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REAL PROPERTY & VITAL RECORDS FEE SCHEDULE  
EFFECTIVE JANUARY 1, 2024

**FILING/RECORDING IN OFFICIAL PUBLIC RECORDS**

FIRST PAGE.....	\$25.00
EACH ADDITIONAL PAGE.....	\$4.00
IF MORE THAN 5 NAMES TO BE INDEXED.....	\$.25

**SPECIFICATIONS FOR LEGAL PAPERS FOR FILING AND FOR RECORDING**

EACH LEGAL PAPER OFFERED OR PRESENTED TO COUNTY CLERK AND COUNTY RECORDER FOR FILING OTHER THAN FEE AUTHORIZED OTHERWISE, SHOULD MEET THE REQUIREMENTS AS FOLLOWS:  
(PROP CODE SEC. 12.013)

INSTUMENTS THAT DO NOT REQUIRE A NOTARIZATION: VETERANS LAND BOARD

DOCUMENTS SIGNED BY MAYOR & CITY  
SECRETARY  
NOTICE OF LIS PENDENS

DOCUMENTS FROM IRS-CERTIFICATE OF SEIZED PROPERTY

STATE AND FEDERAL TAX LIENS  
A/J'S ISSUED BY THE COURT-IF ISSUED BY  
ATTORNEY MUST BE NOTARIZED  
CHILD SUPPORT LIENS

1. A PAGE IS DEFINED AS ONE SIDE OF A SHEET OF PAPER, NO MORE THAN 8 ½ INCHES WIDE AND 14 INCHES LONG, SUFFICIENT WEIGHT AND SUBSTANCE THAT PRINTING OR TYPING OR HANDWRITING HEREON WILL NOT SMEAR OR BLEED THROUGH AND THE PAPER SHALL BE SUITABLE OTHERWISE FOR REPRODUCING FROM IT A READABLE RECORD BY PHOTOCOPY, PHOTO STATIC OR MICRO GRAPHIC PROCESS OF PROCESSES USED IN THE OFFICES OF THE COUNTY CLERK.
2. A CLEARLY IDENTIFYING HEADING SIMILAR TO THE HEADINGS ON MOST COMMERCIALY SUPPLIED PRINTED FORMS SHALL BE PLACED AT THE TOP OF THE FIRST PAGE TO IDENTIFY THE TYPE OF KIND OF LEGAL PAPER.
3. PRINTING, TYPING AND HANDWRITING SHALL BE CLEARLY LEGIBLE
4. NAMES SHALL BE LEGIBLY TYPED OR PRINTED IMMEDIATELY UNDER EACH SIGNATURE
5. ALL PHOTOSTATS, PHOTOCOPIES AND OTHER TYPES OF REPRODUCTIONS SHALL HAVE BLACK PRINTING ,TYPING , OR HANDWRITING ON A WHITE BACKGROUND, COMMONLY KNOWN AS POSITIVE PRINTS.
6. RIDERS AND ATTACHMENTS SHALL NOT BE LARGER THAN THE SIZE OF THE PAGE DEFINED IN THIS ARTICLE. NOT MORE THAN ONE RIDER OR ATTACHMENT SHALL BE INCLUDED IN OR ATTACHED TO A PAGE. THE FILING FEE OR RECORDING FEE FOR EACH PAGE OR A LEGAL PAPER, WHICH IS OFFERED OR PRESENTED FOR FILING OR FOR RECORDING TO A COUNTY CLERK OR COUNTY RECORDER AND WHICH FAILS TO MEET THE REQUIREMENTS FOR , OR WHICH IS DEFICIENT IN ONE OR MORE OF THE ITEMS SPECIFIED ABOVE, SHALL BE EQUAL TO TWICE THE REGULAR FILING OR RECORDING FEE PROVIDED BY STATE FOR THAT PAGE.

