

TOM GREEN COUNTY CLERK'S OFFICE
FEES OF OFFICE
EFFECTIVE SEPTEMBER 1, 2015

Miscellaneous Records

Minimum fee for Beer License	\$31.00
(Other fees may apply dependent upon number and type of certifications required)	
Brand Registration (Sec.118.011 LGC)	\$ 5.00
Plus Record Management & Preservation Fee (Sec. 118.0216 LGC).....	\$ 10.00
Plus Security Fee (Sec. 291.008(d) LGC)	\$ 1.00
Brand Search (Sec. 118.011(c)LGC).....	\$ 5.00
Brand Certificate.....	\$ 5.00
Plus Records Archive Fee (Sec118.011(e)LGC).....	\$ 10.00
Assumed Name – Cert. plus Business and owner names (Sec. 71.155(a)(1)(2) Tx. B&C Code)	\$3.00
Plus fee for photocopy	\$1.00
Plus Indexing per name (Sec. 36.10 Tx. B&C Code)	\$ 0.50
Plus Record Management & Preservation Fee (Sec. 118.0216 LGC)	\$ 10.00
Plus Security Fee (Sec. 291.008(d) LGC).....	\$ 1.00
Assumed Name Search (Per Name) (Sec. 118.011(c) LGC).....	\$ 5.00
Plus Records Archive Fee (Sec118.011(e)LGC).....	\$ 10.00

Real Property Records

Foreclosure Filing (Sec. 118.012 LGC).....	\$ 2.00
Plus Security Fee (Sec. 291.008(d) LGC).....	\$ 1.00
Plus Posting if required.....	\$ 10.00
Real Property Filing (Sec. 118.011 LGC): (includes Lis Pendens) for the first page	\$ 5.00
For each additional page or part of a page on which there are visible marks of any kind (Sec. 118.011 LGC)	\$ 4.00
for all or part of each 8 1/2" x 14" attachment or rider (Sec. 118.011 LGC).....	\$ 4.00
for each name in excess of five names that has to be indexed (Sec.118.011 LGC)	\$ 0.25
Plus Record Management & Preservation fee per instrument (Sec. 118.0216 LGC)	\$ 10.00
Plus Security Fee for each instrument (Sec. 291.008(d) LGC)	\$ 1.00
Plus Records Archive Fee (Sec118.011(e)LGC).....	\$ 10.00
Search Fee (per name) (Sec. 118.011(c)LGC).....	\$ 5.00

Federal Tax Liens (See Page 2)

State Tax Liens (See Page 2)

Abstracts of Judgment (See Page 2)

Hospital Liens (See Page 2)

Certified Papers (Sec. 118.011(3) LGC) -for the Clerk's Certificate.....	\$ 5.00
Plus a fee for each page or part of a page (other than Federal Tax Liens & UCC)...	\$ 1.00
Non-Certified papers (Sec.118.011(4) LGC) for each page or part of a page (other than Federal Tax Liens & UCC).....	\$ 1.00
Returned Check (Sec.118.141 LGC) – The county treasurer, or another officer who receives revenue in place of the county treasurer, may collect a returned check fee of not less than \$ 15 or more than \$ 30	

PROPERTY CODE 12.001 (a & b)

An instrument concerning real or personal property may be recorded if it has been acknowledged, sworn to with a proper jurat, or proved according to law. An instrument conveying real property may not be recorded unless it is signed and acknowledged or sworn to by the grantor in the presence of two or more credible subscribing witnesses or acknowledged or sworn to before and certified by an officer authorized to take acknowledgements or oaths, as applicable.

VTCS ART. 3930c

The clerk should examine the document to make sure that all parties to the instrument are clearly identified as to name. In two party documents, these parties will be the grantor(s) or grantee(s). All names shall be typed under the signatures or there will be a charge of double the recording fee for that page.

