

Filing & Court Fees

Office of County Clerk
Heidi Easley
Victoria County, Texas

Effective September 1, 2017

The Victoria County Clerk's Office will collect the following fees for filing instruments, which are required by law to be filed, and any cause of Court Action in Criminal, Civil and Probate. These fees are to be collected at the time of filing instruments or initiating a Court action.

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Requirements for the recording of documents relating to real property

Section 11.003, Property Code:

- 1) An instrument executed after December 31, 1981, conveying an interest in real property may not be recorded unless:
 - a) a mailing address of each grantee appears in the instrument or in a separate writing signed by the grantor or grantee and attached to the instrument; or
 - b) a penalty-filing fee equal to the greater of \$25 or twice the statutory recording fee for the instrument is paid.
- 2) The validity of a conveyance as between the parties is not affected by a failure to include an address of each grantee in the instrument or an attached writing.
- 3) Payment of a filing fee and acceptance of the instrument by the county clerk for recording creates a conclusive presumption that the requirements of this section have been met.

Section 11.004(a), Property Code:

- 1) A County clerk shall:
 - a) correctly record, as required by law, within a reasonable time after delivery, any instrument authorized or required to be recorded in that clerk's office that is proved, acknowledged, or sworn to according to law;
 - b) give a receipt, as required by law, for an instrument delivered for recording;
 - c) record instruments relating to the same property in the order the instruments are filed; and
 - d) provide and keep in the clerk's office the indexes required by law.

Section 11.008, Property Code: (effective May 4, 2005)

- a) In this section, "instrument" means a deed or deed of trust.
- b) An instrument transferring an interest in real property to or from an individual and disclosing that individual's social security number or driver's license number must include a notice that appears on the top of the first page of the instrument in 12-point boldfaced type or 12-point uppercase letters and reads substantially as follows:

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.
- c) The validity of an instrument as between the parties to the instrument and the notice provided by the instrument are not affected by a party's failure to include the notice required under Subsection (b).
- d) The County Clerk may not under any circumstance reject an instrument presented for recording solely because the instrument fails to comply with the section.

Section 12.001, Property Code

- 1) Instruments Concerning Property
 - a) An instrument concerning real or personal property may be recorded if it has been acknowledged, sworn to by proper jurats, or proved, according to law.
 - b) 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.
 - c) This section does not require the acknowledgement or swearing or prohibit the recording of a financing statement, a security agreement filed as a financing statement or a continuation statement filed for record under the Business & Commerce Code.

Section 12.014, Property Code:

- a) A judgment or part of a judgment of a court of record or an interest in a cause of action on which suit has been filed may be sold, regardless of whether the judgment or cause of action is assignable in law or equity, if the transfer is in writing.
- b) A transfer under this section may be filed with the papers of the suit if the transfer is acknowledged or sworn to in the form and manner required by law for acknowledgment or swearing of deeds.
- c) If a transfer of a judgment is filed, the clerk shall note the transfer on the margin of the minute book at the place where the judgment is recorded. If a transfer of a cause of action in which a judgment has not been rendered is filed, the clerk shall note and briefly state the substance of the transfer on the court docket at the place where the suit is entered.
- d) A transfer filed under this section is notice to and is binding on a person subsequently dealing with the judgment or cause of action.

Section 13.001, Property Code:

- a) A conveyance of real property or an interest in real property or a mortgage or deed of trust is void as to a creditor or to a subsequent purchaser for a valuable consideration without notice unless the instrument has been acknowledged, sworn to or proved and filed for record as required by law.
- b) The unrecorded instrument is binding on a party to the instrument, on the party's heirs, and on a subsequent purchaser who does not pay a valuable consideration or who has notice of the instrument.
- c) This section does not apply to a financing statement, a security agreement filed as a financing statement, or a continuation statement filed for record under the Business & Commerce Code.

Specifications for Filing and Recording of Legal Papers

(Sec 191.007 Local Government Code)

Section 1.

(a) A legal paper presented to a county clerk for filing or for recording must meet the following requirements.

(b) A page is considered to be one side of a sheet of paper. A page must:

(1) be no wider than 8-1/2 inches and no longer than 14 inches;

(2) have a sufficient weight and substance so that printing, typing, or handwriting on it will not smear or bleed-through; and

(3) be printed in type not smaller than eight-point type and be suitable otherwise for reproducing from it a readable record by a photocopy or photo static or micro photographic process used in the office of the county clerk.

(c) A clearly identifying heading, similar to the headings on most commercially supplied printed forms, shall be placed at the top of the first page to identify the type or kind of legal paper.

(d) Printing and typing and handwriting shall be clearly legible.

(e) Names shall be legibly typed or printed immediately under each signature.

(f) All Photostats, photocopies, and other types of reproduction shall have black printing, typing or handwriting on a white background, commonly known as positive prints.

(g) Riders and attachments shall not be larger than the size of the page as defined in this article. Not more than one rider or attachment shall be included in or attached to a page.

(h) The filing fee or recording fee for each page of a legal paper that is presented for filing or recording to a county clerk and fails to meet one or more of the requirements prescribed by Subsections (b) through (g) is equal to twice the regular filing fee or recording fee provided by statute for that page. However, the failure of a page to meet the requirement prescribed by Subsection (b)(3) relating to type size does not result in a fee increase under this subsection.

(i) When a page or a legal paper has more riders or attachments than one, the filing fee or recording fee for each attachment in excess of one is twice the regular filing fee or recording fee provided by statute.

(j) When a page of a legal paper has one or more riders or attachments larger than the permitted size, a filing fee or recording fee for each oversized attachment is twice the regular filing fee or recording fee provided by statute for the attachment.