7. WHEN A PAGE OF LEGAL PAPER HAS MORE RIDER'S ATTACHMENTS THAN ONE, THE FILING FEE OR RECORDING FEE FOR ATTACHMENT IN EXCESS OF ONE IS TWICE THEIR REGULAR FILING FEE OR RECORDING FEE PROVIDED BY STATE.
8. WHEN A PAGE OF LEGAL PAPER HAS ONE OR MORE RIDERS OR ATTACHMENTS LARGER THAN THE SIZE OF A PAPER AS DEFINED IN STATUTE THAT FILING FEE OR RECORDING FEE FOR OVERSIZED ATTACHMENT IS TWICE THE REGULAR FEE OF RECORDING GEE PROVIDED BY STAURE FOR THE ATTACHMENT.
9. THE PRINTED MATTER IN A TYPE NOT SMALLER THAN EIGHT POINT TYPE.

PROPERTY CODE 11.003 A DEED OR OTHER CONVEYANCE CONVEYING AN INTEREST IN REAL PROPERTY, IF EXECUTED AFTER DECEMBER 31, 1981, SHALL CONTAIN A MAILING ADDRESS OF EACH GRANTEE APPEARING ON THE DOCUMENT OR IN A SEPARATE INSTRUMENT SIGNED BY A GRANTOR OR GRANTEE AND ATTACHED TO THE DOCUMENT. FAILURE TO INCLUDE THE ADDRESS DOES NOT INVALIDATE THE CONVEYANCE. ANY DEED NOT CONTAINING THE MAILING ADDRESS OF EACH GRANTEE MAY BE FILED FOR RECORD ONLY AFTER THE PAYMENT OF A PENALTY FILING FEE, PENALTY IS GREATER OF (1) TWICE THE STATUTORY FILING FEE OR (2) THE SUM \$25.00 (THIS IS IN ADDITION TO THE REGULAR FILING FEE).

ANY DEVIATION FROM ABOVE RULES WILL RESULT IN TWICE THE REGULAR FILING FEE BEING CHARGED FOR EACH PAGE THAT DOES NOT MEET THE REQUIREMENTS AS SET OUT. (LOCAL GOVERNMENT CODE 191.007)

#### MISCELLANEOUS FILING FEE AND COST

ASSUMED NAME CERTIFICATE & RELEASES.....	\$25.00
PLUS \$.50 PER EXTRA NAME	
ASSUMED NAMED ABANDONMENT (THIS INCLUDES THE INDEXING OF TWO NAMES)	\$25.00
BIRTH CERTIFICATES.....	\$23.00
FEDERAL TAX LIEN & RELEASE.....	\$21.00
STATE TAX LIEN & RELEASE.....	\$11.00
MARKS & BRANDS.....	\$26.00
EACH ADDITIONAL LOCATION.....	\$5.00
CAN NOT RECORD UN-PROBATED WILL	
CAN RECORD AFFIDAVIT WITH UN-PROBATED WILL ATTACHED AS EXHIBIT	
COPIES OF RECORDS IN CLERK'S OFFICE PER PAGE.....	\$1.00
CERTIFICATION.....	\$5.00
DEATH CERTIFICATES.....	\$21.00
ADDITIONAL COPIES PURCHASED AT SAME TIME(EACH).....	\$4.00
SEARCHES.....	\$5.00
MARRIAGES LICENSE (ISSUE, FILE AND RECORDED) WITHOUT CERTIFICATE.....	\$81.00
(EFFECTIVE DATE 9/1/2008) WITH CERTIFICATE.....	\$21.00
INFORMAL MARRIAGE LICENSE (ISSUE, FILE, RECORD) \$12.50CTY, \$12.50ST, \$10.00RP, \$10.00	
ARCHIVE, \$1.00 VITAL ST FEE.....	\$46.00
CERTIFIED COPY OF MARRIAGE LICENSE FORMAL/ OR INFORMAL.....	\$10.00
PLATS 18X24(\$30.00 RF,\$10RP, \$10AR,) 24X36 & 18X18 (\$50.00RF, \$10.00RP,\$10.00AR \$70.00	
PLATS WITH EXTRA PAGES(\$5.00 PER PAGE RF)	
POSTING PUBLIC NOTICE/TRUSTEE SALE.....	\$2.00
RETURNED CHECK FEE.....	\$30.00
SCHOOL RECORD.....	\$10.00