THE CLERK SHALL CHARGE REASONABLE FEES FOR PERFORMING OTHER DUTIES PRESCRIBED OR AUTHORIZED BY STATUTE FOR WHICH A FEE IS NOT PRESCRIBED BY THIS SUBCHAPTER. (Sec. 118.011(c) LGC)

FEDERAL LIENS--RECORDING FEES

Federal Liens (includes federal tax liens and other federal liens)-County Clerk fees authorized by Property Code Sections 14.004- 14.005:

- (1) Federal Lien Filing (Property Code Sec. 14.005) \$ 10.00
 - Plus Records & Management Fee (Sec.118.0216 LGC) \$ 10.00
 - Plus Security Fee (Sec. 291.008(d) LGC) \$ 1.00
- Federal Tax Lien Search (Property Code Sec. 14.004) \$ 10.00
- (2) Non-certified copy of Notice of Federal Lien.....
 - (PropertyCode Sec. 14.004d) for each page..... \$ 1.50
- (3) Certified Copy of Notice of Federal Lien + page fee
 - (Sec. 118.011(3) LGC)..... \$ 5.00

STATE LIENS -RECORDING FEES

- (1) State Tax Liens (Sec.118.011(2) LGC) \$ 5.00
 - Plus Record Management & Preservation Fee (Sec. 118.0216 LGC)..... \$ 10.00
 - Plus Security Fee(Sec. 291.008(d) LGC) \$ 1.00
- State Tax Lien Search (Per Name) (Sec. 118.011(c) LGC)..... \$ 5.00
- (2) Non-certified copy of State Tax Lien(per page)(Sec.118.011(4)LGC)..... \$ 1.00
- (3) Certified Copy of State Tax Lien + page fee(Sec. 118.011(3) LGC)..... \$ 5.00

HOSPITAL LIENS-RECORDING FEES

- (1) Hospital Liens..... \$ 5.00
 - Plus Record Management & Preservation Fee (Sec. 118.0216 LGC)..... \$ 10.00
 - Plus Security Fee (Sec. 291.008 (d) LGC)..... \$ 1.00
 - Plus Records Archive Fee (Sec118.011(e)LGC)..... \$ 10.00
- Hospital Lien Search (Per Name) (Sec. 118.011(c) LGC)..... \$ 5.00
- (2) Non-certified copy of Hospital Lien(for each page)(Sec.118.011(4)LGC) \$ 1.00
- (3) Certified copy of Hospital Lien + page fee (Sec. 118.011(3) LGC)..... \$ 5.00

CONTENTS AND RECORDING OF ABSTRACTS OF JUDGMENT:

Section 52.0041 Property Code:

- (a) A judgment abstracted after September 1, 1993, may not be recorded unless:
 - (1) a mailing address of each plaintiff or judgment creditor appears on the abstract of judgment; or
 - (2) a penalty filing fee equal to the greater of \$ 25.00 or twice the statutory recording fee for the abstract is paid.
- (b) The validity of an abstracted judgment as between the parties is not affected by a failure to include an address for each plaintiff or judgment creditor in the abstracted judgment.
- (c) Payment of a filing fee and acceptance of the abstract of judgment by a Clerk for recording creates a conclusive presumption that the requirements of this section have been met.

ABSTRACT OF JUDGMENT -RECORDING FEES

(1)	Abstract of Judgment.....	\$ 5.00
	Plus Record Management & Preservation (Sec. 118.0216 LGC).....	\$ 10.00
	Plus Security Fee (Sec. 291.008(d) LGC).....	\$ 1.00
	Plus Records Archive Fee (Sec118.011(e)LGC).....	\$ 10.00
	Abstract of Judgment Search Fee (Per Name) (Sec. 118.011(c) LGC).....	\$ 5.00
(2)	Non-certified copy of Abstract of Judgment (for each page) (Sec. 118.011(4) LGC).....	\$ 1.00
(3)	Certified copy of Abstract of Judgment + page fee(Sec. 118.011(3)LGC)...	\$ 5.00

UCC FEES

Standard Form UCC-3

Terminations, Amendments (Sec. 9.404(c)Tx.B&C Code)	\$ 15.00 per change
Plus Record Management & Preservation(Sec. 118.0216 LGC)	\$ 10.00
Plus Security Fee (Sec. 291.008(d) LGC)	\$ 1.00
Plus Records Archive Fee (Sec118.011(e)LGC)	\$ 10.00

UCC FEES FOR FILING IN REAL ESTATE RECORDS:

UCC-1(Revised Art. 9)Tx.B&C Code) first page	\$ 5.00
per each additional page	\$ 4.00
Plus Record Management & Preservation (Sec.118.0216 LGC)	\$ 10.00
Plus Security Fee(Sec. 291.008(d) LGC)	\$ 1.00
Plus Records Archive Fee (Sec118.011(e)LGC)	\$ 10.00

PHOTOCOPIES AND CERTIFIED COPIES:

Photocopies of UCC (per page)(Sec. 9.407(b) Tx.B&C Code)	\$ 1.50
Certified Copies-Photocopy page fee plus (Sec. 118.0126 LGC)	\$ 5.00

*When copies are required with a UCC-11 form, the fees for such copies are \$ 1.50 per page copied, but not less than \$ 5.00 per request concerning a debtor nor more than \$ 100.00 per request concerning a particular utility. If the certificate issued by the filing officer of a county contains listing for more than 10 statements, the filing officer shall add 50 cents to the uniform fee for each statement in excess of 10. (Sec. 9.407(b) Tx.B&C Code)

VITAL RECORDS

Birth Certificate (Sec.118.015 LGC) plus Archive fee (see below)	\$ 22.00
Archive Fee – Vital Statistics (Sec 191.0045 (d) (h) H&S code)	\$ 1.00
Death Certificate (Sec. 118.015 LGC) plus Archive fee (see below)	\$ 20.00
Archive Fee – Vital Statistics (Sec 191.0045 (d) (h) H&S code)	\$ 1.00
for each additional death certificate ordered at the same time	\$ 4.00
Marriage License (Sec.118.011 LGC)	\$ 60.00
Plus Record Management & Preservation Fee (Sec. 118.0216 LGC)	\$ 10.00
Plus Security Fee (Sec. 291.008(d) LGC)	\$ 1.00
Plus Records Archive Fee (Sec118.011(e)LGC)	\$ 10.00
Archive Fee – Vital Statistics (Sec 191.0045 (d) (h) H&S code)	\$ 1.00
Certified Copy of marriage license (Sec. 118.011(3) LGC)	\$ 6.00
Marriage License Search (Per Name) (Sec. 118.011(c)LGC)	\$ 5.00
Declaration of Informal Marriage (Sec.118.019 LGC)	\$ 25.00
Plus Record Management & Preservation Fee (Sec. 118.0216 LGC)	\$ 10.00
Plus Security Fee (Sec. 291.008(d) LGC)	\$ 1.00
Plus Records Archive Fee (Sec118.011(e)LGC)	\$ 10.00
Archive Fee – Vital Statistics (Sec 191.0045 (d) (h) H&S code)	\$ 1.00
Certified copy of declaration of informal marriage (Sec. 118.011(3)LGC)	\$ 6.00
Informal Marriage Search (Per Name) (Sec. 118.011(c) LGC)	\$ 5.00

