for adoption	129.30
Application for custody and paternity of children	38.79
PART V - EXECUTION	
Issuing Writ of	
(a) Execution against property	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART V - EXECUTION	
Issuing Writ of	
(b) Possession	65.00
Issuing Writ of Possession or Delivery	65.00
Safe custody of property attached, per day	65.00
Personal arrest, including arrest on Order of Committal or Attachment and where necessary conveying the person arrested to prison from place of arrest	65.00
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
Service of document regarding execution by Bailiff	26.00
Preparing and swearing Affidavit of Service by order of the Court	26.00
PART VI - MISCELLANEOUS	
Applications other than those specifically provided for	26.00
Writ of Subpoena	26.00
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	26.00
Marking every Exhibit or Document put in evidence	6.50
Filing document if not otherwise specifically charged	13.00
Attesting signature of a document or execution on Deed	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART VI - MISCELLANEOUS	
Affixing the Court Seal to a document not in a proceeding	65.00
Certifying a copy of a document as an office copy, if not otherwise specifically charged	
(a) for the first twenty sheets	13.00
(b) for each sheet after the first twenty sheets	6.50
Each Order drawn up, together with 2 office copies and every office copy of an Order if not otherwise specifically charged	26.00
Making a copy of a document of proceedings	13.00
(a) for the first twenty pages	13.00
(b) for each page after the first twenty pages	6.50
(c) by direction of the Court including making up a Record of Appeal per page	6.50
Every Formal Decree or Entry of Judgement	13.00
Granting Certificate of Purchase of land or any immovable property sold under a Decree	259.00
Deposit of a Will for safe custody	65.00
Payment of money into Court or the amount claimed	5% of the amount paid
Withdrawal of money paid into Court by a Receiver and Manager	26.00
Warrant for prisoner to give evidence	13.00
Warrant of Arrest	13.00
Warrant for Witness	13.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
DISTRICT COURT FEES	
PART VI - MISCELLANEOUS	
Warrant or Order of Attachment against a property	13.00
Order of Reference to Referee	26.00
Hearing of a reference before an Official referee, or Deputy Official Referee, per day	26.00
On Commission to take evidence	26.00
Every Bond not specifically charged	65.00
Justification of each Surety	13.00
Filing Notice of Change of Solicitor	26.00
Taking inventory of property by direction of the Court for each day or part of a day	26.00
Taking and putting into writing the statement of any person by direction of the Court	26.00
Searching the archives for each period of six months or part of six months	26.00
Searching the archives after six months	65.00
For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each party	26.00
For drawing bill of costs when directed by the Court for every sheet	13.00
For taxing cost	39.00
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	39.00
(b) in addition to any other fee for each kilometer	26.00
Service of process by private process server	26.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART I - WRIT, MOTIONS AND OTHERS	
Writ of Summons where the claim	
(a) above GH¢5,000.00 but below GH¢7,000.00	65.00
(b) is GH¢7,000.00 but below GH¢ 9,000.00	129.00
(c) is GH¢ 9,000.00 but below GH¢10,000.00	259.00
(d) is GH¢10,000.00 but below GH¢50,000.00	388.00
(e) is GH¢50,000.00 but below GH¢100,000.00	647.00
(f) is GH¢100,000.00 but below GH¢500,000.00	1,293.00
(g) is GH¢500,000.00 but below GH¢1,000,000.00	1,940.00
(i) is GH¢1,000,000.00 but below GH¢ 2,500,000.00	3,233.00
(j) 2,500,000.00 but below GH¢ 5,000,000.00	4,526.00
(k) Exceed GH 5,000,000 but does not exceed GH 10,000,000	6,465.00
(l) is GH¢10,000,000.00 but below GH¢20,000,000.00	8,404.50
(m) is GH¢20,000,000.00 but below GH¢50,000,000.00	12,930.00
(n) is GH¢50,000,000.00 but below GH¢100,000,000.00	15,516.00
(o) GH¢ 100,000,000.00 or above	25,860.00
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	65.00