**NO CHARGES**

**(MUST BE STYLED)**

- NOTICE OF CHILD SUPPORT LIEN
- RELEASE OF CHILD SUPPORT LIEN
- FILING OF UNKNOWN/ABANDONED CEMETERY
- VA's COPIES OF B/C, D/C, MARRIAGE LICENSE & DISCHARGE  
(MUST PRESENT TVC-14 FORM FROM VETERANS AFFAIRS OFFICE)
- US NATURALIZATION & IMMIGRATIONS COPY OF SOMEONE'S CRIMINAL HISTORY
- HONORABLE DISCHARGE DD214

**CERTIFIED PAPERS**

- CLERK'S CERTIFICATION.....\$ 5.00
- PLUS FEE FOR EACH PAGE.....\$ 1.00

**NONCERTIFIED PAPERS**

- FEE FOR EACH PAGE.....\$ 1.00

**BIRTH OR DEATH FACTS CERTIFICATION.....\$10.00**

**LICQUOR LICENSE**

- LIQUOR LICENSE APP.....(251.ABC).....\$ 5.00
- RECORDS PRESERVATION.....(118.052LGC).....\$ 5.00
- SECURITY FEE.....(291.008 LGC).....\$15.00
- CLERK (3) CERTIFICATES..... (118.052LGC).....\$15.00
- TOTAL.....\$30.00

**LIQUOR LICENSE LATE HOURS/ ADDITIONAL..... \$5.00**

**THIS OFFICE WILL NOT CERTIFY COPIES THAT ARE BROUGHT INTO THE OFFICE. WE ONLY CERTIFY OUR OWN RECORDS.**

**PROBATE FEE---ORIGINAL FILING FOR PROBATE OF WILL, GUARDIANSHIP, LETTERS TESTAMENTARY OR SMALL ESTATE OR DETERMINATION OF HEIRSHIP**

- COUNTY CLERK..... \$40.00
- COURT REPORTER FEE..... \$25.00
- COURTHOUSE SECURITY FEE..... \$20.00
- JUDICIAL EDUCATION & SUPPORT..... \$ 5.00
- SHERIFF FEE/POSTING CITATION.....\$50.00
- RECORDS MANAGEMENT & PRESERVATION FUND.....\$15.00
- APPELLATE JUDICIAL FEE..... \$ 5.00
- LAW LIBRARY.....\$35.00
- COURT INITIATED GUARDIANSHIP.....\$20.00
- PROB/ADMIN..... \$10.00
- COURT FACILITY FEE.....\$20.00
- LANGUAGE ACCESS FEE.....\$ 3.00
- COUNTY JURY FEE.....\$10.00
- COUNTY DISPUTE RESOLUTION.....\$15.00
- JUDGES SIGNATURE.....\$ 2.00
- STATE CONSOLIDATED FEE.....\$137.00
- TOTAL.....\$412.00

**LETTERS TESTAMENTARY OR GUARDIAN LETTERS (EACH).....\$2.00**

**PERSONAL SERVICE CITATION.....\$8.00**

SHERIFF SERVICE FEE.....\$125.00

**ADVERSE ACTION**

CLERK OF COURT.....\$40.00

RECORDS MANAGEMENT/PRESERVATION FEE.....\$5.00

COURT INITIATED GUARDIANSHIP FEE.....\$20.00

PUBLIC PROBATE ADMINISTRATOR FUND.....\$10.00

STATE CONSOLIDATED FEE..... \$45.00

TOTAL.....\$120.00

FILING INVENTORY OR APPRAISEMENT AFTER 90 DAYS OF THE INITIAL FILING .....\$25.00

APPROVING AND RECORDING A BOND.....\$3.00

ADMINISTERING OATH.....\$2.00

FILING ANNUAL OR FINAL ACCOUNT OF ESTATE- HELD FOR 10 DAYS.....\$25.00

FILING APPLICATION FOR SALE OF REAL OR PERSONAL PROPERTY.....\$30.00

FILING ANNUAL OR FINAIL REPORT OF A GUARDIAN OF A PERSON.....\$10.00

FILING A CLAIM AGAINST THE ESTATE.....\$10.00

JUDGES SIGNATURE.....\$2.00

WILLS FOR SAFEKEEPING.....\$30.00

THE NEW RECORDING FEES GO INTO EFFECT JANUARY 1<sup>ST</sup>, 2024