

**GRACIE ALANIZ-GONZALES, COUNTY CLERK, SAN PATRICIO COUNTY**  
**400 W. SINTON STREET RM #124/P O BOX 578, SINTON, TEXAS 78387 \* 361-364-9350**

**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

**RECORDING FEES FOR REAL PROPERTY RECORDS:**

|   |          |
|---|----------|
| First page (incl. Rec. Mgmt. Fee, Court House Security & Archive Fee) | \$ 26.00 |
| each page thereafter  | 4.00     |
| each attachment to page   | 4.00     |
| indexing each name over 5   | .25      |

**RECORD SEARCHES:**

|                  |         |
|------------------|---------|
| Federal Tax Lien | \$10.00 |
| State Tax Lien   | \$10.00 |

**COPIES OF RECORDS:**

|                              |         |
|------------------------------|---------|
| Uncertified copies, per page | \$ 1.00 |
| Certification                | 5.00    |
| CDs (per week)               | 8.00    |

**ALL DOCUMENTS MUST BE SIGNED IN BLACK OR OTHERWISE RECORDABLE INK.**

All Deeds and other documents transferring property must have an address of the grantee. A \$25.00 fee will be assessed in addition to the filing fees for any document not containing the proper address of the grantee.

All documents must have ample top, bottom, and side margins to allow room for filing information such as file numbers and page numbers.

All documents must have a proper heading defining the contents of the document, be properly signed, and properly acknowledged and signed by a Notary Public. If not, the document will be rejected by this office.

Notaries should be careful to have the proper information on each acknowledgment including the name of the person whose signature is being notarized. The notary must sign, print or stamp his name beneath his signature, press or stamp his seal, and note the date of expiration of his commission.

Title companies and abstractors will not be afforded office space in the County Clerk's Office except that which is afforded to any other member of the general public. Only that equipment which is no larger than an attache case and does not require electricity will be permitted.

*No person will be permitted to remove any records from the County Clerk's office at any time.*

Instruments recorded in the Real Property or Official Public Records of the County and executed on or after January 1, 2004 are not required to contain a Social Security number or driver's license number and are public records available for review by the public. (Chapter 11, Section 11.008, Property Code)

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**STANDARD FORMS:**

|                              |                          |
|------------------------------|--------------------------|
| UCC-1, STANDARD/NON-STANDARD | \$26.00 FIRST PAGE       |
|                              | \$ 4.00 ADDITIONAL PAGES |

If You Want UCC in both the UCC and Real Estate Records, you must submit one form to the designated county for Real Property Records only and one form to the Secretary of State to be recorded in UCC records.

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**CONTINUATIONS, OR AMENDMENTS:**

|                                 |         |
|---------------------------------|---------|
| UCC-3, STANDARD PER CHANGE      | \$26.00 |
| UCC-3, NON-STANDARD, PER CHANGE | \$ 4.00 |

These will be recorded in Real Property Records only, when wanting to amend or continue UCC record this will need to be done through the Secretary of State.

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**TERMINATIONS:**

|   |         |
|---|---------|
| UCC-3, STANDARD PER CHANGE                | \$26.00 |
| For additional pages after the first page | 4.00    |
| UCC-3, NON-STANDARD, PER CHANGE           | \$26.00 |
| For additional pages after the first page | 4.00    |

**The following fees include the Courthouse Security Fee (\$1.00) and Record Management Fee (\$5.00) where applicable:**

|   |          |
|---|----------|
| <u>Assume Name or DBA:</u>  | \$ 24.50 |
| Indexing each name  | .50      |
| <u>Abstract of Judgment or Release:</u>                             | \$ 26.00 |
| For additional pages after the first page                           | 4.00     |
| <u>Abstract of Assessment:</u>                                      | \$ 16.00 |
| <u>Cattle Brand:</u>  |          |
| For one location on Animal  | 26.00    |
| Each additional location of same brand                              | 5.00     |
| Optional certification of brand                                     | 2.00     |
| <u>Hospital Liens or Release:</u>                                   | 26.00    |
| <u>Federal Tax Liens or Release:</u>                                | 31.00    |
| <u>State Tax Liens or Release:</u>                                  | 16.00    |
| <u>Recording Subdivision Plats:</u>                                 |          |
| First Page <i>(includes Rec. Mgmt. and Courthouse Security Fee)</i> | 91.00    |
| Second Page   | 70.00    |
| Plat Copies   | 10.00    |