(k) This section does not authorize a county clerk to refuse to record a legal paper for the reason that it fails to meet one or more of the requirements prescribed by Subsection (b) through (g). Failure to comply with these requirements shall not in any manner alter, amend, impair, or invalidate any document or legal instrument of any type or character and upon recordation by the county clerk the document or legal instrument shall be deemed and considered as fully complying with the provisions of law dealing with the recordation of documents or legal instruments of every type and character.

FEE SCHEDULE

A county clerk shall collect the following fees for services rendered to any person:

(Sec. 118.011) (Regular Recording Fees – R/R) **

Most Realty Documents can be calculated as \$16.00 for the first Page, and \$4.00 for each additional page

Breakdown

Real Property Records Filing (118.013 Local Government Code):	
For the first page	\$5.00
For each additional page or part of a page on which there are visible marks of any kind	\$4.00
for all or part of each 8-1/2 x 14" attachment rider	\$4.00
for each name in excess of five names that has to be indexed in all records that the document must be indexed	\$0.25
Courthouse Security Fee on all documents (291.008 Local Gov't Code)	\$1.00
Records Management and Preservation Fee (118.021 Local Gov't Code)	\$5.00
Records Archive Fee (118.011(f) Local Gov't Code)	\$5.00
Certified Papers (118.014(a) Local Gov't Code):	
Clerk's certificate and seal placed on each page	
Each page or part of a page of plus a fee for the clerk's certificate	\$1.00 \$5.00
Exemplified copies (additional \$5.00 Judge \$5.00 Clerk)	

Miscellaneous Filing and Recording Fees

(Regular Recording Fees – R/R)

Abstract of Judgment	R/R
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Assumed Name Certificate	2.00
(plus 50¢ for each name indexed)	
plus Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
§36.15 BBC; 118.011 LGC	
Assumed Name Withdrawal	\$2.00
(plus 50¢ for each name indexed)	
plus Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Birth and Death Certificates	
As of October 27, 2011, all are filed with the City Secretary's Office 361-485-3040	
Bulk Transfer of Equipment	\$5.00
(Filed in Clerk's Vault, need not be notarized, 6 months on file, takes next filing number) (Art 6.104 Business Commerce Code)	
Cattle Brand (each position)	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
(118.011 Local Government Code)	
Certificate of No Inheritance Tax Due (No probate filed)	R/R
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Courthouse Security Fee	1.00
(on all filing and recording)	
Court Ordered Delayed Birth Certificate (\$14 Clerk, \$2 Judge)	\$16.00
Court Order Delayed Death Certificate (\$14 Clerk, \$2 Judge)	\$16.00
Declaration of Informal Marriage	\$25.00
Records Management	\$5.00
Records Archive Fee	\$5.00
Courthouse Security	\$1.00
Preservation Fee	<u>\$1.00</u>
(118.019 Local Government Code)	\$37.00
Estray Records (each)	\$2.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Notice, Affidavit, Receipt & Report (Art 142.001 Agricultural Code)	
Faxing Services: Local and Toll Free Calls \$3.50; Long Distance \$3.50 initial fee plus 1.50 per page faxed	
Federal Tax Lien	\$10.00
Records Management	\$5.00

Courthouse Security	\$1.00
(14.001-007 Property Code)	
Records Archive Fee	\$5.00
For each additional page	4.00
(copy per page)	1.50
Federal Tax Lien Release	\$10.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
For each additional page	4.00
(copy per page)	1.50
§14.004, 14.005 PC	
Honorable Discharge & DD-214 Need Application & Picture ID	No Charge
Hospital Lien	R/R
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Hospital Lien Release	R/R
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
(Art 55.002 Property Code)	

Marriage License	\$60.00
Records Management	\$5.00
Courthouse Security	\$1.00
Preservation Fee	\$1.00
Records Archive Fee	<u>\$5.00</u>
-	\$72.00
Marriage License with Required Pre-Marital Certificate.	
Records Management	\$5.00
Courthouse Security	\$1.00
Preservation Fee	\$1.00
Records Archive Fee	<u>\$5.00</u>
-	\$12.00
Informal Marriage License	\$25.00
Records Management	\$5.00
Courthouse Security	\$1.00
Preservation Fee	\$1.00
Records Archive Fee	<u>\$5.00</u>
	\$37.00
All Duplications	\$25.00
Certified copy	\$7.00
(118.011 (a) Local Government Code)	
(Family Trust Fund 2.014 Family Code)	

Maps and Plats (18x24)	\$50.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Plus Add'l Fees	R/R
(Tax Certificates & Add'l Pages)	
Mortuary & Embalmers, Funeral Director License (4582b Sec. 3, p. 290)	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Notice - Posting	\$2.00
(Art 6252-17 V.C.S. §118.011c LGC)	

Notice of Trustee's Sale	\$2.00
(Art 51.002 Property Code)	
Courthouse Security	\$1.00
Oath Administration	\$1.00
(118.011 Local Government Code)	
Polygraph Examiners License	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
(Occupational Code – 1703.302)	
County Public Weigher and Public Warehouseman Bonds – See Agriculture Code 13 & 14, SB 1016 (81R) Refer all to Department of Agriculture- Effective 9-1-2009	
Search of specific records: Federal Tax Liens Only by Statute TPC 14.004(d); (each record/per name)	\$10.00
State Tax Lien	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
State Tax Lien Release	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
UCC FILING FEES – Regular	
Recording	R/R
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
Will for Safekeeping	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
Records Archive Fee	\$5.00
(118.052 (3) Local Government Code)	
Motion and Order to Open Safe Deposit Box for Will (See Probate Fee Schedule)	
Trade Marks filed with Secretary of State by the individual - Suggest they contact their Attorney (§16.01 Business Commerce Code)	
<u>MAP AND PLAT REQUIREMENTS</u>	
A-Inside City Limits (1 copy)	
B-Outside City Limits (1 copy)	
C-Within Five Mile Limit (6 copies)	
Copies to the following:	
1-County Clerk (ABC)	
1-Health Dept. (C)	
3-EMS/Fire Department (C)	