**CLERK'S OFFICE FEES
PROBATE COURT ACTION FEES**

SEE 3RD PAGE FOR CIVIL FEES

REVISED

Effective on January 1st, 2018

<u>LIST OF COMMON INITIAL FILINGS</u>	<u>ASSOCIATED FEES</u>
Application For Probate of Will and for Letters Testamentary (Executorship) Application For Probate of Will as Muniment of Title Application For Administration and Probate of Will Application For Emergency Intervention or other Misc. Probate (New Case) Application For Sale of Property of Minor without Guardianship	\$ 308.00 (Includes Posting & one Citation Issuance Fee)
App. For Administration and Determination of Heirship (Dependent or Independent) - includes citation + posting fee as well as citation + service by Publication; PLUS OTHER SERVICE AS REQUIRED BY LAW	\$ 399.00 (court will appoint an Attorney Ad Litem for Unknown Heirs)
Determination of Heirship (only) includes citation + posting fee as well as citation + service by Publication; PLUS OTHER SERVICE AS REQUIRED BY LAW	\$ 399.00 (court will appoint an Attorney Ad Litem for Unknown Heirs)
Filing Application for Guardianship (ONLY includes initial posting costs) Filer MUST add citation and service on Proposed Ward -\$89 for local Constable service of ward, or just \$4.00 for Citation for out-of-county service + others served	\$ 322.00 + OTHER SERVICE AS REQUIRED
Small Estate Affidavit and Order	BY LAW \$ 277.00 + certified copies
Filing Mental Health Action	\$ 281.00 + Ad Litem Fee
<u>LIST OF COMMON SUBSEQUENT FILINGS IN PROBATE</u>	<u>ASSOCIATED FEES</u>
Filing a subsequent App. for Determination of Heirship - separately after a Probate case has been filed + PLUS OTHER SERVICE AS REQUIRED BY LAW	\$ 29 posting + \$ 89 publication on all unknown heirs + \$2 Signature Fee
Filing Application for Sale of Real or Personal Property (118.052(2)(B)(LGC)	\$ 54.00 + \$2 Signature Fee
Filing Application for Appointment of Successor (Executor, Representative, Admin) Or subsequent App. For Administration that is not an adverse filing	\$29 posting + service as directed by the Judge of the Court
Filing an inventory & appraisal after the 90th day from the date of the qualification date of the Personal Representative OR if the Court grants an extension, after the date of the extended deadline specified by the Court.	\$ 25.00 + \$2 Signature Fee
Filing Annual or Final Report of Guardian of a Person (118.052(2)(B)LGC)	\$ 10.00 + \$2 Signature Fee
Filing Annual Accounting in Probate or Guardianship	\$ 25.00 + \$2 Signature Fee
Filing Final Accounting of Administrator (includes \$4 Citation Fee and \$25 Posting Fee)	\$ 54.00 + \$2 Signature Fee
Filing Final Accounting of Guardian or Trustee of the Estate (includes \$4 Citation Fee and \$25 Posting Fee) PLUS OTHER SERVICE AS REQUIRED BY LAW	\$ 54.00 + \$2 Signature Fee + any add'l service as may be required
Filing Adverse Action (Contests, Counter Applications, Cross-Actions, etc) (Sec. 118.0052(2)(c) LGC)	\$ 75.00
Fee for Preparation of Citation (Per Citation Issued) ** see below for individual Service Fees	\$ 4.00 per issuance
Approving and recording bond, with Judge's Signature Fee (118.052(2)(B)LGC)	\$ 5.00 total per bond
Administering Oath (118.052(2)(B)LGC) (added <u>once</u> in initial filing costs)	\$ 2.00 per oath
Judge's Signature fee to be included in Probate and Guardianship fees as per (Sec. 118.101 LGC)	\$ 2.00 per
Issuance of: Letters Testamentary or Letters of Administration (These will ONLY be release to the Executor/Administrator or their Attorney of record)	\$ 2.00 ea
Filing an Answer or Amended pleading (Probate or Civil)	No charge

CONTINUED:
LIST OF COMMON *SUBSEQUENT OR OPTIONAL* FILINGS IN PROBATE

ASSOCIATED FEES

Letters of <u>Guardianship, Temporary Guardianship or Temporary Administration</u> : must have a certified copy of the order setting out powers attached to each letter. <u>Charges per Letter are the Letter fee + standard certified copy fee</u>	\$ 2.00 + \$ 5.00 + PAGES
<u>Filing a document not listed under this paragraph after the filing of an order approving the inventory and appraisal or after the 120th day after the date of the initial filing of the action, whichever occurs first, if more than 25 pages</u> (Sec. 118.052(2)(A)(vii))	\$ 25.00
Clerk Preparation Fee for Court of Appeal Transcript (SB 1014)	call
Filing a claim in Probate (Sec. 118.052(D) LGC)	\$ 10.00
Jury Fee (in County Courts) (Sec. 51.604 GC)	\$ 40.00
Certified copies are \$1.00 per page or part of a page plus a charge of \$5.00 for the clerk's certificate. (Sec. 118.011(3) & (4) LGC)	
Exemplified copies are \$1.00 per page or part of a page plus a charge of \$8.00 for the triple certification.	
Photocopies are \$1.00 per page or part of a page (Sec. 118.011(4) LGC)	
Safekeeping of Wills (Sec. 118.052(3)(E) LGC)	\$ 5.00
Probate or Civil Search (per person, per record) (Sec. 118.011(c)LGC)	\$ 5.00
<u>CONSTABLE SERVICE FEES</u>	
There are additional charges for service of any citations, writs, subpoenas, etc. which are to be served by Tom Green County Constables or Deputies:	\$ X each
Posted citation (after initial citation has been issued).....	\$ 25.00
Personal service citations.....	\$ 85.00
Clerk for personal service by certified mail RRR.....	\$ 75.00
Precept to Serve.....	\$ 85.00
Writs.....	\$ 200.00
Subpoenas (issued more than 5 days from court date).....	\$ 85.00
Subpoenas (issued less than 5 days from court date).....	\$ 100.00