FAX - Local:      Transaction Fee      2.00              Each Page              1.00

**NOTICE OF FORECLOSURES**

|   |      |
|---|------|
| Per Notice - File stamped only                    | 3.00 |
| (1.00 Courthouse Security Fee and 2.00 Clerk Fee) |      |

***\*\*Notice\*\* - Fee does not include posting notice of foreclosure***

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

**VITAL STATISTICS:**

|   |         |
|---|---------|
| Certified Copy of Birth Certificate, full size .....  | \$23.00 |
| Certified Copy of Death Certificate .....   | \$21.00 |
| <i>Additional Copies of Death Certificate</i> .....   | \$4.00  |
| Certified Copy of Marriage License .....  | \$7.00  |
| Marriage License (includes Rec. Mgmt. and Courthouse Security Fee) .....                                  | \$82.00 |
| Duplicate Copy of Marriage License if lost within 30 days of issuance ( <i>Before Marriage</i> ) .....    | \$30.00 |
| Declaration of Informal Marriage License ( <i>includes Rec. Mgmt. and Courthouse Security Fee</i> ) ..... | \$47.00 |
| Filing Court ordered Birth Certificate ( <i>includes Rec. Mgmt. and Courthouse Security Fee</i> ) .....   | \$21.00 |

**NO PLAIN COPIES ISSUED FOR VITAL RECORDS**

The following applications can be prepared in the Office of the County Clerk at no cost. However, the fees shown are payable to the **State Department of Health in Austin.**

|   |         |
|---|---------|
| Application to Amend Birth or Death Certificate ( <i>\$15.00 to Amend, \$22.00 for Certified Copy</i> ) ..... | \$37.00 |
|---|---------|

**PROBATE:**

|  |               |
|--|---------------|
| Application for Probate of Will, no citation .....                         | 329.00        |
| Application for Administration, no citation .....                          | 329.00        |
| Application for Muniment of Title, no citation .....                       | 329.00        |
| Application for Guardianship, no citation .....                            | 329.00        |
| New Application on Same Case Number .....                                  | 92.00         |
| Determination of Heirship .....  | 329.00        |
| Issue Citation By Certified Mail, each person .....                        | 90.00         |
| Issue Citations (Private Processor), each person .....                     | 4.00          |
| Filing a Contest of Will .....   | 40.00         |
| Filing an Answer .....   | No Charge     |
| Affidavit of Small Estate .....  | 314.00        |
| Claim against Estate and Approval .....                                    | 10.00         |
| Probate/Annual, Final Account, Application for Sale of Real Property ..... | 25.00         |
| Probate/Filing Annual Reports or Final Reports .....                       | 10.00         |
| Sale of Real Estate Without Guardian .....                                 | 284.00        |
| Will for Safekeeping .....   | 5.00          |
| Letters Testamentary .....   | 2.00          |
| Letters of Administration.....   | 2.00          |
| Letters of Guardianship  |               |
| first set includes letter with certified copy of order.....                | 2.00          |
| additional sets includes letter with certified copy of order.....          | per page 2.00 |
| Approval of all orders by Judge .....                                      | 2.00          |
| Uncertified copies, per page .....   | 1.00          |
| Certification for certified copies, per page .....                         | 2.00          |
| Inventories ( <i>Filed after 90 days</i> ).....                            | 25.00         |
| Jury Fee .....   | 40.00         |
| Exemplified Copies.....  | 5.00          |
| <i>Each Additional Page</i> .....  | 1.00          |
| Subpoenas.....   | 4.00          |
| Transfer Cases to Another County.....                                      | 35.00         |
| Filing Fee for a Guardianship Cases Transferred from another County.....   | 329.00        |
| Application for Private Professional Guardian.....                         | 42.00         |
| Application..... 40.00      Order..... 2.00                                |               |
| Renewal Application for Private Professional Guardian.....                 | 12.00         |
| Application..... 10.00      Renewal Order..... 2.00                        |               |
| Affidavit In Lieu of Inventory.....  | No Charge     |

