

**WARD COUNTY CLERK'S OFFICE
FEES OF OFFICE
EFFECTIVE SEPTEMBER 1, 2013**

RECORDING FEES REAL PROPERTY RECORDS

SECTION 1. Section 118.001(a), Local Government Code, amended to read as Follows:

(a) A County Clerk SHALL collect the following fees for services rendered to any person:

1. Real Property Records Filing (Sec. 118.013)----- 5.00
Records Management & Preservation (Sec. 118.0216)---- 10.00
Record Archive Fee (Sec. 118.013) ----- 10.00
TOTAL FEE FOR FIRST PAGE----- 25.00
for each additional page or part of a page on which there are visible marks of any kind----- 4.00
all or part of each 8 ½" X 14" attachment of rider----- 4.00
each name in excess of five names that to be index in all records in which the
document must be indexed-----0.25
2. Certified Papers (Sec. 118.014) for the clerk's certificate-----5.00
plus a fee for each page or part of a page-----1.00
3. Noncertified Papers (Sec. 118.0145) for each page or part of a page----- 1.00
4. Birth Certificate (Sec. 118.015) -----22.00
Vital Statistics fee (Sec. 191.0045)----- 1.00
TOTAL FEE-----23.00
Death Certificate -----20.00
Vital Statistics fee (Sec. 191.0045)----- 1.00
TOTAL FEE-----21.00
each Death certificate purchased with the first one will be -----4.00
5. Bond Approval (Sec. 118.016) -----3.00
6. Marriage License (Sec. 118.018) -----60.00
Records Management & Preservation (Sec. 118.0216) --- 10.00
Records Archive Fee (Sec. 118.025) ----- 10.00
Vital Statistic Preservation (HSC 191.0045)-----1.00
Preservation Envelope-----5.00
Certified Copy of Marriage License-----8.00
Total for Marriage License-----94.00
7. Declaration of Informal Marriage (Sec. 118.019) -----25.00
Records Management & Preservation (Sec. 118.0216) --10.00
Records Archive Fee (Sec. 118.025) ----- 10.00
Vital Statistic Preservation (HSC 191.0045)-----1.00
Total for Declaration of Informal Marriage-----46.00
8. Brand Registration (Sec. 118.020) -----5.00
Records Management & Preservation (Sec. 118.0216) --10.00
Records Archive Fee (Sec. 118.025) -----10.00
Total Fee-----26.00
9. Oath Administration (Sec. 118.021) -----1.00
10. Returned Checks (Sec. 118.0215) not less than 15.00 not more than 30.00-----30.00
11. The clerk SHALL charge reasonable fees for performing other duties prescribed or authorized
by statute for which a fee in not prescribed by this subchapter.

FEDERAL

Federal Liens (includes Federal Tax Liens & 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
Records Management Fee----- 5.00
TOTAL FEE-----15.00
2. Federal Lien Certificate (Property Code Sec.14.004) --- 10.00
Records Management Fee----- 5.00
TOTAL FEE-----15.00
3. Copy of Notice of Federal Lien (Property Code Sec. 14.004) for each page-----1.00

STATE

- 1. State Tax Liens (Tax Code Sec. 113.005) ----- 3.00
Records Management Fee----- 5.00
TOTAL FEE-----8.00
- 2. Copy of Notice of State Tax Lien for each page -----1.00

HOSPITAL LIENS

- 1. Hospital Liens (Sec. 55.005) -----5.00
Records Management & Preservation Fee- per document filed -----10.00
Records Archive Fee per document filed -----10.00
TOTAL FEE -----25.00

ABSTRACT OF JUDGMENT

Sec. 1, Subchapter A, Chapter 52, Property Code, is amended by adding Sec. 52.0041 to read as follows:

Sec. 52.0041, ADDRESS REQUIREMENT FOR RECORDING ABSTRACT. (a) A Judgment abstracted after Sept. 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
- (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 County Clerk for Recording creates a conclusive presumption that the requirements of this section have been met.

CERTAIN REQUIREMENTS FOR LEGALPAPERS FILED WITH A COUNTY CLERK

Sec. 191.007

- (a) A legal paper presented to a county clerk for filing or for recording must meet the requirements Prescribed by Subsections (b) through (k)
- (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" and no longer than 14";
 - (2) have a sufficient weight and substance so that printing, typing, or handwriting on it may 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 of photo static or micro photo graphic process used in the office of the County Clerk
- (c) A clearly identifying heading, similar to the headings on most commercially supplied printed forms, must be placed at the top pf the page to identify the type or kind of legal paper.
- (d) Printing, typing, and handwriting must be clearly legible.
- (e) Names must be legibly typed or printed immediately under each signature.
- (f) All photo stats, photocopies, and other types of reproduction must have black printing, typing, or handwriting on a white background, commonly known as positive print.
- (g) Riders and attachments must comply with the size requirement prescribed by Subsection (b) and shall not be larger than the size of the page. Only one rider or attachment may 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 Section (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 Section (b) (3) relating to type size does not result in a fee increase under this Subsection.

VTCS Art. 3939c

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 or printed under the signatures or there will be a charge of double the recording fee for that page charged.

PROPERTY CODE 12.001(a)

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 the law.

PROPERTY CODE Sec. 11.03 AG op, MW-433 (1982)

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 an address of each grantee in the document or attached instrument does not affect the validity of the conveyance between the parties to the document. Any such deed or conveyance which fails to include a mailing address of each grantee appearing in the document or attached instrument may only be filed for record with the County Clerk of the County in which the real property is situated after payment of a penalty filing fee equal to the

greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk, or (2) the sum of \$25.00. Upon acceptance by the County Clerk of a deed or other conveyance for recordation and the payment of the filing fee as determined by the County Clerk, it shall be conclusively presumed that such deed or other conveyance meets all filing requirements prerequisite to the lawful filing of a deed or other conveyance.