

FEE SCHEDULE

Effective Date January 1, 2024

**Newton County Clerk
Sandra K. Duckworth
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LGC: Local Government Code PC: Property Code TxBCC: Texas Business & Commerce Code Tx AgC: Texas Agriculture Code TAC: Texas Administrative Code HSC: Health & Safety Code GC: Texas Government Code FC: Texas Family Code			
REAL PROPERTY RECORDING / UTILITY SECURITY AGREEMENT / NAME CHANGE OR MERGER	County Code	Statute	Amount
Recording Fee (first page)	RECRD	LGC § 118.011	\$ 5.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL (first page)			\$ 25.00
Each additional page or part on which there are <u>visible marks of any kind</u>	RECD2	LGC § 118.011(a)(1)	\$ 4.00
Each additional name to be indexed in excess of five (5)	CC	LGC § 118.011(a)(2)	\$.25
The County Clerk's office requests a minimum of 2" at the top of the first page for recording purposes. For filing requirements and additional fees that may be charged, please review the following statutes: Texas Property Code 11.003, 12.001(b), 12.011; Local Government Code 191.007.			
FEDERAL TAX LIEN / RELEASE OF LIEN			
Recording Fee	RECRD	PC § 14.005	\$ 10.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 30.00
STATE TAX LIEN / RELEASE OF LIEN			
Recording Fee	RECRD	LGC § 118.011	\$ 5.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
TOTAL (first page)			\$ 15.00
PLATS / MAPS (MUST BE APPROVED THROUGH COMMISSIONERS COURT)			
Recording Fee	RECRD	LGC § 118.011(c)	\$ 45.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 65.00
Plat with extra pages	RECD2	fee per extra page	\$ 5.00
PLAT COPIES			
Certified Copies	CCOPY	(one page)	\$ 15.00
Uncertified Copies (plain copies)	UCOPY	(one page)	\$ 10.00
UCC			
Recording Fee	RECRD	TX BCC § 9.525	\$ 15.00 for Two pages or less; \$ 30.00 for Three pages or more
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 35.00 or \$ 50.00
UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas			
Which filing office is the correct place to file? A or B			
A. County Clerk for the filing or recording of a mortgage on the related real property if:			
1. the collateral is as-extracted collateral or timber to be cut; or			
2. the financing statement is filed as a fixture filing and the collateral is goods that are or are to become fixtures; or			
B. The Texas Secretary of State in all other cases.			
ASSUMED NAME CERTIFICATE (includes indexing of 2 names: Business name & 1 Owner Name)			
Recording Fee	CC	TxBCC § 71.155(a)(1)(2)	\$ 5.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 25.00
Each Additional Name indexed	CC	TxBCC § 71.115(a)(2)	\$.25
ASSUMED NAME ABANDONMENT (includes indexing of 2 names: Business name & 1 Owner Name)			
Recording Fee	CC	TxBCC § 71.155	\$ 5.00

Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 25.00
<i>EACH ADDITIONAL NAME INDEXED</i>	CC		\$.25
ASSUMED NAME COPIES			
Certified Copies	CCOPY		\$ 6.00
Uncertified Copies (plain copy)	UCOPY		\$ 1.00
POSTING PUBLIC NOTICES: Including Trustee / Foreclosure Sales / Meeting Notices			
Recording Fee	CC	PC § 51.002(f); LGC § 118.011(c)	\$ 20.00
TOTAL			\$ 20.00
<i>Recording of Trustee/Foreclosure Sale Notices in the Property Records will be charged regular recording fees of \$25.00 for the 1st page and \$4.00 each additional page</i>			
CATTLE BRAND APPLICATION / RELEASE OF OWNERSHIP			
Recording Fee (one brand / one location)	CC	LGC § 118.020(a)(9), TxAgC § 144.110	\$ 5.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive	CCRAF	LGC § 118.011(f)	\$ 10.00
TOTAL			\$ 25.00
<i>Each Additional Brand Location</i>	CC	Recorded at the same time only	\$ 5.00
ALCOHOL PERMIT			
Clerk's certification fee	Only after the City has signed off	LGC § 118.011(a)(3)	\$ 5.00
Protest Hearing fee	Must be paid by applicant prior to the Hearing Date/Time	TABC § 61.31(c)	\$ 25.00
MILITARY DISCHARGE (DD214)			
Filing		LGC § 192.002(b)	No Charge
Certified Copy		TGC § 603.003(a)	No Charge
<i>Thank you for your service!</i>			
BIRTH CERTIFICATES: Available only for persons born in Newton County.			
