

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

**FEES OF OFFICE - EFFECTIVE JANUARY 1, 2022**

**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	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

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

Assume Name or DBA:	\$ 24.50
Indexing each name	.50
<b><i>(DBA LLC, Corporaton are filed with the SECRETARY OF STATE'S OFFICE.)</i></b>	
<b><i>(No Longer Filed in the County Clerk's Office.)</i></b>	

Regardless of where in Texas you are using an assumed name, an assumed name certificate must be filed as follows:

The following types of persons are required to file an assumed name certificate with the county clerk in each county in which a business office is or will be maintained. If the person does not maintain a business office in Texas, then in each county in which the person conducts business.

- o Sole proprietorship
- o General partnership or joint venture
- o Estates
- o Real Estate Investment Trusts
- o Any other type of business entity not included above or those listed below as filing with the secretary of state.

Persons who file on the county level should contact the applicable county clerks' offices for information on fees and on filing a certificate.

The following types of Texas or foreign business entities are required to file an assumed name certificate with the secretary of state.

- o Corporations (for-profit, nonprofit and professional) or other incorporated entities
- o Limited liability companies (including professional limited liability companies)
- o Limited partnerships
- o Professional associations
- o Limited liability partnerships
- o Foreign filing entities

Business entities that file an assumed name certificate with the secretary of state are not required to file an assumed name certificate with the county clerk. House Bill 3609 (PDF), which became effective September 1, 2019, amended Chapter 71 of the Texas Business & Commerce Code to eliminate the county-level filing requirement for such entities.

<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
<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 (includes Rec. Mgmt. and Courthouse Security Fee)	91.00
Second Page	70.00
Plat Copies	10.00
<u>FAX - Local:</u> 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 JANUARY 1, 2022**

**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 .....	\$82.00
Duplicate Copy of Marriage License if lost within 90 days of issuance ( <i>Before Marriage</i> ) .....	\$30.00
Declaration of Informal Marriage License .....	\$47.00

**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
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**PROBATE:**

Probate, Guardianship Cases .....	403.00
Actions Within An Existing Case .....	120.00
Issue Citation By Certified Mail, each person .....	100.00
Issue Citations (Private Processor), each person .....	8.00
Filing a Contest of Will .....	40.00
Filing an Answer .....	No Charge
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
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
Paper Copies, per page .....	1.00
Paper Copies converted to Electronics Copies, per page .....	1.00
<i>Electronic Copies - \$1.00/document up to 10 pages/\$.10 each additional page</i>	
Certification for certified copies .....	5.00
Inventories ( <i>Filed after 90 days</i> ) .....	25.00
Exemplified Copies .....	5.00
<i>Each Additional Page</i> .....	1.00
Clerk's Record on Appeal, per page .....	1.00



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**FEEES OF OFFICE - EFFECTIVE JANUARY 1, 2022**

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

**ALL CIVIL:**

Filing Petition.....	\$350.00
Citations, (Sheriff's Fee).....	\$100.00
Issuing Citations, each person.....	\$8.00
Actions Within Existing Cases.....	\$80.00
Issuing Abstract of Judgment.....	\$8.00
Issuing Writs (to prepare and return to Attorney's office).....	\$8.00
Service on all Writs (sent to Sheriff's Office for service).....	\$160.00
Recording Abstract of Judgment (includes Rec. Mgmt. and Courthouse Security Fee).....	\$26.00 plus 4.00
Paper Copies, per page.....	1.00
Paper Copies converted to Electronics Copies, per page.....	1.00
<i>Electronic Copies - \$1.00/document up to 10 pages/\$.10 each additional page</i>	
Certification for Certified Copies.....	5.00
Exemplified Copies.....	5.00
<i>Each Additional Page.....</i>	
	1.00
Clerk's Record on Appeal, per page.....	1.00

**ALL CIVIL FILINGS FEES**

Appellate Judicial System Fund.....	5.00
Court Facility Fee Fund.....	20.00
Clerk of the Court.....	50.00
Record Management & Preservation Fund.....	30.00
Court Reporter Service Fund.....	25.00
County Law Library Fund.....	35.00
Courthouse Security Fund.....	20.00
Language Access Fund.....	3.00
County Jury Fund.....	10.00
County Dispute Resolution Center.....	15.00

Total Local Consolidated Fee	213.00
State Consolidated Fee	37.00
<b>Total</b>	<b>\$350.00</b>

**Other Fees: Issue Additional Citations ..... 8.00 Service Additional Citations..... 100.00**

**ACTIONS WITHIN EXISTING CASES**

Clerk of the Court.....	15.00
Record Management & Preservation Account.....	20.00

Total Local Consolidated Fee	35.00
State Consolidated Fee	45.00

**TOTAL: 80.00**

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

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**COSTS FOR OFFENSES FROM JANUARY 1, 2022 -**

<u>MISDEAMEANOR COURT COSTS</u>	
<u>DESCRIPTION</u>	<u>FEE</u>
Local Consolidated Court Costs	123.00
State Consolidated Court Costs	<u>147.00</u>
TOTAL	270.00
Plus TIME PAYMENT FEE	<u>15.00</u>
	285.00