Entry of appearance to writ	65.00
Statement of Defence to civil claim	65.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART I - WRIT, MOTIONS AND OTHERS	
Counter Claim	the same rate as under Writ of Summons
Each Judicial Relief excluding the payment of money such as mesne profit, trespass, declaration, among others.	39.00
Fees will also be charged at Entry of Judgment in accordance with rates applicable to Writs of Summons	
Application for Directions and additional directions	65.00
Witness statement	65.00
Pre-Trial Checklist	13.00
Notice of Claim	78.00
Additional Causes	13.00
Statement of Case	13.00
Survey instructions	13.00
Appointments of	12.00
Caveat	12.00
Reply	58.00
Petition to challenge validity of Elections of Parliamentary Candidate to the High Court	2,586.00
Filing an Answer in a Parliamentary Election Petition	2,586.00
Filing a search	26.00
Application for Judicial Review at the High Court	259.00
Motion with Affidavit	65.00
Affidavit	65.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART II - PROBATE AND ADMINISTRATION	
Application for Probate or Letters of Administration	65.00
Oath of each Executor or Administrator	13.00
Administration of Bond	13.00
Grant of Probate or Letters of Administration or Payment of Estate duty	3% of the value of the estate
Preparing and posting of each notice of Letters of Administration	-
Preparing and swearing of affidavit and posting of notice of Letters of Administration	-
Petition	65.00
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Answer	65.00
Reply to answer	65.00
Application for ancillary relief will attract fees as in Judicial Relief	
(1) Where the claim is unliquidated each relief will be	65.00
(2) Where the claim is liquidated the fee will be based on the judgment awarded	65.00
Certificate of Registrar	65.00
Application for Certificate for Divorce	65.00
Setting down cause for trial	65.00
Application for medical examination	65.00
Service of Notice of Trial	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART IV - ADOPTION, CUSTODY AND PATERNITY	
Application or Summons for adoption (custody and paternity) of children	259.00
Application or Summons for custody and paternity of children	129.00
PART V - EXECUTION	
Issuing Writ of	
(a) Execution against property	129.00
(b) Possession	129.00
Issuing Writ of Possession or Delivery	129.00
Application for stay of execution	65.00
Application from determinate of reserved price -	65.00
Application seeking relief from execution	65.00
Application for appointment of receiver	65.00
Safe custody of property attached, per day	26.00
Personal arrest, including arrest on Order of Committal or attachment and where necessary conveying the person arrested to prison from place of arrest	129.00
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
Service of document regarding execution by Bailiff	65.00
Preparing and swearing Affidavit of Service by order of the Court	65.00
Writ of Subpoena	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART V - EXECUTION	
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	65.00
Marking every exhibit or document put in evidence	13.00
Filing document if not otherwise specifically charged	13.00
Attesting signature of a document or execution on Deed	65.00
Affixing the Court Seal to a document not in a proceeding	65.00
Certifying a copy of a document as an office copy, if not otherwise specifically charged	
(a) for the first twenty sheets	13.00
(b) for each sheet after the first twenty sheets	6.00
Each Order drawn up, together with two office copies and every office copy of an Order if not otherwise specifically charged	65.00
Making a copy of a document of proceedings	
(a) for the first twenty pages	26.00
(b) for each page after the first twenty pages	13.00
(c) by direction of the Court including making up a Record of Appeal per page	13.00
Every Entry of Judgement or Judgement after Trial	26.00
Granting Certificate of Purchase of land or any immovable property sold under a decree	647.00
Deposit of a Will for safe custody	65.00
Payment of money into Court or the amount claimed	5% of the amount paid

