



DISTRICT COURT OF VIRGIN ISLANDS

Schedule of Court Fees

Effective December 1, 2023

Issued in accordance with Title 28 U.S.C. § 1914 and § 1930



Checks must have pre-printed name, address, telephone number and be made payable to:

"Clerk, District Court of the Virgin Islands."

New Civil Cases , except Habeas Corpus/Certiorari Includes New \$55 Administrative Fee for Filing a Civil Action, Suit or Proceeding		\$402.00
Writ of Habeas Corpus (ordinarily under § 2254 from Superior Court and filed as a civil proceeding. No fee for § 2255, motion should be filed in the federal criminal case and a civil case should be opened for statistical purposes only)		\$5.00
Notice of Appeal to the 3rd Circuit		\$505.00
Notice of Cross Appeal		\$505.00
Reproducing record in any appeal in which the court of appeals does not require an appendix.		\$89.00
Motion for Leave to Appeal Bankruptcy Proceeding (Requesting) - If the notice of appeal is accompanied by a motion for leave to appeal, only a \$5.00 fee is required at the time of filing. If the motion for leave to appeal is granted, the appropriate docketing fee of \$293.00 must be collected.		\$5.00
Notice of Appeal of a Bankruptcy Proceeding to the District Court		\$298.00
Notice of Cross Appeal of a Bankruptcy Proceeding to the District Court		\$298.00
Bankruptcy Direct Appeal or Cross Appeal Fee (Requesting) - Filer must first file the request for direct appeal or cross appeal with a fee of \$298.00 . Once the direct appeal or cross appeal is authorized, an additional fee of \$307.00 must be collected.		\$298.00
Bankruptcy Direct Appeal or Cross Appeal Fee (Authorizing)		\$207.00
Appeal to District Judge from a judgment of conviction by a Magistrate Judge in a misdemeanor case.		\$41.00
New Bankruptcy Petitions:	Chapter 7	\$338.00
	Chapter 9	\$1,738.00
	Chapter 11	\$1,738.00
	Chapter 12	\$278.00
	Chapter 13	\$313.00
	Chapter 15	\$1,738.00
	Ancillary to a Foreign Proceeding	\$839.00
Bankruptcy Case Reopenings:	Chapter 7	\$260.00
	Chapter 9	\$1,167.00
	Chapter 11	\$1,167.00
	Chapter 12	\$200.00
	Chapter 13	\$235.00
	Chapter 15	\$1,167.00

Bankruptcy Case Conversions:	Motion/Notice for Conversion to Chapter 7 from Chapters 9 and 11	\$15.00
	Motion/Notice for Conversion to Chapter 7 from Chapter 12	\$60.00
	Motion/Notice for Conversion to Chapter 7 from Chapter 13	\$25.00
	Chapter 7 to Chapter 11	\$922.00
	Chapter 13 to Chapter 11	\$932.00
Splitting Bankruptcy Cases:	Chapter 7	\$338.00
	Chapter 11	\$1,738.00
	Chapter 12	\$278.00
	Chapter 13	\$313.00
Bankruptcy Adversary Complaints (no fee if USA, Debtor, or child support Creditor is Plaintiff)		\$350.00
For Each Amendment to Debtor's Schedules of Creditors, Lists of Creditors, Matrix, or Mailing Lists (no fee to change address of a creditor or an attorney for a creditor listed on schedules or to add the name and address of an attorney for a listed creditor) (Effective 12/1/16)		\$34.00
Bankruptcy Motions:		
Motion to Terminate, Annul, Modify, or Condition Automatic Stay		
Motion to Compel Abandonment of Property of the Estate		
Motion to Withdraw the Reference of a Case or Proceeding		\$199.00
Motion to Sell Property of Estate Free & Clear of Liens		
("no fee" for relief from co-debtor stay, stipulation for court approval of an agreement for relief from stay, or if child support Creditor is the Plaintiff and files the form required by § 304(g) of Bankruptcy Act.)		
Transfer of Claim		\$28.00

Retrieval of a Record [One Box] (from Federal Records Center, National Archives, or other storage location removed from the place of business of the court) There is an additional fee of \$43.00 for each additional box requested.	\$70.00
Electronic Record Retrievals (SmartScan) for Court of Appeals, District Court and Bankruptcy is an electronic record retrieval fee, which is composed of a \$11 Judiciary fee plus a \$9.90 flat rate pull charge and \$0.65 per page collected on behalf of the Federal Record Center (FRC).	\$20.90 + \$0.65 per page
For any payment returned or denied for insufficient funds, or reversed due to a chargeback	\$53.00
Certification of Other Record	\$12.00
Certification of Final Order/Judgment	\$12.00
Exemplification	\$24.00
Motion to File Redactions to Previously Filed Records in a Case	\$28.00
Miscellaneous Filing (Registering Judgments from another District, foreign subpoenas, etc.)	\$52.00
Issuance of an Apostille	\$50.00
Reproduction of any record and providing a copy in paper form, per page	\$0.50
Copies, per page	\$0.50
Fees for Courthouse Electronic Access (For printing copies of any record or document accessed electronically at a public terminal in a courthouse: \$0.10 per page. The fee for printing copies of any record or document accessed electronically at a public terminal (\$0.10 per page) does not apply to services rendered on behalf of the United States if the record requested is not remotely available through electronic access. The fee for local, state, and federal government entities, shall be \$0.10 per page.)	\$0.10
Search Fee of Court Records, per name or item searched (including federal agencies if electronic access is available)	\$34.00
Reproduction of recordings of proceedings (including federal agencies if electronic access is available)	\$34.00
Reproducing and transmitting in any manner a copy of an electronic record, including but not limited to, document files, audio recordings and video recordings (other than a recording of a court proceeding) if the record is stored outside of the Court's CM/ECF system, per record provided.	\$33.00
For Filing (new case) an action brought under Title III of the Cuban Liberty and Democratic Solidarity Act of 1996 - This fee is in addition to the filing fee for a new civil action other than a writ of habeas corpus.	\$7,202.00
Attorney Admission Fee, including a Certificate of Admission	\$199.00
Attorney Admission Fee - Local	\$45.00
Attorney Admission Fee - Renewal	\$45.00
Attorney Admission Pro Hac Vice	\$250.00
Copy of Certificate of Attorney Admission or Certificate of Good Standing	\$21.00
Central Violation Bureau (CVB) – Processing fee for an offense charged on a federal violation notice.	\$30.00