Search/Certificate/County Clerk Fee	CC	LGC § 118.015(a), TAC § 181.22, § HSC 191.0045	\$ 20.20
Vital Statistics Fee	BC/ST	HSC § 191.0045	\$ 1.80
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$ 1.00
TOTAL			\$ 23.00
DEATH CERTIFICATES: Available only for persons pronounced deceased in Newton County.			
Search/Certificate/County Clerk Fee	CC	LGC 118.015(a), TAC § 181.22(b)(s), HSC 191.0045	\$ 20.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$ 1.00
TOTAL			\$ 21.00
Each Additional Copy		<i>Ordered at the same time</i>	
County Clerk's Fee	CC	HSC § 191.0045	\$ 3.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$ 1.00
TOTAL			\$ 4.00
DECLARATION & REGISTRATION OF INFORMAL MARRIAGE LICENSE			
License Fee	ML/CC 12.50 ML/ST 12.50	LGC § 118.011(a)(8)	\$ 25.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	CCRAF	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$ 1.00
TOTAL			\$ 46.00
<i>No waiting period. Proxy and/or Absent Applicant not accepted.</i>			
For information regarding a marriage by proxy, absent applicant, marriage to an incarcerated person, marriage of deployed soldier, soldier deploying to hostile zone or marriage of a person less than 18 years of age, please contact the County Clerk's Office for regulations and requirements. Per Sec. 118.018(d) of the Local Government Code, the Clerk's office may charge an additional \$100 to out of state applicants; this fee is waived for active-duty military personnel with proper identification.			
TX Family Code 2.204: The 72 hour waiting period from the date/time the license is issued may only be waived by Court Order issued by a Judge of a court with jurisdiction in family law cases, a Justice of the Supreme Court, Judge of the Court of Criminal Appeals, County Judge, or Judge of a Court of Appeals unless an applicant is a member of the Armed Forces of the United States and is active-duty or by providing a Certificate of Completion of the Texas Premarital Education Course.			
MARRIAGE LICENSE without Texas Premarital Education Certificate			
License Fee	ML/CC 30.00 ML/ST 20.00 ML/FTF 10.00	LGC § 118.011(a)(7)	\$ 60.00
Records Management	CCRMF	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	CCRAF	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$ 1.00
TOTAL			\$ 81.00
72 hour waiting period from date/time of application before the license can be used.			

Fee for out of state applicant(s).			TOTAL	\$ 181.00
MARRIAGE LICENSE with Texas Premarital Education Certificate				
License Fee	ML/CC 30.00 ML/ST 20.00 ML/FTF 10.00	LGC § 118.011(a)(7)	\$	waived
Records Management	CCRMF	LGC § 118.011(b)(2)	\$	10.00
Records Archive Fee	CCRAF	LGC § 118.011(f)	\$	10.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$	1.00
72 hour waiting period is waived.			TOTAL	\$ 21.00
CERTIFIED COPY of MARRIAGE LICENSE: Newton County Records Only				
Search Fee	CC	TAC § 181.22(h)	\$	9.00
Vital Statistics Preservation Fee	BDMCC	HSC § 191.0045	\$	1.00
			TOTAL	\$ 10.00
AFFIDAVIT FOR CORRECTION TO MARRIAGE LICENSE		FC 2.209(c)	Must be signed by both parties and notarized.	
			No Fee	
The Correction Affidavit may be obtained from the County Clerk's Office.				
