

**ORLEANS COUNTY CLERK
Schedule of Fees**

You **MUST** enclose a self-addressed stamped envelope (SASE) for documents to be returned to you.
Please be sure the envelope size and postage accommodates the document size and number of pages to be returned.

CERTIFICATES

Clerk Statements of Filed Records..... \$5.00

CIVIL ACTIONS

Index Numbers need to be obtained from the County Clerk's Office prior to submitting documents to the County or Supreme Court
 Index Number \$210.00
 Index Number (Foreclosure Action) \$400.00
 Request for Judicial Intervention (RJI) \$95.00
 Motion/Cross Motion/Order to Show Cause..... \$45.00
 Stipulation of Settlement..... \$35.00
 Voluntary Discontinuance \$35.00
 Note of Issue (submit in duplicate) \$30.00
 Jury Demand \$65.00
 Notice of Appeal..... \$65.00
 Dissolution of Marriage \$5.00
 Separation Agreement..... \$5.00
 Judgments:
 Default \$45.00
 Satisfaction of \$0.00
 Transcript of Judgement Filing \$10.00
 Transcript of Satisfaction Filing No Fee
 Issue a Transcript..... \$5.00
 Certificate of Disposition, Cancellation, Assignment
 Issue a \$5.00
 File a No Fee
 Execution Issued \$5.00
 Discharge by Deposit into Court..... \$3.00
Effective 9/29/21 – We are a Mandatory E-Filing Office

COPIES

Recorded or Filed Documents – \$.65 per page/minimum of \$1.30
 Prepare and Certify Copy
 Minimum Charge \$5.00
 Per Page \$1.25
 Certify Prepared Copy \$5.20 – up to 8 pages then \$.65/page
 Exemplification (in addition to Certificate) \$10.00

DEEDS

Deed/Cover Page \$45.00
 Each Additional page..... \$5.00
 Affidavit, POA, Release of Lien on Estate Tax/Cover Page . \$45.00
 Each Additional page..... \$5.00
 Transfer Tax Affidavit (TP-584)..... \$5.00
 (Transfer tax is \$4.00 per \$1,000)
 Real Property Transfer Report (RP-5217)
 Property Class (100-200)..... \$125.00
 Property Class (300 & up) \$250.00
 Conveyance Letter \$10.00

DBA

File DBA Certificate \$25.00
 DBA Certified Copy \$5.00
 DBA Form \$1.00
 Copy \$1.30

LIENS

Building Loan Agreement
 File Original or Amendment \$25.00
 Discharge No Fee
 Lis Pendens
 File and record in addition to Index # fee \$35.00
 Mechanics Lien
 Filing \$15.00
 Affidavit of Service..... \$5.00
 Notice of Lending \$15.00

MAPS

Filing (original and one copy) \$10.00

MORTGAGES

Mortgage/Cover Page..... \$45.00
 Each Additional Page..... \$5.00
 Mortgage Tax..... 1.00%
 (Mortgage amount rounded to the nearest \$100)
 (If Mortgage states 1-2 Family dwelling, less \$25)
 Discharge of Mortgage/Cover Page
 Record a One Page Document \$50.50
 Each Additional Page..... \$5.00
 Per each prior Assignment, if applicable \$5.00
 Second and Additional Discharges \$50.50
 (on one document)
 Assignment of Mortgage/Cover Page \$50.50
 Second and Additional Assignments..... \$3.50
 (on one document)
 Mortgage Tax Exemption Affidavit \$5.00
Mortgages under \$10,000 no deduction is applied and the tax rate is 3/4 of 1% of the mortgage amount

NOTARY PUBLIC

Renewal Fee (4 years) \$60.00
 Issue Certificate of Appointment \$5.00
 Certificate of Authentication \$3.00

PASSPORTS

County Fee \$35.00
 Federal Fee Passport Book
 10 Year (16 years of age or older)..... \$130.00
 5 Year (under 16 years of age) \$100.00
 Federal Fee Passport Card
 10 Year (16 years of age or older)..... \$30.00
 5 Year (under 16 years of age) \$15.00
 Passport Photos \$10.00
 Expedited Fee..... \$60.00

PISTOL PERMITS

Applications (*Obtain at the Orleans County Sheriff's Office*) \$10.00
 Convert Paper Permit to Plastic Permit \$15.00
 Adding/Removing Gun \$5.00
 Transfer to another County \$5.00
 Name, Address or Occupation Change; Lost/Stolen Card, New Photo \$5.00
 Dealer or Gunsmith Application \$10.00

UCC - UNIFORM COMMERCIAL CODE

UCC-1/UCC-3 (attached to Real Property only)..... \$40.00
(Filing Fee includes attached schedule and unlimited number of debtors)
 UCC-11 (one name per form) \$25.00