



Paula S. O'Neil  
Clerk & Comptroller

Fee Schedule  
Revised 100112

**PUBLIC RECORDS, RECORDING, SERVICES**

**Other Fees and Costs**

Attorney Pro Hac Vice	\$ 100.00
Authenticated Certificates, Including Signing & Sealing	\$ 7.00
Bond Approval	\$ 8.50
Certifying Copy of Any Instrument in Public Records (per document)	\$ 2.00
Copying Other than Photographic	\$ 6.00
Registry Deposit	
Eminent Domain per Deposit	\$ 170.00
Receiving Money into Registry, First \$500.00 (per deposit)	3.00%
Each Subsequent \$100.00	1.50%
Exemplified Certificates (includes signing & sealing) (in addition to copy & certification fees)	\$ 7.00
Examining, Certifying and Recording Plats:	
a) First Page	\$ 30.00
b) Each additional page	\$ 15.00
Indexing Instruments Recorded in the Official Records Containing More than 4 Names, (per additional name)	\$ 1.00
<b>Issuing Summons (signing and sealing)*</b>	<b>\$ 10.00</b>
<b>Prepare and Issue Summons (includes signing and sealing)*</b>	<b>\$ 17.00</b>
Marriage License Application (prepare, administer oath, issue, seal, record, and provide certified copies)	\$ 93.50
Solemnizing Matrimony	\$ 30.00
Microfilm Copies of Any Public Records:	
a) 16mm 100' microfilm roll	\$ 42.00
b) 35mm 100' microfilm roll	\$ 60.00
c) Microfiche (per card)	\$ 3.50
Oath, Administering, Attesting, and Sealing not Otherwise Provided For	\$ 3.50
Partial Payments (per month)	\$ 5.00
Partial Payment Contract (one time fee)	\$ 25.00
Photocopies of Instruments in Public Records and/or Court Documents Not More than 14 Inches by 8.5 Inches (per page)	\$ 1.00
Photocopies of Instruments in Public Records More than 14 Inches by 8.5 Inches (per page)	\$ 5.00
Photocopies of Instruments Not in Public Records More than 14 Inches by 8.5 Inches (per page)	\$ 0.15

**\*It has been determined that the fee for preparing, signing and sealing a summons will be \$17.00  
This includes the issuing fee of \$10 and the preparation fee of \$7.**

**Note: This list is intended as a general reference and is not inclusive of all fees.  
Fees are set by statute and court rules subject to revisions and amendments.**



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Issuing Subpoena (sign and seal only)	\$ 2.00
Prepare and Issue Subpoena for a Witness (includes signing and sealing)	\$ 7.00
Preparing Affidavit of Domicile	\$ 5.00
Receiving and Disbursing All Restitution Payments	\$ 3.50
Recording, Indexing, Filing Instruments Not More than 14 Inches by 8.5 Inches, Including Required Notice to Property Appraiser:	
a) First Page	\$ 10.00
b) Each Additional Page or Fraction Thereof, Additional Charge	\$ 8.50
Recording Lis Pendens - First Page	\$ 5.00
Each Additional Page, Additional Charge	\$ 4.00
Sealing Any Court File or Expungement of Record	\$ 42.00
Searching of Public/Court Records (per years searched)	\$ 2.00
Tax Deed Sale, Includes Application, Sale, Issuance and Preparation of Tax Deed and Disbursement of Proceeds of Sale (Other than Excess Proceeds)	\$ 60.00
Processing U.S. Passport Applications	\$ 25.00
Validating Certificates	\$ 3.50
Verifying an Instrument Presented for Certification Prepared by Someone Other than Clerk (per page)	\$ 3.50
Writing Any Paper Other than Herein Specifically Mentioned, Same as Copying, Including Signing and Sealing	\$ 7.00