Copy/Certificate of Fact: this does not include copies of vital records or copies from any civil cases Plain copies not within civil cases Plain copies within civil cases Certified (excludes copies of any and all civil cases) Authenticated copies (Clerk certifies twice) Certificate of Fact: Criminal/Civil/Probate	UCOPY	LGC § 118.011(a)(3)	\$1.00 per page	
	CCOPY	LGC § 118.011(a)(4)	\$5.00 + \$1.00 per page	
	CCOPY	LGC § 118.011(a)(3), 118.011(a)(4)	\$10.00 + \$1.00 each additional page	
	CCOPY	LGC § 118.011(a)(4)	\$10.00	
Notice: Effective July 1, 2015 Per the Texas Supreme Court mandate miscellaneous order MD 12-9208, all documents that are part of civil matters must be e-filed. This mandate does not apply to individuals who are not represented by attorneys.				
Exceptions to e-filing: Wills are not required to be filed electronically. If a will is filed electronically, the original must be presented to the Clerk's Office within 3 business days after the application is filed. The following documents must not be filed electronically: Documents filed under seal or presented to the court in camera; and documents to which access is otherwise restricted by law or court order. *Courts without a Public Probate Administrator shall deposit the funds for that fee into the Court-Initiated Guardianship Fund per LGC § 135.160.				
Original Filing of Probate, Guardianship and Mental Health/Chemical Dependency Cases				
Clerk of the Court Account	CC	LGC § 135.102(b)(3)	\$	40.00
County Law Library Fund	LL	LGC § 135.102(b)(6)	\$	35.00
County Records Management and Preservation Account	CRMPF	LGC § 135.102(b)(4)	\$	15.00
Court Reporter Service Fund	CRF	LGC § 135.102(b)(5)	\$	25.00
Courthouse Security Fund	CHS	LGC § 135.102(b)(7)	\$	20.00
Court Facility Fee Fund	CFFF	LGC § 135.102(b)(2)	\$	20.00
Court-Initiated Guardianship Fund	SCIGF	LGC § 135.102(b)(11)	\$	20.00
County Jury Fund	COJUR	LGC § 135.102(b)(9)	\$	10.00
Public Probate Administrator Fund*	SCIGF*	LGC § 135.102(b)(13)*	\$	10.00
Appellate Judicial System Fund	AJS	LGC § 135.102(b)(1)	\$	5.00
Judicial Education and Support Fund	JUDED	LGC § 135.102(b)(12)	\$	5.00
County Dispute Resolution Fund	ADR	LGC § 135.102(b)(10)	\$	15.00
Language Access Fund	LAF	LGC § 135.102(b)(8)	\$	3.00
State Consolidated Civil Fee	CVSTP	LGC § 133.151(1)	\$	137.00
Fee DOES NOT include a citation, service OR Judge's signature.			TOTAL	\$ 360.00

Charge for each issuance of citation		PROB	LGC § 118.052(3)(A)	\$ 5.00
Personal service on each citation in Newton County		CONST	LGC § 118.131	\$ 150.00
Adverse Action in Existing Probate, Guardianship and Mental Health/Chemical Dependency Case				
Clerk of the Court Account	CC	LGC § 135.102(c)(1)		\$ 40.00
County Records Management and Preservation Account	CRMPF	LGC § 135.102(c)(2)		\$ 5.00
Court-Initiated Guardianship Fund	SCIGF	LGC § 135.102(c)(3)		\$ 20.00
Public Probate Administrator Fund*	SCIGF*	LGC § 135.102(c)(4)*		\$ 10.00
State Consolidated Civil Fee	CVSTP	LGC § 133.151(2)		\$ 45.00
Fee DOES NOT include service, citation OR Judge's signature.				TOTAL \$ 120.00
Charge for each issuance of citation		PROB	LGC §118.052(3)(A)	\$ 5.00
Personal service on each citation in Newton County		CONST	LGC §118.131	\$ 150.00
Letters of Testamentary, Guardianship, Administration or Abstract of Judgment (each). This <u>does not include</u> the cost of Order, if necessary to attach.			LGC § 118.052(3)(D)	\$ 2.00