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART V - EXECUTION	
Withdrawal of money paid into Court by a Receiver and Manager	65.00
Issuing writ of Habeas Corpus	13.00
Warrant for prisoner to give evidence	13.00
Warrant of Arrest	13.00
Warrant for Witness	13.00
Warrant or Order of Attachment against a property	65.00
Warrant for prisoner to give evidence	13.00
Warrant of Arrest	13.00
Warrant for Witness	13.00
Warrant or Order of Attachment against a property	65.00
Order of Reference to Referee	129.00
Hearing of a reference before an Official Referee, or Deputy Official referee, per day	129.00
On Commission to take evidence	129.00
Every Bond not specifically charged	259.00
Justification of each surety	26.00
Filing Notice of Change of Solicitor	39.00
Writ of Foreign Attachment	647.00
Taking inventory of property by direction of the Court for each day	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
CIRCUIT COURT AND HIGH COURT FEES	
PART V - EXECUTION	
Taking and putting into writing the statement of any person by direction of the Court	65.00
Searching the archives for each period of six months or part of six months	65.00
Searching the archives after six months	129.00
For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each Party	39.00
For drawing bill of costs when directed by the Court for every sheet	26.00
For taxing cost	129.00
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	39.00
(b) in addition to any other fee for each kilometer	26.00
HIGH COURT (COMMERCIAL DIVISION) FEES	
Writ of Summons or Counter claims at the Commercial Division of the High Court where the claim	
(a) is up to GH¢20,000.00	388.00
(b) above GH¢20,000.00 but below GH¢50,000.00	647.00
(c) is GH¢50,000.00 but below GH¢100,000.00	1,293.00
(d) is GH¢100,000.00 but below GH¢500,000.00	2,586.00
(e) is GH¢500,000.00 but below GH¢1,000,000.00	3,879.00
(f) is GH¢1,000,000.00 but below GH¢2,500,000.00	6,465.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
HIGH COURT (COMMERCIAL DIVISION) FEES	
Writ of Summons or Counter claims at the Commercial Division of the High Court where the claim	
(g) is GH¢2,500,000.00 but below GH¢5,000,000.00	9,051.00
(h) is GH¢5,000,000.00 but below GH¢100,000,000.00	12,930.00
(i) is GH¢ 100,000,000.00 but below GH¢200,000,000.00	19,395.00
(j) is GH¢200,000,000.00 but below GH¢500,000,000.00	25,860.00
(k) is GH¢500,000,000.00 but below GH¢1,000,000,000.00	38,790.00
(l) One billion cedis (Gh¢1,000,000,000.00) or above	64,650.00
Statement of Claim	39.00
An administrative fee shall be charged on all Claims and Counter claims	259.00
COURT OF APPEAL FEES	
Filing of Notice of Appeal against a final judgement or decision	129.00
Respondent's Notice of Intention to contend that decision of Court below be varied	129.00
Filing of Notice of Appeal against Interlocutory Order or decision	91.00
Motion for Special Leave to Appeal	129.00
Filing of Notice of Appeal where special leave is granted	259.00
Bond to secure cost of appeal	65.00
Settling of record of appeal	65.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
COURT OF APPEAL FEES	
Filing of Motion for extension of time	
(a) where time has not yet expired	65.00
(b) where time has expired	129.00
Filing a Motion accompanied by an affidavit not otherwise provided for	129.00
Filing amended or additional grounds of appeal	129.00
Amending or adding to grounds of appeal by leave or direction	129.00
Filing of 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	388.00
Filing of a Motion to set aside and re-hear appeal determined ex parte	388.00
Filing of a Motion to set aside taxing officer's decision or Order	129.00
Every certificate of the Order of the Court made on the final determination of appeals	129.00
Filing of a document or an exhibit	13.00
Office copies of a document	
(a) for the first twenty sheets	13.00
(b) each sheet after the first twenty sheets	6.50
Lodging a bill of costs for taxation including for the first twenty folios	26.00
For every ten folios or part of ten folios after the first twenty folios	13.00
Filing of a search at the Court of Appeal	65.00
Filing of a Statement of Case Written Submission	129.00