BOND TO INDEMNIFY AGAINST LIEN
(53.171 Property Code) (53173 Notice of Bond)

Procedure;

Bond is received in the office
Collect recording fee for Bond and Notice
Record Bond in Official Records
Issue Notice, sign and seal, Keep a copy of the notice.
Mail the Notice, with a copy of the Bond attached, to the Oblige by certified mail, return receipt requested, addressed to the Oblige (or Claimant) at the address stated in the Lien Affidavit.
When certified mail receipt is returned served (green card), record a copy of the notice with return receipt (green card) attached.

Fees;

Recording bond	\$5.00
plus extra pages	\$4.00
Records Management	\$5.00
Courthouse Security Fee	\$1.00
Records Archive Fee	\$5.00
Issue Notice	\$5.00
Clerks Service Fee	<u>\$80.00</u>
	\$105.00
Recording Notice	\$5.00
plus extra pages	\$4.00
Records Management	\$5.00
Courthouse Security Fee	\$1.00
Records Archive Fee	<u>\$5.00</u>
	20.00

Example;

(see)

Instrument No. 201300941; 201301215

BOND TO PAY LIENS OR CLAIMS
(Article 53.201 Property Code)

Performance Payment and Contract Bonds; File bond first, regular recording fees plus Records Management and Security Fee; file contract secondly with fee for filing in tray in back vault plus \$5.00 for Records Management and \$1.00 for Courthouse Security Fee. See Art. 53.201 of the Property Code. See Memo in miscellaneous book. Contract – Charge regular filing fees.

BINGO LICENSE

Texas Alcohol and Beverage Commission

Certificate of Lawful Area	\$ 5.00
Records Management Fee	5.00
Courthouse Security Fee	1.00
Records Archive Fee	5.00

PROBATE FILING FEES

(Art. 118.052, Local Government Code)

(New Cases)

Letters Testamentary - (Sec 256.052 TEC);
Muniment of Title - (Sec 257.051 TEC);
Administration & Administration with Will Annexed
 (Sec 301.052 TEC & 404.004 TEC;
Guardianship (Sec. 1101.001 TEC) *;
Temporary Guardianship (Sec. 1251.001 TEC),
Temporary Administration (Sec. 452.001 TEC)
Receivership (Sec 1354.001 TEC)

County Clerk (118.052 LGC)	\$ 40.00
Judge's Order/Signature (118.101 LGC)	4.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
Judicial Support Fee (133.154 LGC)	42.00
Court Reporter's Fee (51.601 GC)	15.00
Law Library (323.023(a) LGC)	30.00
Records Management & Preservation (118.052 LGC)	5.00
Courthouse Security Fee (291.008LGC)	5.00
Sheriff <i>post citation</i>	25.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
13 th Court of Appeals {22.214/22.2141 CG}	3.00
Court-Initiated Guardianship{118.052(2)(e) & 118.067 LGC }	20.00
State Electronic Filing Fee {Art. 51.851 (b) G.C.}	30.00
Judicial & Court Personnel Training Fee {Art.51.971 GC}	<u>5.00</u>
	\$279.00

each additional citation \$4.00
*personal service for each person \$80.00

Guardianship/Administration made permanent:

CC \$40 Citation \$4 SHF \$25 JG \$2 SEFF \$30	\$106.00
JCPT \$5	

Successor Guardian/Administrator Application

CC \$40 Citation \$4 SHF \$25 JG \$2 SEFF \$30	\$106.00
JCPT \$5.00	

Determination of Heirship (Sec. 202.004 TEC)

County Clerk (118.052 LGC)	\$40.00
Judge's Order/Signature (118.101 LGC)	2.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
Judicial Support Fee (133.154 LGC)	42.00
Court Reporter's Fee (51.601 GC)	15.00*
Law Library (323.023(a) LGC)	30.00
Records Management & Preservation (118.052 GC)	5.00
Courthouse Security Fee (291.008LGC)	5.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
Sheriff	25.00
13 th Court of Appeals {22.214/22.2141 CG}	3.00
Court-Initiated Gdnshp (118.052(2)(e)&118.067 LGC}	20.00
State Electronic Filing Fee {Art. 51.851 (b) G.C.}	30.00
Judicial & Court Personnel Training Fee {Art.51.971 GC}	<u>5.00</u>
	\$277.00

Plus - by type of service (Art 50 Probate Code)
 Publication or Personal (each) \$80.00
 Certified Mail (each Person) \$84.00
 each additional citation \$4.00

Foreign Will (Sec. 501.001 TEC)

County Clerk (118.052 LGC)	\$40.00
Judge's Order/Signature (118.101 LGC)	4.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
State Electronic Filing Fee {Art. 51.851 (b) G.C.}	30.00
Judicial & Court Personnel Training Fee {Art.51.971 GC}	<u>5.00</u>
	\$124.00

Community Administration (Sec. 453.001 TEC)
Application for Order of No Administration(Sec. 451.001 TEC; Small Estates (Sec. 205.001 TEC)

County Clerk (118.052 LGC)	\$40.00
Judge's Order/Signature (118.101 LGC)	2.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
Judicial Support Fee (133.154 LGC)	42.00
Court Reporter's Fee (51.601 GC)	15.00
Law Library (323.023(a) LGC)	30.00
Records Management & Pres (118.052 LGC)	5.00
Courthouse Security Fee (291.008LGC)	5.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
13 th Court of Appeals {22.214/22.2141 CG}	3.00
Court-Initiated Guardianship{118.052(2)(e) & 118.067 LGC }	20.00
State Electronic Filing Fee {Art. 51.851 (b) G.C.}	30.00
Judicial & Court Personnel Training Fee {Art.51.971 GC}	<u>5.00</u>
	\$252.00

each additional citation \$4.00
 * Small Estate * Plus cert. copy fees and recording fees if real property involved – to be determined.