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

|  |               |
|--|---------------|
| <b><u>PROBATE WILL, ADMINISTRATION OR GUARDIANSHIP, DETERMINE/HEIRSHIP, MUNIMENT/TITLE</u></b> |               |
| Basic Civil Legal Indigent (Local Gov. Code 133.153(a)(1)).....                                | 10.00         |
| Appellate Judicial System Fee (TGC 22.2061).....   | 5.00          |
| Approving and Recording Bond .....   | 3.00          |
| Archive Fee(LGC 118.011(f)).....   | 10.00         |
| Clerk (Local Gov. Code 118.052(2)(A)(i)).....  | 40.00         |
| Judge's Signature Fee(LGC 118.101.....   | 2.00          |
| Law Library (Local Gov. Code 323.023(a)).....  | 35.00         |
| Sheriff, Posting Notice (Local Gov. Code 118.131).....   | 15.00         |
| Contingency Fund .....   | 5.00          |
| Record Management (Local Gov. Code 118.011(b)(2)).....   | 10.00         |
| Courthouse Security (Local Gov. Code 291.008).....   | 5.00          |
| Probate Continue Education/Judge's Education Fee (Local Gov. Code 118.064).....                | 5.00          |
| Dispute Resolution Center .....  | 10.00         |
| Judicial Fund (Local Gov. Code 118.064).....   | 40.00         |
| JSF/PC (Gov. Code 101.083).....  | 42.00         |
| Court Reporter Service Fund (Gov. Code 51.601(a)).....   | 15.00         |
| Probate Guardianship Fee (Gov. Code 118.051 (5)).....  | 20.00         |
| Administering Oath (Gov. Code 118.052 (2) (b)(iii) .....                                       | 2.00          |
| Technology Fee .....   | 10.00         |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....                                     | 30.00         |
| Court Records Preservation Fee (TGC 51.708).....   | 10.00         |
| Judicial & Court Personnel Training Fee (TGC 51.607).....                                      | <u>5.00</u>   |
| <b>TOTAL:</b>  | <b>329.00</b> |

**Plus: Issue Citation, (Private Processor) each person 4.00      Service In-County Citation 90.00**

**SMALL ESTATES**

|   |               |
|---|---------------|
| Basic Civil Legal Indigent (Local Gov. Code 51.901).....                        | 10.00         |
| Appellate Judicial System Fee (TGC 22.2061).....                                | 5.00          |
| Approving and Recording Bond .....  | 3.00          |
| Archive Fee(LGC 118.011(f)).....  | 10.00         |
| Clerk (Local Gov. Code 118.052(2)(A)(l)).....                                   | 40.00         |
| Judge's Signature Fee(LGC 118.101.....  | 2.00          |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct.).....                     | 35.00         |
| Sheriff, Posting Notice (Local Gov. Code 118.131).....                          | 15.00         |
| Contingency Fund .....  | 5.00          |
| Record Management (Local Gov. Code 118.011(b)(2)).....                          | 10.00         |
| Courthouse Security (Local Gov. Code 291.008).....                              | 5.00          |
| Probate Continue Education/Judge's Education Fee (Local Gov. Code 118.064)..... | 5.00          |
| Dispute Resolution Center .....   | 10.00         |
| Judicial Fund (Gov. Code 51.702 set by Comm. Ct.).....                          | 40.00         |
| JSF/PC (Gov. Code 101.083).....   | 42.00         |
| Probate Guardianship Fee (Gov. Code 118.051 (5)).....                           | 20.00         |
| Administering Oath (Gov. Code 118.052 (2) (b)(iii) .....                        | 2.00          |
| Technology Fee .....  | 10.00         |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....                      | 30.00         |
| Court Records Preservation Fee (LGC 133.153).....                               | 10.00         |
| Judicial & Court Personnel Training Fee (TGC 51.607).....                       | <u>5.00</u>   |
| <b>TOTAL:</b>   | <b>314.00</b> |