Affidavit	65.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
SUPREME COURT FEES	
Writ to invoke Original Jurisdiction	388.00
Motion to invoke the Supervisory Jurisdiction, Affidavit and Statement of Case generally	388.00
Motion for Review, Affidavit and Statement of Case	647.00
Petition to challenge election of President	6,465.00
Filing of Statement of Case	388.00
Application for Leave or for Amendment or for Extension of time	259.00
Application generally	129.00
Filing of Documents as exhibits attached to an Affidavit or Statement of Case	26.00
Statement of Case	
Service of Document	64.65
Motion to Relist an appeal	258.60
Affidavit	64.65
A search at the Supreme Court	64.65
Witness Allowance	
District Court (per day)	12.93
Circuit Court (per day)	25.86
High Court (per day)	38.79

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART I - WRIT, MOTIONS AND OTHERS	
Writ of Summons at the District Court where the claim	
(a) is up to GH¢500.00	12.00
(b) exceeds GH¢500.00 but up to GH¢2,500.00	35.00
(c) exceeds GH¢2,500.00 but up to GH¢5,000.00	58.00
(d) exceeds GH¢5,000.00 but up to GH¢20,000.00	115.00
(e) exceeds Gh¢20,000.00 but up to Gh¢100,000.00	575.00
(f) exceeds Gh¢100,000.00 but up to Gh¢500,000.00	1,150.00
Statement of Claim	12.00
Affidavit of defence to civil claim in the District Court	12.00
Counter Claim	12.00
(1) Each Judicial Relief at the District Court excluding the payment of money such as mesne profit, trespass declaration, among others	12.00
(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	12.00
Filing of Notice of Appeal from the District Court to the High Court	23.00
Filing of additional ground (s) of appeal from the District Court	12.00
Filing of a search at the District Court	12.00
Motion	23.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART II- PROBATE AND ADMINISTRATION	
Application for Probate or Letters of Administration for small estates before the Registrar	12.00
Application for Probate or Letters of Administration	35.00
Oaths of each Executor or Administrator	12.00
Administration of Bond	12.00
Grant of Probate or Letters of Administration:	
(a) in small estates	35.00
(b) in estates exceeding GH¢1,000.00 but below GH¢5,000.00	81.00
(c) from GH¢ 5,000.00 but below GH¢10,000.00	115.00
(d) from GH¢ 10,000.00 but below GH¢50,000.00	173.00
Preparing and posting each notice regarding Probate or Letters of Administration	12.00
Preparing and swearing of Affidavit and posting of the notice regarding Probate and Letters of Administration	12.00
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Notice of Marriage Registration	23.00
Certificate of Registration	23.00
Marriage Ceremony	23.00
Seal	57.50
Affidavit	23.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Docket	12.00
Petition	35.00
Answer	23.00
Reply to answer	23.00
Application for ancillary relief	23.00
Application for Certificate of Divorce	23.00
Setting down cause for Trial	23.00
Service of Notice of Trial	23.00
PART IV - ADOPTION, CUSTODY AND PATERNITY	
Application for adoption	115.00
Application for custody and paternity of children	35.00
PART V - EXECUTION	
Issuing Writ of	
(a) Execution against property	58.00
(b) Possession	58.00
Issuing Writ of Possession or Delivery	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART V - EXECUTION	
Safe custody of property attached, per day	58.00
Personal arrest, including arrest on Order of Committal or Order of Attachment and where necessary conveying the person arrested to prison from place of arrest	58.00
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
Service of document regarding execution by Bailiff	23.00
Preparing and swearing Affidavit of Service by order of the Court	23.00
PART VI - MISCELLANEOUS	
Applications other than those specifically provided for	23.00
Writ of Subpoena	23.00
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	23.00
Marking every Exhibit or Document put in evidence	6.00
Filing document if not otherwise specifically charged	12.00
Attesting signature of a document or execution on Deed	58.00
Affixing the Court Seal to a document not in a proceeding	58.00
Certifying a copy of a document as an office copy, if not otherwise specifically charged	