Sale of Minor Interest w/out Guardianship (Sec. 1351.001 TEC)

County Clerk (118.052 LGC)	\$40.00
Judge's Order/Signature (118.101 LGC)	2.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
Judicial Support Fee (133.154 LGC)	42.00
Court Reporter's Fee (51.601 GC)	15.00
Law Library (323.023(a) LGC)	30.00
Records Management & Preservation (118.052 LGC)	5.00
Courthouse Security Fee (291.008LGC)	5.00
Sheriff <i>post citation</i>	25.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
13 th Court of Appeals {22.214/22.2141 CG}	3.00
Court-Initiated Gdnshp 118.052(2)(e)&118.067LGC}	20.00
State Electronic Filing Fee {Art. 51.851 (b) G.C.}	30.00
Judicial & Court Personnel Training Fee{Art.51.971 GC}	<u>5.00</u>
	\$277.00

Mentally Ill and Chemically Dependent Commitments

County Clerk (118.052 LGC)	\$40.00
Judge's Order/Signature (118.101 LGC)	6.00
Judge's Education Fee(118.064 LGC)	5.00
Judicial Fund (51.702 GC)	40.00
Judicial Support Fee (133.154 LGC)	42.00
Court Reporter's Fee (51.601 GC)	15.00
Law Library (323.023(a) LGC)	30.00
Records Management & Pres (118.052 LGC)	5.00
Courthouse Security Fee (291.008LGC)	5.00
Sheriff (<i>service, plus mileage to & from Hospital @ .36 cents/mile</i>)*	*80.00
13 th Court of Appeals {22.214/22.2141 CG}	3.00
Civil legal services for indigents (133.153(a)(1) GC)	10.00
Court-Initiated Guardianship {118.052(2)(e) & 118.067 GC}	20.00
State Electronic Filing Fee [Art. 51.851 (b) G.C.]	30.00
Judicial & Court Personnel Training Fee {Art.51.971 GC}	<u>5.00</u>
	\$331.00

PROBATE FILING FEES (continued)

For Issuance of Notice

County Clerk \$ 4.00
 Sheriff's Fee for Posting 25.00
 \$29.00

Certificate of Inheritance Tax paid

(attached to Affidavit and Recorded in Official Records)
 Regular recording fees \$16/4

Each Cross or Adverse Action

(118.058 Local Government Code)
 County Clerk (118.052 LGC) \$40.00
 Records Management & Preservation (118.052 LGC) 5.00
 Courthouse Security Fee 5.00
 13th Court of Appeals {22.214/22.2141 CG} 3.00
 Civil legal services for indigents{133.153(a)(1) LGC} 10.00
 Court-Initiated Guardianship{118.052(2)(e) & 118.067 LGC} 20.00
 State Electronic Filing Fee {Art. 81.851(b)G.C.} 30.00
 Judicial & Court Personnel Training Fee {Art.51.971 GC} 5.00
 \$118.00

Jury Fee (Government Code 51.604) \$40.00

Filing A Claim (118.058 LGC)

County Clerk \$10.00
 Records Management & Preservation (118.052 LGC) 5.00
 Courthouse Security Fee (291.008 LGC) 5.00
 Judge's Fee 2.00
 \$22.00

Payment of Claim w/out Guardianship, Admin. etc

(Sec. 1355.001 TEC)
 County Clerk \$40.00
 Records Management & Preservation (118.052 LGC) 5.00
 Courthouse Security Fee (291.008 LGC) 5.00
 Judge's Fee 2.00
 State Electronic Filing Fee {Art. 81.851(b)G.C.} 30.00
 Judicial & Court Personnel Training Fee {Art.51.971 GC} 5.00
 \$87.00

Open Safety Deposit Box (Sec. 151.001 TEC)
(Creates New Case)

County Clerk \$4.00
 Civil legal services for indigents (51.901 GC) 10.00
 Records Management & Preservation (118.052 LGC) 5.00
 Courthouse Security Fee (291.008 LGC) 5.00
 Judge's Fee 2.00
 State Electronic Filing Fee {Art. 81.851(b)G.C.} 30.00
 Judicial & Court Personnel Training Fee {Art.51.971 GC} 5.00
 \$61.00

CHARGED FOR AFTER THE 90TH DAY AFTER THE PERSONAL REPRESENTATIVE HAS QUALIFIED TO SERVE:

Inventory & Appraisement

Filing an **Inventory & Appraisement** \$25.00
(original or amended filing) (118.052 LGC)
 Plus Judge's signature 2.00
 \$27.00

DOCUMENTS CHARGED FOR AFTER ORIGINAL APPLICATION HAS BEEN ON FILE FOR 120 DAYS or after INVENTORY HAS BEEN FILED:

\$2.00 FOR EACH JUDGE'S SIGNATURE

Filing an **Annual Account** \$25.00
(original or amended filing) (118.052 LGC)
 Plus Judge's signature 2.00
 \$27.00

Filing **Final Account** (118.052 LGC) \$25.00
(original or amended filing)
Need Order Directing Citation 2.00
 County Clerk Issuance 4.00
 Plus Judge's signature 2.00
 Sheriff's Fee for Posting 25.00
 \$58.00