**Plus Recording Fee:      First Page 9.00      Each Additional Page 2.00**

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

**COMMUNITY ADMINISTRATION FOREIGN WILL - NO LETTERS**

|   |             |
|---|-------------|
| Appellate Judicial System Fee (TGC 22.2061).....                                | 5.00        |
| Archive Fee (LGC 118.011(f)).....   | 10.00       |
| Basic Civil Legal Indigent (Local Gov. Code 51.901).....                        | 10.00       |
| Clerk (Local Gov. Code 118.052(2)(A)(I)).....                                   | 40.00       |
| Judge's Signature Fee .....   | 2.00        |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct.).....                     | 35.00       |
| Contingency Fund .....  | 5.00        |
| Record Management (Local Gov. Code 118.011(b)(2)).....                          | 10.00       |
| Courthouse Security (Local Gov. Code 291.008).....                              | 5.00        |
| Probate Continue Education/Judge's Education Fee (Local Gov. Code 118.064)..... | 5.00        |
| Dispute Resolution Center .....   | 10.00       |
| JSF/PC (Local Gov. Code 101.083).....   | 42.00       |
| Judicial Fund (Local Gov. Code 51.702 set by Comm. Ct.).....                    | 40.00       |
| Probate Guardianship Fee (Local Gov. Code 118.051(5)) .....                     | 20.00       |
| Technology Fee .....  | 10.00       |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....                      | 30.00       |
| Court Records Preservation Fee (LGC 133.153).....                               | 10.00       |
| Judicial & Court Personnel Training Fee (TGC 51.607).....                       | <u>5.00</u> |

**TOTAL: \$294.00**

**Not Including Any Service:**

Issue Citation, (Private Processor) each person 4.00      Service In-County Citation 90.00

**TEST, TRUST, COMMUNITY SURVIVOR, SALE MINOR INTEREST W/O GUARDIANSHIP, ADJUDICATION INCAPACITATE SPOUSE**

|   |             |
|---|-------------|
| Appellate Judicial System Fee (TGC 22.2061).....                                | 5.00        |
| Archive Fee (LGC 118.011(f)).....   | 10.00       |
| Basic Civil Legal Indigent (Local Gov. Code 51.901).....                        | 10.00       |
| Clerk (Local Gov. Code 118.052(2)(A)(I)).....                                   | 40.00       |
| Judge's Signature Fee .....   | 2.00        |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct.).....                     | 35.00       |
| Dispute Resolution Center .....   | 10.00       |
| Contingency Fund .....  | 5.00        |
| Record Management (Local Gov. Code 118.011(b)(2)).....                          | 10.00       |
| Courthouse Security (Local Gov. Code 291.008).....                              | 5.00        |
| Probate Continue Education/Judge's Education Fee (Local Gov. Code 118.064)..... | 5.00        |
| JSF/PC (Local Gov. Code 101.083).....   | 42.00       |
| Judicial Fund (Local Gov. Code 51.702 set by Comm. Ct.).....                    | 40.00       |
| Court Reporter Service Fund (Local Gov. Code 51.601(a)).....                    | 15.00       |
| Technology Fee .....  | 10.00       |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....                      | 30.00       |
| Court Records Preservation Fee (LGC 133.153).....                               | 10.00       |
| Judicial & Court Personnel Training Fee (TGC 51.607).....                       | <u>5.00</u> |