Wills for Safekeeping				
Filing Fee	CC	LGC § 118.052(3)(E)		\$ 5.00
Records Management	RMF	LGC § 118.052(3)(G)		\$ 5.00
Judicial Court Training	JCT	GC § 51.971		\$ 5.00
TOTAL				\$ 15.00
Open Safety Deposit Box				
Clerk's Fee	CC	LGC § 118.052(1)(A)(ii)		\$ 40.00
Law Library	LAWLB	LGC § 323.023(a)		\$ 35.00
Records Management	RMF	LGC § 118.052(3)(G)		\$ 5.00
State Electronic Fee Fund (HB 1139)	SEFCV	GC § 51.851(b)		\$ 30.00
Posting Fee	POST	LGC § 118.131		\$ 20.00
Judicial Court Training	JCT	GC § 51.971		\$ 5.00
TOTAL				\$ 135.00
If Judge's signature required		JUDGE	LGC § 118.101	\$ 2.00
Inventory and Appraisement - On Time				
Filed before the 90 th day after the date of qualification or prior to expiration of court ordered extension; Judge's fee must be added separately.				\$ 0.00
Inventory, Appraisement, and List of Claims (after 90 th day after Qualification Date)				
Filing Fee	PROB	LGC § 118.056(d)		\$ 25.00
Judge's signature must be added separately.				TOTAL \$ 25.00
Annual/Final Account of Probate/Guardianship of an Estate (must be notarized), Application for Sale of Real or Personal Property (after Order Approving Inventory and Appraisement or after 120 th day after initial filing of the action, whichever occurs first)				
Filing Fee	PROB	LGC § 118.052(2)(B)(iv)		\$ 25.00
Judge's signature must be added separately.				TOTAL \$ 25.00
Annual/Final Report of Guardianship of a Person (must be notarized) (after Order Approving Inventory and Appraisement or after 120 th day after initial filing of the action, whichever occurs first)				
Filing Fee	PROB	LGC § 118.052(2)(B)(vi)		\$ 10.00
Judge's signature must be added separately.				TOTAL \$ 10.00
Miscellaneous Filings (after Order Approving Inventory and Appraisement or after 120 th day after initial filing of the action, whichever occurs first)				
Filing Fee	PROB	LGC § 118.052(2)(B)(vii)		\$ 25.00
Judge's signature must be added separately.				TOTAL \$ 25.00
Claim (paid by the Claimant at time of filing)				
Filing Fee (HB 2182)	PROB	LGC § 118.052(2)(D)		\$ 10.00
Private Professional Guardian - Application				
Application Fee		PROB	Estates Code § 1104.303(b)(2)	\$ 40.00
Proposed Guardian - Criminal History Record Information (CHRI)			Estates Code § 1104.402, § 1104.403	\$ 10.00
Private professional guardians, employees or volunteers for private professional guardian; Proposed Guardian, Proposed Temporary Guardian, Proposed successor Guardian - <i>other than an attorney</i> . This does not apply to those holding a certificate issued under 111.042 GC or a provisional certificate issued under 111.0421 GC if the Certification Board conducted a criminal history before issuing or renewing the certificate.			The fee is \$10.00 for the clerk to run the CHRI. (GC 411.1386(h))	
			Not later than the 10 th day before the date of the hearing to appoint, the proposed guardian may submit to the clerk a copy of the criminal history record information that was obtained not earlier than the 30 th day before the date of the hearing from DPS or FBI (TX Estates Code 1104.403)	
Original Filing of Civil Case				

Clerk of the Court Account	CC	LGC § 135.101(b)(3)	\$ 50.00
County Law Library Fund	LL	LGC § 135.102(b)(6)	\$ 35.00
County Records Management and Preservation Account	CRMPF	LGC § 135.101(b)(4)	\$ 30.00