Filing an **Application for Sale of Real or Personal Property** \$25.00
(original or amended filing (118.052 LGC))
Need Order Directing Citation 2.00
 County Clerk Issuance 4.00
 Plus Judge's signature 2.00
 Sheriff's Fee for Posting 25.00
 \$58.00

Filing an **Annual or Final Report of Guardian of a Person** \$10.00
(original or amended filing) (118.052(2) LGC)
 Plus Judge's signature 2.00
 \$12.00

FILING DOCUMENTS NOT LISTED UNDER PROBATE COURT ACTIONS, LGC OR ABOVE – ANY DOCUMENT CONTAINING MORE THAN 25 PAGES (118.055(B)(ii) LGC) \$25.00

Affidavit Closing Estate \$15.00

For issuing each certificate, certified copy, notice, statement, transcript, or any other instrument, document or paper authorized, permitted or required to be issued by County Clerk or Clerk of the County Courts on which there is no return recorded:

Clerk's Certificate and seal on each page
 Each page or part of a page \$1.00
 plus a fee for the Clerk's Certificate \$5.00

Letters of Testamentary (each) \$2.00
 Letters of Guardianship (each) \$2.00
 Letters of Administration (each) \$2.00

For approving and recording each bond or administering each oath relating only to an open Probate Docket after the filing of the order approving the inventory and appraisement or after the filing of the tax receipt, which ever is applicable (118.056 Local Government Code)

Bond \$3.00 Clerk (118.052 LGC)
 Bond \$2.00 for the Judge's signature
 Oath \$2.00 (118.052 LGC)

CIVIL COURT COSTS

Civil Proceedings; Bill of Reviews

County Clerk (118.052 Local Government Code)	\$40.00
Presiding Judge (118.000 Local Government Code)	5.00
Judicial Fund (51.702 Government Code)	40.00
Judicial Support Fee (133.154 Local Government Code)	42.00
Court Reporter's Fee (51.601(a) Government Code)	15.00
Law Library (323.023 Local Government Code)	30.00
Records Management & Preservation (118.011 Local Government Code)	5.00
Courthouse Security Fee {291.008 Local Government Code}	5.00
Sheriff	10.00*
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
State Electronic Filing Fee {Art. 51.851 (b) Government Code}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
	240.00

each additional citation \$5.00

*plus for the Sheriff for each person served \$80. and the Clerk for each person served \$84.00

Occupational License (Transportation Code 521.242)

County Clerk (118.052 Local Government Code)	\$40.00
Presiding Judge (118.000 Local Government Code)	5.00
Judicial Fund (51.702 Government Code)	40.00
Judicial Support Fee (133.154 Local Government Code)	42.00
Court Reporter's Fee (51.601(a) Government Code)	15.00
Law Library (323.023 Local Government Code)	30.00
Records Management & Preservation {118.011 L.G.C.}	5.00
Courthouse Security Fee (291.008 Local Government Code)	5.00
Sheriff	10.00
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
State Electronic Filing Fee {Art. 51.851 (b) Government Code.}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
	\$240.00

certified copy (Petition & Order) \$10.00 each

Garnishment After Judgment

County Clerk (118.052 Local Government Code)	\$15.00
Presiding Judge (118.000 Local Government Code)	5.00
Judicial Fund (51.702 Government Code)	40.00
Judicial Support Fee (133.154 Local Government Code)	42.00
Court Reporter's Fee (51.601(a) Government Code)	15.00
Law Library (323.023 Local Government Code)	30.00
Records Management & Preservation (118.011 Local Government Code)	5.00
Courthouse Security Fee (291.008 Local Government Code)	5.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Sheriff	10.00*
State Electronic Filing Fee {Art. 51.851 (b) Government Code}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
each writ issued \$5.00 *plus for the Sheriff for each person served \$150.00	\$215.00

Condemnation Proceedings

County Clerk (118.052 Local Government Code)	\$40.00
Presiding Judge (118.000 Local Government Code)	5.00
Judicial Fund (51.702 Government Code)	40.00
Judicial Support Fee (133.154 Local Government Code)	42.00
Court Reporter's Fee (51.601(a) Government Code)	15.00
Records Management & Preservation (118.011 Local Government Code)	5.00
Courthouse Security Fee (291.008 Local Government Code)	5.00
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
State Electronic Filing Fee {Art. 51.851 (b) Government Code.}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
(No service issued by County Clerk; fees collected after Award).	\$200.00

Civil Court Costs (continued)

Protective Orders (Art. 81.002 & 81.003 Family Code)

81.002 of the Family Code	No Fees
81.003 if assessed by the Judge	\$16.00

Cross-Action or Interpleading

County Clerk (118.052 Local Government Code)	\$30.00
Records Management & Preservation (118.011 Local Government Code)	5.00
Courthouse Security Fee (291.008 Local Government Code)	5.00
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
State Electronic Filing Fee {Art. 51.851 (b) Government Code.}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
	\$88.00

each additional citation \$5.00

**plus for the Sheriff for each person served \$80.00*

**plus for the Clerk for each person served by certified mail \$84.00*

Foreign Judgment (Art. 35.001 Civil Practice & Remedies Code)

County Clerk (118.052 Local Government Code)	\$30.00
Law Library (323.023 Local Government Code)	30.00
Judicial Fund (51.702 Government Code)	40.00
Judicial Support Fee (133.154 Local Government Code)	42.00
Records Management & Preservation (118.011 Local Government Code)	5.00
Courthouse Security Fee (291.008 Local Government Code)	5.00
13 th Appellate Judicial Fund {22.214, 22.2141 Government Code}	3.00
Civil legal services for indigents (133.153(a)(1) LGC)	10.00
State Electronic Filing Fee {Art. 51.851 (b) Government Code}	30.00
Judicial and Court Personnel Training Fee {51.971 Government Code}	<u>5.00</u>
	\$200.00