(a) for the first twenty sheets	12.00
(b) for each sheet after the first twenty sheets	6.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART VI - MISCELLANEOUS	
Each Order drawn up, together with two office copies and every office copy of an Order if not otherwise specifically charged	23.00
Making a copy of a document of proceedings	
(a) for the first twenty pages	12.00
(b) for each page after the first twenty pages	6.00
(c) by direction of the Court including making up a Record of Appeal per page	6.00
Every Formal Decree or Entry of Judgment	12.00
Granting Certificate of Purchase of land or any immovable property sold under a Decree	230.00
Deposit of a Will for safe custody	58.00
Payment of money into Court or the amount claimed	5% of the amount paid
Withdrawal of money paid into Court by a Receiver and Manager	23.00
Warrant for prisoner to give evidence	12.00
Warrant of Arrest	12.00
Warrant for Witness	12.00
Warrant or Order of Attachment against a property	23.00
Order of Reference to Referee	23.00
Hearing of a reference before an Official Referee, or Deputy Official Referee, per day	23.00
On Commission to take evidence	58.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
DISTRICT COURT FEES	
PART VI - MISCELLANEOUS	
Every Bond not specifically charged	58.00
Justification of each Surety	12.00
Filing of Notice of Change of Solicitor	23.00
Taking inventory of property by direction of the Court for each day or part of a day	23.00
Taking and putting into writing the statement of a person by direction of the Court	23.00
Searching the archives for each period of six months or part of six months	23.00
Searching the archives after six months	58.00
For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each party	23.00
For drawing bill of costs when directed by the Court for every sheet	12.00
For taxing cost	35.00
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	35.00
(b) in addition to any other fee for each kilometer	23.00
Service of process by private process server	23.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART 1 - WRIT, MOTIONS AND OTHERS	
(1) Writ of Summons where the claim	
(a) exceeds GH¢5,000.00 but does not exceed GH¢7,000.00	58.00
(b) exceeds GH¢7,000.00 but does not exceed GH¢9,000.00	115.00
(c) exceeds GH¢9,000.00 but does not exceed GH¢10,000.00	230.00
(d) exceeds GH¢10,000.00 but does not exceed GH¢50,000.00	345.00
(e) exceeds GH¢50,000.00 but does not exceed GH¢100,000.00	575.00
(f) exceeds GH¢100,000.00 but does not exceed GH¢500,000.00	1,150.00
(g) exceeds GH¢500,000.00 but does not exceed GH¢1,000,000.00	1,725.00
(h) exceeds GH¢1,000,000.00 but does not exceed GH¢2,500,000.00	2,875.00
(i) exceeds GH¢2,500,000.00 but does not exceed GH¢5,000,000.00	4,025.00
(j) exceeds GH¢5,000,000.00 but does not exceed GH¢10,000,000.00	5,750.00
(k) exceeds GH¢10,000,000.00 but does not exceed GH¢20,000,000.00	7,475.00
(l) exceeds GH¢20,000,000.00 but does not exceed GH¢50,000,000.00	11,500.00
(m) exceeds GH¢50,000,000.00 but does not exceed GH¢100,000,000.00	13,800.00
(n) exceeds GH¢100,000,000.00	23,000.00
(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 specialised courts other than the Commercial Court	58.00
Entry of appearance to a writ	58.00
Statement of Defence to a civil claim	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART 1 - WRIT, MOTIONS AND OTHERS	
Counter claim	12.00
(1) Each Judicial Relief excluding the payment of money such as mesne profit, trespass, declaration, among others.	35.00
(2) Fees will also be charged at Entry of Judgment in accordance with rates applicable to Writs of Summons	
Application for Directions and additional directions	58.00
Witness statement	58.00
Pre-Trial Checklist	12.00
Notice of Claim	69.00
Additional Causes	12.00
Statement of Case	12.00
Survey instructions	12.00
Appointments of	12.00
Caveat	12.00
Reply	58.00
Petition to challenge validity of Elections of Parliamentary Candidate to the High Court	2,300.00
Filing of an answer in a Parliamentary Election Petition	2,300.00
Filing a search	23.00
Application for Judicial Review at the High Court	230.00