Court Reporter Service Fund	CRF	LGC § 135.101(b)(5)	\$ 25.00
Courthouse Security Fund	CHS	LGC § 135.101(b)(7)	\$ 20.00
Court Facility Fee Fund	CFFF	LGC § 135.101(b)(2)	\$ 20.00
County Jury Fund	COJUR	LGC § 135.101(b)(9)	\$ 10.00
Appellate Judicial System Fund	AJS	LGC § 135.101(b)(1)	\$ 5.00
County Dispute Resolution Fund	ADR	LGC § 135.101(b)(10)	\$ 15.00
Language Access Fund	LAF	LGC § 135.101(b)(8)	\$ 3.00
State Consolidated Civil Fee	CVSTC	LGC § 133.151(1)	\$ 137.00
Fee DOES NOT include a citation, service OR Judge's signature.			TOTAL \$ 350.00
Charge for each issuance of citation	PROB	LGC § 118.052(3)(A)	\$ 5.00
Personal service on each citation in Newton County	CONST	LGC § 118.131	\$ 150.00
Adverse Action in Existing Civil Case (Contempt Action, Counterclaim, Cross-Action, Intervention, Motion for New Trial, Third-Party Petition, or Interpleader)			
Clerk of the Court Account	CC	LGC § 135.101(c)(1)	\$ 15.00
County Records Management and Preservation Account	CRMPF	LGC § 135.102(c)(2)	\$ 20.00
State Consolidated Civil Fee	CVSTC	LGC § 133.151(2)	\$ 45.00
Fee DOES NOT include service, citation OR Judge's signature.			TOTAL \$ 80.00
Charge for each issuance of Citation	PROB	LGC § 118.052(3)(A)	\$ 5.00
Personal service on each citation in Newton County	CONST	LGC § 118.131	\$ 150.00
Nondisclosure Petition as a Civil Filing			
Filed only as a new civil filing			\$ 350.00
Nondisclosure Fee	NDF	GC § 411.081(d)	\$ 28.00
TOTAL			\$ 378.00
Nondisclosure w/o Petition within a Criminal Case			
		(SB 1902, 84 th Legislation) GC § 411.074	
Nondisclosure Fee	NDF	GC § 411.081(d)	\$ 28.00
Application for Turnover Order & Injunctive Relief			
		LGC § 118.052(1)(B)	\$ 30.00
If Judge's signature required			
JUDGE	LGC § 118.101	\$	2.00
Writ of Garnishment....This fee is the same as a New Civil filing fee of \$350.00 plus a \$15.00 fee for preparing the Writ			
		LGC § 118.052(1)(A)(i)	\$ 365.00
No Writ of Garnishment shall be issued before final Judgment until the party applying has filed with the Clerk an order signed by the Court after a hearing. The Court shall further find in its order the amount of bond required payable to the Defendant in the amount fixed by the Court Order.			
Jury Fee (HB 2182)	JURY	216 TEXAS RULES OF COURT & 51.604 GC	\$ 40.00
SERVICE BY CERTIFIED MAIL	Mail Service of Process same as Sheriff		LGC § 118.052(3)(F) \$ 125.00
ABSTRACT OF JUDGMENT IN ORIGINAL ACTION		CC	LGC § 118.052(1)(C)(i) \$ 5.00
SERVICE DOCUMENTS: Citation; Notice; Commission to take Deposition; Show Cause; Subpoena; Precept to Serve; Temporary Restraining Order; Process; or other instrument or paper authorized or required to be issued by the Clerk	Issuing <u>before</u> judgment	CC	LGC § 118.052(3)(A) \$ 4.00
	Issuing <u>after</u> judgment	CC	LGC § 118.052(1)(C) \$ 5.00
Registry Funds in interest bearing accounts Deposit/Withdrawal with Court Order Only		Clerk receives 10% of the interest earned	LGC § 117.054(b)(1)
Registry Funds not earning interest Deposit/Withdrawal with Court Order Only		Clerk receives 5% not to exceed \$50.00	LGC § 117.055(a)
Cash Bonds-filed in relation to a criminal offense (HB 2182) Refunded with Court Order Only upon Presentation of Valid ID		Clerk retains 5% not to exceed \$50.00	CCP 17.02 LGC 117.055(a)
RETURNED CHECK CHARGE			
		Local Government Code § 118.011(b)(1)	\$ 30.00