**TOTAL: \$289.00**

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

**Civil Jurisdiction Limit - \$5,000.00 - \$200,000.00**

**CIVIL:**

|  |                   |
|--|-------------------|
| Filing Petition, (includes Personal Service, one person) .....                         | \$372.00          |
| Filing Petition .....  | \$282.00          |
| Petition for Occupational Drivers License .....  | \$267.00          |
| Non-Disclosure Filing Fee .....  | \$310.00          |
| Citations, (personal service for each additional person) .....                         | \$90.00           |
| Issuing Citations, (Private Processor) each person .....                               | \$4.00            |
| Filing Cross Action or Amended Petitions .....   | \$35.00           |
| Issuing Abstract of Judgment .....   | \$4.00            |
| Recording Abstract of Judgment (includes Rec. Mgmt. and Courthouse Security Fee) ..... | \$26.00 plus 4.00 |
| Recording Execution (includes Rec. Mgmt. and Courthouse Security Fee) .....            | \$11.00           |
| Issuing Writs (to prepare and return to Attorney's office).....                        | \$4.00            |
| Service on all Writs (sent to Sheriff's Office for service) .....                      | \$160.00          |
| Jury Fee .....   | \$22.00           |

**CIVIL, ONE PERSONAL SERVICE**

|  |                 |
|--|-----------------|
| Appellate Judicial System Fee (TGC 22.2061).....           | 5.00            |
| Archive Fee (LGC 118.011(f)).....                          | 10.00           |
| Basic Civil Legal Indigent (Gov. Code 51.901).....         | 10.00           |
| Clerk (Local Gov. Code 118.052(1)(A)(ii)).....             | 40.00           |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct)..... | 35.00           |
| Contingency Fund.....                                      | 5.00            |
| Dispute Resolution Center.....                             | 10.00           |
| Record Management (Local Gov. Code 118.011(b)(2)) .....    | 10.00           |
| Judicial Fund (Gov. Code 51.702 set by Comm. Ct.).....     | 40.00           |
| JSF/PC (Gov. Code 101.083).....                            | 42.00           |
| Courthouse Security (Local Gov. Code 291.008) .....        | 5.00            |
| Sheriff.....   | 90.00           |
| Court Reporter Service. Fund (Gov. Code 51.601(a)) .....   | 15.00           |
| Technology Fee .....                                       | 10.00           |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b))..... | 30.00           |
| Court Records Preservation Fee (LGC 133.153).....          | 10.00           |
| Judicial & Court Personnel Training Fee (TGC 51.607).....  | 5.00            |
|  | <b>\$372.00</b> |
| Other Fees: Issue Additional Citations .....               | 4.00            |
| Additional Citations.....                                  | 90.00           |

**CIVIL, NO SERVICE**

|   |                 |
|---|-----------------|
| Appellate Judicial System Fee (TGC 22.2061).....            | 5.00            |
| Archive Fee (LGC 118.011(f)).....                           | 10.00           |
| Basic Civil Legal Indigent (Gov. Code 51.901) .....         | 10.00           |
| Clerk (Local Gov. Code 118.052(1)(A)(ii)) .....             | 40.00           |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct) ..... | 35.00           |
| Dispute Resolution Center .....                             | 10.00           |
| Contingency Fund .....                                      | 5.00            |
| Record Management (Local Gov. Code 118.011(b)(2)) .....     | 10.00           |
| Courthouse Security (Local Gov. Code 291.008) .....         | 5.00            |
| Judicial Fund (Gov. Code 51.702 set by Comm. Ct.) .....     | 40.00           |
| JSF/PC (Gov. Code 101.083) .....                            | 42.00           |
| Court Reporter Service. Fund (Gov. Code 51.601(a)) .....    | 15.00           |
| Technology Fee .....  | 10.00           |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....  | 30.00           |
| Court Records Preservation Fee (LGC 133.153).....           | 10.00           |
| Judicial & Court Personnel Training Fee (TGC 51.607).....   | 5.00            |
|   | <b>\$282.00</b> |