CIVIL CASE FEES

Filing each original cause or suit, transfers from other jurisdictions, friendly suits
and civil suits resulting from objections in condemnation suits:

	Basic Fee, DOES <u>NOT</u> INCLUDE ANY Citation Issuance or Service Fees	\$ 250.00 + Citations and/or Service
	Filing Fee for all appeals to County Court at Law	\$ 250.00
	Filing Fee for Appeals from Tax Assessor/Car Title Plus cost of certified copies (after hearing)	\$ 250.00
	Foreign Judgments	\$ 250.00
	Petition for Nondisclosure	\$ 278.00
	Judgment Nisi	\$ 287.00
	Eminent Domain Petition (Condemnation Suit)	\$ 250.00
	<u>OCCUPATIONAL DRIVER'S LICENSE - COUNTY COURTS AT LAW</u> Basic fee (. Plus <u>two</u> sets of <u>certified</u> copies of petition and order)	\$260.00 + Cert Copies
	Filing Garnishment after Judgment (Sec. 118.052(1)(A) LGC) – Includes issuance of one (1) Writ, add service fee of \$200.00 if requesting service by Tom Green County Officers or Constables	\$ 230.00 + Service?
	Filing action other than Original (Sec. 118.052(1)(B) LGC) (Counter-Suit, interpleadings, cross-actions,etc.)	\$ 75.00
	Fee for Preparation of Citation (Per Citation Issued)	\$ 4.00
	Citation Personal Service Fee (per IN COUNTY Defendant).	\$ 85.00
	Clerk's Fee for personal service by certified mail RRR	\$ 75.00
	Service of Writs	\$ 200.00
	Subpoenas issued more than 5 days from court date	\$ 85.00
	Subpoenas issued less than 5 days from court date	\$ 100.00
*	Certified copies are \$1.00 per page or part of a page plus a charge of	*
*	\$5.00 for the clerk's certificate (Sec. 118.052(3) LGC)	*
*	Exemplified copies are \$1.00 per page or part of page plus a charge of	*
*	\$8.00 for the triple certification	*
*	Photocopies are \$1.00 per page or part of a page (Sec. 118.052(3) LGC)	*
	Clerk's Preparation Fee for Transcripts to 3 rd Court of Appeals	call
	Jury Fee (Sec. 51.604 GC)	\$ 40.00
	Issuing Precept to Serve	\$ 8.00
	Issuing Subpoena	\$ 10.00
	Issuing Transcript of Civil Proceedings/Certificate of No Appeal	\$ 11.00
	Reissuing Citation or Issuing Citation by Substitute Service (Sec.118.052(3) LGC)	\$ 4.00
	Issuing Abstract of Judgment	\$ 5.00
	Issuing Writ of Execution and other Writs (Sec.118.052(c) LGC)	\$ 5.00
	Search (per name, per record) (Sec.118.011(c)LGC)	\$ 5.00

Other Service Fees:

Any other Writ not listed (plus \$30.00 per hour per officer for each hour or part of an hour after first two hours) \$200.00

Cancellation Fee Order of Sale or Writ of Execution - With plaintiff direction to withhold or release of levy, withhold collection, cancel or recall Writ without Sheriff or Constable completing collection of judgment and costs, shall include all costs and cancellation fees. (except tax Foreclosure Orders) \$250.00

Please call the Civil/Probate Section of Tom Green County Clerks Office with any questions
325-659-6554