Petition for Nondisclosure (411.081(d), Government Code)

Nondisclosure (Assign CIVIL Number)	\$28.00
plus Civil Fees	\$240.00

Fees for other enforcement proceedings as provided by law for Judgments:

On Service of Citations, etc., Sheriff & Clerk (118.131 Local Government Code)

For each person, corporation or legal entity, on whom service of citation, subpoena, summons or process not otherwise provided for, is performed or attempted and return made, including mileage, if any (118.063 Local Government Code) \$80.00

Issuing Abstract of Judgment	\$5.00
Issuing Order of Sale	\$5.00
Service for Sheriff - Order of Sale	\$150.00
Issuing Writ of Scire Facias	\$8.00

Issuing Execution or any other instrument authorized, permitted or required to be issued by the County Clerk \$5.00

If Jury is requested, additional (51.604 Government Code) \$40.00

To compensate the county for accounting and administrative expenses incurred in handling the registry funds that have not earned interest, including funds in a special or separate account, the clerk shall, at the time of withdrawal, deduct from the about of the withdrawal an fee in an amount equal to five percent of the withdrawal but that may not exceed \$50.00. (Fee goes to General Fund of County) (Art. 117.055 - Local Government Code)

Criminal 5% or not more than \$50.00

If a special or separate account earns interest, the clerk, at the time of withdrawal, shall pay in a manner directed by a court with proper jurisdiction the original amount deposited into the registry of the court and any interest credited to the account shall be paid in the following amounts; ten percent (10%) of the interest shall

be paid to the general fund of the county, and ninety (90%) of the interest shall be credited to the special or separate account.

(Art. 117.054 - Local Government Code) 10%

For executing or attempting to execute each writ of garnishment, injunction writ, distress warrant, writ of attachment, writ of execution, writ of scire facias, capias, commitment, re-entry, order of sale or writ not otherwise provided for, and making return thereon, including mileage, if any: (118.131 Local Government Code)

(Sheriff's Fees to be set each year before October 1st) \$150.00

For executing or attempting to execute each Writ of Sequestration, or Writ of Possession or writ not otherwise provided for, and making return thereon, including mileage, if any: (118.131 Local Government Code)

(Sheriff's Fees to be set each year before October 1st) \$200.00

For issuing each certificate, certified copy, notice statement, transcript or any instrument, document, or paper authorized, permitted or required, to be issued by said County Clerk of County Courts on which there is no return to be recorded: (118.052 & 118.060 Local Government Code)

each page, or part of a page \$1.00

If the Attorney prepares Citations or Abstract of Judgments, there is no charge.

Interpreter Fee	\$3.00
Witness Fee	\$10.00

(Sect 22.001 Civil Practice and Remedies Co

CRIMINAL FEES

COST BILL

County Clerk {Art. 102.005 C.C.P.}	\$40.00
Criminal District Attorney {Art. 102.008 C.C.P.}	25.00
Judicial Fund (State) {§ 51.702 Gov. Code}	15.00
Courthouse Security Fee {Art. 102.017 C.C.P.}	3.00
Records Management & Preservation Fee {Art. 102.005 C.C.P.}	22.50
Records Management & PF –County Clerk{Art. 102.005(f)(1)(2) C.C.P.}	2.50
Consolidated Court Cost {§ 133.102 L.G.C.}	83.00
County Administrative Fee {Art. 102.072 C.C.P.}	2.00
Jury Fee Reimbursement Fee {Art. 102.0045 C.C.P.}	4.00
Judicial Support Fund (State) {Art. 103.105 L.G.C.}	5.40
Judicial Support Fund (County) {Art. 103.105 L.G.C.}	.60
Indigent Defense Fund {§. 133.107 L.G.C.}	2.00
Technology Fee {Art. 102.0169 C.C.P.}	4.00
State Electronic Filing Fee {Art. 51.851(d) G.C.}	5.00

Sheriff

Arresting Officer {Art. 102.011 C.C.P.}	_____
Personal Bond Processing Fee (\$20) {Art. 102.011 C.C.P.}	_____
Summoning a Jury (\$5) {Art. 102.011 C.C.P.}	_____
Jury Fee (Convicted) (\$40) {Art. 102.004 C.C.P.}	_____
Summoning a Witness (\$5 each) {Art. 102.002 C.C.P.}	_____
VCR (\$15) {Art. 102.018 C.C.P.}	_____
Juvenile Delinquency Prevention Fund (Graffiti) (\$50) {Art. 102.0171 C.C.P.}	_____
DNA Specimen (\$50) (State){Art. 102.020 C.C.P.}	_____
Intoxication Conviction (EMS Trauma Fund)(\$100){Art. 102.0185 C.C.P.}	_____
Drug Court Cost Fee (\$60)) {HB 530 HB 666 Art.102.0178 C.C.P.}}	_____
State Traffic Fee (\$30) {Art. 542.4031 T.C.}	_____
Time Payment Fee (\$25) {§ 133.103 L.G.C.}	_____
Civil Justice Fee (Moving Violations) (\$.10) {Art. 102.081(7) C.C.P.}	_____
Fine	_____
Total	_____

SHERIFF’S FEES

Sheriff’s Fee with Bond	\$75.00
Sheriff’s Fee without Bond	70.00
Sheriff’s Fee serving Writ not Listed	35.00
Sheriff’s Fee Habeas Corpus Case (each day in jail)	8.00
Personal Bond Processing Fee	20.00

Jury Trials:

Summoning a Jury	5.00
If Convicted by a Jury	40.00

Witness Fees:

For each Witness Summoned	10.00
<i>Art 102.011 Code Criminal Procedure</i>	
Bond Forfeiture, Violation of Probation & New Arrest	35.00
<i>(plus other Sheriff’s Fees on Capias)</i>	

MISCELLANEOUS FEES

Video Record Fee {Art. 102.018 C.C.P.}	\$15.00
Graffiti Fund (SB 758,HB 2151,HB3637) (102.0171, Code of Criminal Procedure)	\$50.00
Intoxication Conviction (EMS Trauma Fund) {Art. 102.0185 C.C.P.}	\$100.00
DNA Specimen {Art. 102.020 C.C.P.}	\$50.00
State Traffic Fee {Art. 542.4031 T.C.}	\$30.00
Petition for Nondisclosure (411.081(d),GC)(See Civil Filings, Assign CIVIL Number)	\$28.00
Civil Justice Fee (HB3389)	\$0.10
Drug Court Cost Fee {HB 530, 666 Art. 102.0178 Code of Criminal Procedure}	\$60.00
Indigent Defense Fund {§. 133.107 L.G.C.}	\$2.00
Consolidated Court Costs {§ 133.102 L.G.C.}	
Comptroller receives and splits fees by agency funds	\$83.00
Technology Fee (HB 3637)	\$4.00
State Electronic Filing Fee (HB 2302)	\$5.00

JUVENILE FEES

COURT COSTS PAID THROUGH COUNTY CLERK

Juvenile Probation Diversion Fund (Court Costs)	\$20.00
DNA Data Base System Fee –Required DNA Sample (SB727)	
Disposition to Facility under TYC	\$50.00
Disposition without commitment to TYC Facility	\$34.00

**General Information for County Clerks Regarding Forfeiture Notices Affecting Contracts
Appearing in the Deed Records**

Section 161.315 of the Natural Resources Code makes two requirements when the Veterans' Land Board resolves to forfeit delinquent contracts: (1) The Board must notify the County Clerks of the counties in which the forfeited contracts are recorded, and (2) the County Clerk shall enter a notation of the forfeiture on the margin of the page or pages containing the record of the original contract.

In some cases this presents a problem in that some counties use microfilm systems and cannot enter notations directly on the margin of the affected document. It is not the responsibility of the Board to advise the County Clerks how the requirement of the law in this regard should be satisfied; however, you may find the following information useful.

The sense and purpose of Section 161.315 seems to be to make sure that third parties examining the Deed Records should be put on notice that a particular contract has been forfeited thus severing all interest in the property on the part of the purchaser in that contract. The Board has complied with its obligation when notice of the forfeiture is furnished to the County Clerk. It is thereafter the clerk's obligation to make an entry into the Deed Records, which is sufficient to provide the notice of forfeiture. Where it is impossible to make a notation in the margin of the record of the document, the recordation of the enclosed notice itself would appear to satisfy the intent of Section 161.315. The Board must of course leave to the discretion of each County Clerk the best method for accomplishing the requirement made of the clerk by Section 161.315.

ENTRY ON RECORDED CONTRACT:

CONTRACT FORFEITED: SEE NOTICE

Reference: Volume 1130, page 407 Deed Records

General Information on Grants of the Veteran's Land Board

You will note that the attached instrument does not bear the customary acknowledgements. For your information, **Title 1, Section 12.006** of the Property Code, formerly Article 6624 of Vernon's Civil Statutes of the State of Texas covering state grants read as follows:

"A grant from this state or the United States that is executed and authenticated under the law in effect at the time the grant is made may be recorded without further acknowledgement or proof."

By Attorney General's Opinion, Number WW-805, dated February 18, 1960, the Attorney General of Texas has indicated that in his opinion a conveyance from the Veteran's Land Board when executed and authenticated pursuant to Section 17, Article 5421m, V.A.C.S. (now Section 161.229 of the Natural Resources Code), is a "grant" within the meaning of the article quoted above and may be recorded without the customary acknowledgements. See also, Code Construction Act, Article 2429b-2, Section 3.11(c) and (d) Vernon's Civil Statutes.

References

Subject – Disposition, Reference

Notice of Trustee's Sale - Vault - two months
Art. 51.002 Property Code

Notice of Open Meetings - Vault - two years
Art 6252-17 V.C.S.

Federal Tax Lien - Vault - 1982
*Art. 12.010b, 13.201,
13.203 Property Code*

Beer - Vault - 1983
Alcohol Beverage Code

Assumed Name - Vault - ten years
Art 9.402 Business Commerce Code

Hospital Liens - Vault - 1 year after release
Art 55.002 Property Code

Estray Records - Vault
Art 6912 V. C. S.

County Depository - Vault - 5 years after release, replacement or expiration of bond
*Art 116.008(c), 116.052(c)
& 116.053(b) Local Government Code*

Bonds and Contracts to Pay Liens and Claims - Same as County Depository
Art 53.203 Property Code

Public Weigher' Bond -
Art 13.256(a) Texas Agriculture Code (See SB 1016 (81R) Refer all to Department of Agriculture effective 9-1-2009)

Public Warehousemen's Bond -
Art 14.205 & 14.206 Texas Agriculture Code (Refer all to Texas Dept of Agriculture)

Records Management and Preservation Fund

\$5.00, Civil & Probate

Art 118.052 Local Government Code

\$25.00, Criminal (\$22.50 County Records Management \$2.50 Clerk's Record Management)

Art 102.005 Code of Criminal Procedure

The fee shall be placed in a special fund entitled as records management and preservation fund. No expenditure may be made from this fund without prior approval of the commissioners' court.