Other Fees: Issue Citations..... 4.00

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

**NON-DISCLOSURE**

|   |                 |
|---|-----------------|
| Appellate Judicial System Fee (TGC 22.2061).....            | 5.00            |
| Archive Fee (LGC 118.011(f)).....                           | 10.00           |
| Basic Civil Legal Indigent (Gov. Code 51.901) .....         | 10.00           |
| Clerk (Local Gov. Code 118.052(1)(A)(ii)) .....             | 40.00           |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct) ..... | 35.00           |
| Dispute Resolution Center .....                             | 10.00           |
| Contingency Fund .....                                      | 5.00            |
| Record Management (Local Gov. Code 118.011(b)(2)) .....     | 10.00           |
| Courthouse Security (Local Gov. Code 291.008) .....         | 5.00            |
| Judicial Fund (Gov. Code 51.702 set by Comm. Ct.) .....     | 40.00           |
| JSF/PC (Gov. Code 101.083) .....                            | 42.00           |
| Court Reporter Service. Fund (Gov. Code 51.601(a)) .....    | 15.00           |
| Technology Fee .....  | 10.00           |
| Court Records Preservation Fee (LGC 133.153).....           | 10.00           |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....  | 30.00           |
| Non-Disclosure Fee.....                                     | 28.00           |
| Judicial & Court Personnel Training Fee (TGC 51.607).....   | 5.00            |
|   | <b>\$310.00</b> |

**Other Fees:**

    Issue Citations..... 4.00

**OCCUPATIONAL DRIVERS LICENSE**

|   |                 |
|---|-----------------|
| Appellate Judicial System Fee (TGC 22.2061).....            | 5.00            |
| Archive Fee (LGC 118.011(f)).....                           | 10.00           |
| Basic Civil Legal Indigent (Gov. Code 51.901) .....         | 10.00           |
| Clerk (Local Gov. Code 118.052(1)(A)(ii)) .....             | 40.00           |
| Law Library (Local Gov. Code 323.023 set by Comm. Ct) ..... | 35.00           |
| Contingency Fund .....                                      | 5.00            |
| Dispute Resolution Center .....                             | 10.00           |
| Record Management (Local Gov. Code 118.011(b)(2)) .....     | 10.00           |
| Judicial Fund (Gov. Code 51.702 set by Comm. Ct.) .....     | 40.00           |
| JSF/PC (Gov. Code 101.083) .....                            | 42.00           |
| Courthouse Security (Local Gov. Code 291.008) .....         | 5.00            |
| Technology Fee .....  | 10.00           |
| State Electronic Fee Fund (Texas Gov. Code 51.851(b)).....  | 30.00           |
| Court Records Preservation Fee (LGC 133.153).....           | 10.00           |
| Judicial & Court Personnel Training Fee (TGC 51.607).....   | 5.00            |
|   | <b>\$267.00</b> |

**PLUS \$10.00 CHECK payable to:**

Texas Department of Public Safety  
 Safety Responsibility Bureau  
 P.O. Box 4087 N A S  
 Austin, Texas 78773

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**FEES OF OFFICE - EFFECTIVE SEPTEMBER 1, 2017**

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|   |                    |
|---|--------------------|
| <b><u>BEER LICENSE</u></b>              |                    |
| Certification .....                     | <b><u>5.00</u></b> |
| <b><u>LATE HOURS – BEER LICENSE</u></b> |                    |
| Certification .....                     | <b><u>5.00</u></b> |
| <b><u>MIXED BEVERAGE LICENSE</u></b>    |                    |
| Certification .....                     | <b><u>5.00</u></b> |

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