Motion with affidavit	58.00
Affidavit	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART II - PROBATE AND ADMINISTRATION	
Application for Probate or Letters of Administration	58.00
Oath of each Executor or Administrator	12.00
Administration of Bond	12.00
Grant of Probate or Letters of Administration	3% of the value of the estate
Preparing and posting of each notice of Letters of Administration	23.00
Preparing and swearing of Affidavit and posting of Notice of Letters of Administration	23.00
PART III - DIVORCE AND MATRIMONIAL CAUSES	
Petition	58.00
Answer	58.00
Reply to answer	58.00
Application for ancillary relief will attract fees as in Judicial Relief	
(1) Where the claim is unliquidated each relief will be	58.00
(2) Where the claim is liquidated the fee will be based on the judgment awarded	58.00
Certificate of Registrar	58.00
Application for Certificate of Divorce	58.00
Setting down cause for trial	58.00
Application for medical examination	58.00
Service of Notice of Trial	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART IV - ADOPTION, CUSTODY AND PATERNITY	
Application or Summons for adoption (custody and paternity) of children	230.00
Application or Summons for custody and paternity of children	115.00
PART V - EXECUTION	
Issuing Writ of	
(a) Execution against property	115.00
(b) Possession	115.00
Issuing Writ of Possession or Delivery	115.00
Application for stay of execution	58.00
Application from determinate of reserved price -	58.00
Application seeking relief from execution	58.00
Application for appointment of receiver	58.00
Safe custody of property attached, per day	23.00
Personal arrest, including arrest on Order of Committal or Order of Attachment and where necessary conveying the person arrested to prison from place of arrest	115.00
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
Service of document regarding execution by Bailiff	58.00
Preparing and swearing Affidavit of Service by order of the Court	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART V - EXECUTION	
Writ of Subpoena	58.00
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	58.00
Marking every exhibit or document put in evidence	12.00
Filing document if not otherwise specifically charged	12.00
Attesting signature of a document or execution on Deed	58.00
Affixing the Court Seal to a document not in a proceeding	58.00
Certifying a copy of a document as an office copy, if not otherwise specifically charged	
(a) for the first twenty sheets	12.00
(b) for each sheet after the first twenty sheets	6.00
Each Order drawn up, together with two office copies and every office copy of an Order if not otherwise specifically charged	58.00
Making a copy of a document of proceedings	
(a) for the first twenty pages	23.00
(b) for each page after the first twenty pages	12.00
(c) by direction of the Court including making up a Record of Appeal per page	12.00
Every Formal Decree or Entry of Judgment	23.00
Granting Certificate of Purchase of land or any immovable property sold under a decree	575.00
Deposit of a Will for safe custody	58.00

FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART V - EXECUTION	
Payment of money into Court or the amount claimed	5% of the amount paid
Withdrawal of money paid into Court by a Receiver and Manager	58.00
Issuing of Writ of <i>Habeas Corpus</i>	12.00
Warrant for prisoner to give evidence	12.00
Warrant of Arrest	12.00
Warrant for Witness	12.00
Warrant or Order of Attachment against a property	58.00
Order of Reference to Referee	115.00
Hearing of a reference before an Official Referee, or Deputy Official Referee, per day	115.00
On Commission to take evidence	115.00
Every Bond not specifically charged	230.00
Justification of each surety	23.00
Filing of Notice of Change of Solicitor	34.50
Writ of foreign attachment	575.00
Taking inventory of property by direction of the Court for each day	57.50
Taking and putting into writing the statement of a person by direction of the Court	57.50
Searching the archives for each period of six months or part of six months	57.50

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
CIRCUIT COURT AND HIGH COURT	