Courthouse Security Fee

\$5.00, Civil and Probate

Art 291.008 Local Government Code

\$3.00, Criminal

Art 102.017 Code of Criminal Procedure

\$1.00, for filing any document not subject to the security fee *Art 291.008 Local Government Code*

The clerk is to collect said fee and the treasurer is to deposit in a fund to be known as the courthouse security fund.

Sexual assault

\$5.00, Criminal

Sect 22, Art 42.12, Code of Criminal Procedure

The fee is to be paid through the Probation Department each month during the probation period. The Probation Department shall remit fees collected to the comptroller. The comptroller shall deposit the fee in the special revenue fund to the credit of the sexual assault program.

Place of Posting Notice

A county governmental body shall post notice of each meeting on a bulletin board at a place convenient to the public in the county courthouse.

Sect 551.049 Government Code

Notice & Record of Sale - Public property

The commissioner shall notify the county clerk of the proper county of the sale of each tract of land, the name and address of the purchaser, and the price of the land.

After being informed of any sale of public school or asylum land, the county clerk shall enter in his books opposite the description of the land sold, the name of the purchaser and the date of the sale.

The notice of sale and the book containing the entry are public records.

51.065 Texas Natural Resources Code

Jury Fee

The clerk of the county court or statutory county court shall collect a \$40.00 jury fee for each civil case in which a person applies for a jury trial.

51.604 Judicial Branch

Jury Reimbursement Fee

A person convicted of any offense, other than an offense relating to a pedestrian or the parking of a motor vehicle, shall pay as a court cost, in addition to all other costs, a fee of \$4.00 to be used to reimburse counties for the cost of juror services, and remitted to the Comptroller.

102.0045 Code of Criminal Procedure

Petition for Nondisclosure

A person may petition the court for an order of nondisclosure on payment of a \$28.00 fee plus any other fee that generally applies to the filing of a civil petition to the clerk of the court. *411.081, Government Code, as amended 9-1-2005 by HB 3093*

Judicial Support Fee

133.154 Local Government Code \$42.00 (State) for Civil and Probate Cases

133.105 Local Government Code \$6 (State/County) Criminal Cases *Senate Bill 600*

Marriage License 9/2008 Fee Changes

HB 2683 HB 2685 - 118.011 & 118.018 & 118.022 Local Government Code and 2.204 Texas Administrative Code

Returned Check Fee

118.011 Local Government Code

Family Violence – Criminal Community Supervision Cases

SB 82 Art 42.12 CCP \$100.00 Assessed on Community Supervision for persons convicted of an offense under Title 5, Penal code that the Court Determines involves family violence

Statewide Electronic Filing Fee (added 9/01/2013) (Revised effective 9/01/2015)

HB 2302; SB 1139; Texas Government Code 51.851(b)

Civil and Probate \$30 and Criminal \$5;

Adds \$30.00 on the filing of any civil action or proceeding requiring a filing fee, including an appeal and on the filing of any counterclaim, cross-action, intervention, interpleader, or third-party action requiring a filing fee. In addition to other court costs, a person shall pay \$5.00 as a court cost on conviction of any criminal offense in a district court, county court, or statutory county court.

Records Archive Fee (added 01/01/2014)

In accordance with Local Government Code 118.025 and with approval by the Commissioners' Court on August 26, 2013, a fee in the amount of \$5.00 was adopted. "The Commissioners court of a county may adopt a records archive fee under Section 118.011(f) as part of the county's annual budget. The fee must be set and itemized in the county's budget as part of the budget preparation process." The fee is for preservation and restoration services performed by the county clerk in connection with maintaining a county clerk's records archive.

Judicial & Court Personnel Training Fee \$5.00 (added 9/01/2017) (Art. 51.971 GC) SB42

Adds \$5.00 on the filing of any civil action or proceeding requiring a filing fee, including an appeal, and on the filing of any counterclaim, cross-action, intervention, interpleader, or third-party action requiring a filing fee to be used as provided under Section 56.003.

References Probate Fee Codes

Subject - Disposition

Reference

County Clerk

New Case

118.055 Local Government Code

Filing after 120 days

118.056 Local Government Code

Adverse Actions

118.057 Local Government Code

Claims

118.058 Local Government Code

Issuing Citations & Writs Before Judgment

118.059 Local Government Code

Issuing Citations & Writs After Judgment

118.0545 Local Government Code

Serving by Certified Mail

118.063 Local Government Code

Abstract of Judgment

118.053 Local Government Code

Wills for Safekeeping

118.062 Local Government Code

Filing more than 25 Pages in Probate

118.055(B)(ii) Local Government Code (HB 1404)

County Judge

118.101 Local Government Code

Law Library - Set by Commissioners' Court

323.023 Local Government Code

Judicial Training (JTP)

118.064 Local Government Code

Appellant Fee - Set by Commissioners' Court

22.2061 Government Code

Court Reporter - Courts with official Court Reporters

51.601 Government Code

Retention Fee

118.052 Local Government Code

Judicial Fund

51.702 Government Code (\$15) Criminal (\$40) Civil

Judicial Support Fee

133.154 Local Government Code (\$42) Civil & Probate

Courthouse Security - Set by Commissioners' Court

291.008 Local Government Code

Letters of Representative

118.061 Local Government Code

Jury Fee

216 Texas Rules of Court

51.604 Government Code

Trust Fund Fee

117.054 & 117.055 Local Government Code

Constable Service Fee - Set by Commissioners' Court

118.131 Local Government Code

Copies

118.0605 Local Government Code

Certified Copies

118.060 Local Government Code

13th Appellate Judicial Fund

22.214 & 22.2141 Government Code

Court-Initiated Guardianship

118.052(2)(e) & 118.067 Local Government Code

Civil Legal Services for Indigents

(133.153(a)(1) LGC) (HB3637 (\$5 > \$10.00))