PART V - EXECUTION	
Searching the archives after six months	115.00
For an officer of Court accompanying a Judge or Referee to view Land (beside traveling expenses) from each Party	34.50
For drawing bill of costs when directed by the Court for every sheet	23.00
For taxing cost	115.00
Where a duty under this part is performed or a document is to be served at a greater distance of more than twenty-five kilometers from the Court there shall	
(a) first be paid	34.50
(b) in addition to any other fee for each kilometer	23.00
HIGH COURT (COMMERCIAL DIVISION) FEES	
Writ of Summons or Counterclaims at the Commercial Division of the High Court where the claim	
(a) does not exceed GH¢10,000.00	345.00
(b) exceeds GH¢10,000.00 but does not exceed GH¢50,000.00	575.00
(c) exceeds GH¢50,000.00 but does not exceed GH¢100,000.00	1,150.00
(d) exceeds GH¢100,000.00 but does not exceed GH¢500,000.00	2,300.00
(e) exceeds GH¢500,000.00 but does not exceed GH¢1,000,000.00	3,450.00
(f) exceeds GH¢1,000,000.00 but does not exceed GH¢2,500,000.00	5,750.00
(g) exceeds GH¢2,500,000.00 but does not exceed GH¢5,000,000.00	8,050.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
HIGH COURT (COMMERCIAL DIVISION) FEES	
(h) exceeds GH¢5,000,000.00 but does not exceed GH¢100,000,000.00	11,500.00
(i) exceeds GH¢ 100,000,000.00 but does not exceed GH¢200,000,000.00	17,250.00
(j) exceeds GH¢200,000,000.00 but does not exceed GH¢500,000,000.00	23,000.00
(k) exceeds GH¢500,000,000.00 but does not exceed GH¢1,000,000,000.00	34,500.00
(l) exceeds Gh¢1,000.000.000.00	57,500.00
Statement of claim	34.50
An administrative fee shall be charged on all Claims and Counterclaims	230.00
COURT OF APPEAL FEES	
Filing Notice of Appeal against a final judgement or decision	115.00
Respondent's Notice of Intention to contend that the decision of the Court below be varied	115.00
Filing of Notice of Appeal against Interlocutory Order or decision	81.00
Motion for Special Leave to Appeal	115.00
Filing of Notice of Appeal where special leave is granted	230.00
Bond to secure cost of appeal	58.00
Settling record of appeal	58.00
Filing of Motion for extension of time	
(a) where time has not yet expired	58.00

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
COURT OF APPEAL FEES	
Filing of Motion for extension of time	
(b) where time has already expired	115.00
Filing a Motion accompanied by an affidavit not otherwise provided for	115.00
Filing amended or additional grounds of appeal	115.00
Amending or adding to grounds of appeal by leave or direction	115.00
Filing of 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	345.00
Filing of Motion to set aside and re-hear appeal determined ex parte	345.00
Filing of Motion to set aside taxing officer's decision or Order	115.00
Certificate of the Order of the Court made on the final determination of an appeal	115.00
Filing of a document or an exhibit	12.00
Office copies of a document	
(a) for the first twenty sheets	12.00
(b) for each sheet after the first twenty sheets	6.00
Lodging a bill of cost for taxation	
(a) for the first twenty folios	23.00
(b) for every ten folios or part of ten folios after the first twenty folios	12.00
Filing a search at the Court of Appeal	57.50
Filing a Statement of Case	115.00
Affidavit	57.50

*FEES AND CHARGES (MISCELLANEOUS PROVISIONS)
REGULATIONS, 2023*

JUDICIAL SERVICE	
REVENUE ITEMS	APPROVED FEES AND CHARGES (GH¢)
FEES FOR VIRTUAL COURT TRIALS AND APPLICATIONS	
SUPREME COURT FEES	
Writ to invoke Original Jurisdiction	345.00
Motion to invoke the Supervisory Jurisdiction, Affidavit and Statement of Case generally	345.00
Motion for Review, Affidavit and Statement of Case	575.00
Petition to challenge election of President	5,750.00
Filing of Statement of Case	345.00
Application for Leave or for Amendment or for Extension of time	230.00
Application generally	115.00
Filing of Documents as exhibits attached to an Affidavit or Statement of Case	23.00
Service of Document	58.00
Motion to Relist an appeal	230.00
Affidavit	58.00
A search at the Supreme Court	58.00
WITNESS ALLOWANCE	
District Court (per day)	11.50
Circuit Court (per day)	23.00
High Court (per day)	34.50