

FEE SCHEDULE

Effective Date January 1, 2022

Houston County Clerk

Terri Meadows

401 East Houston Avenue, First Floor, Crockett, Texas 75835

(936)544-3255 (Ext. 239, 240, 241, 242)

Property records can be searched online by going to www.co.houston.tx.us or go directly to idocket.com and use the Emerald Search. We now offer E-Recording with Peridot and CSC

| REAL PROPERTY RECORDING/ASSUMED NAME | | | | \$ 26.00 |
|--|-----------------------------|-------------|------------------------------------|-----------------------------|
| Recording Fee (first page) | LGC §118.011 | 010-340-313 | 5.00 | |
| Records Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Records Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| EACH ADDITIONAL PAGE or part on which there are visible marks of any kind | LGC §118.011(a)(1) | 010-340-313 | 4.00 | |
| EACH ADDITIONAL NAME TO BE INDEXED IN EXCESS OF FIVE (5) | LGC §118.011(A)(2) | 010-340-313 | .25 | |
| 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; LGC 191.007 Effective September 1, 2017 HB 1646: A clerk MAY waive fees associated with the filing of an assumed name certificate or statement of abandonment for a registrant who is a military veteran. (Proper ID proving veteran status is required) | | | | |
| FEDERAL TAX LIEN/RELEASE OF LIEN | | | | \$ 31.00 |
| Recording Fee | PC §14.005 | 010-340-313 | 10.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| STATE TAX LIEN/RELEASE OF LIEN | | | | \$ 16.00 |
| Recording Fee | LGC §118.011 | 010-340-313 | 5.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| PLATS/MAPS: tax certificate required with recording (pc 12.002(3) after approval from CC, or City as required | | | | \$ 61.00 |
| Recording Fee | LGC §118.011(c) | 010-340-313 | 40.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| Plat with extra pages | Fee per extra page | 010-340-313 | 5.00 | |
| Plat Copies | | | | |
| Certified Copies | (one page) | 010-340-313 | 15.00 | |
| | Each additional page | 010-340-313 | 2.00 | |
| Uncertified Copies | (one page) | 010-340-313 | 10.00 | |
| | Each additional page | 010-340-313 | 2.00 | |
| UCC | | | | \$ 36.00 OR \$ 51.00 |
| Recording Fee | TXBCC §9.525 | 010-340-313 | 2/less 15.00 3/more 30.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| 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; B. The Texas Secretary of State in all other cases. | | | | |

| | | | | |
|---|--------------------|-------------------------|--------|-----------------|
| BIRTH/DEATH VERIFICATION: Houston County Only | | | | \$ 20.00 |
| Search Fee | LGC §18.015 | 010-340-313 | 10.00 | |
| Clerk Fee/Birth/Death | LGC §181.22(s) | 010-340-313 | 10.00 | |
| BIRTH CERTIFICATES: Houston County Only – Applications at www.co.houston.tx.us under County Clerk's tab | | | | \$ 23.00 |
| Search/Cert/CC Fee | LGC §118.015(a) | 010-340-313 | 20.20 | |
| Vital Statistics Fee | HSC §191.0045 | 500-350-313 | 1.80 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| BIRTH CERTIFICATES: If born outside of Houston County – short form only. Only Texas Birth Certificates available | | | | \$23.00 |
| Search/Cert/CC Fee | LGC §118.015(a) | 010-340-313 | 18.37 | |
| Vital Statistics Fee | HSC §191.0045 | 500-350-313 | 1.80 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| B/C State Remote | HSC §191.0045 | 010-200-242 | 1.83 | |
| DEATH CERTIFICATES: Houston County Only – Applications at www.co.houston.tx.us under County Clerk's tab | | | | \$ 21.00 |
| Search/Cert/CC Fee | LGC §118.015(a) | 010-340-313 | 20.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| Additional copies of DEATH CERTIFICATE ordered at the same time | | | | \$ 4.00 |
| Clerk's Fee | HSC §191.0045 | 010-340-313 | 3.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| DECLARATION & REGISTRATION OF INFORMAL MARRIAGE LICENSE (No waiting period. Proxy not accepted) | | | | \$ 47.00 |
| License Fee (ML/CC 12.50 ML/ST 12.50) | LGC §118.011(a)(8) | 010-340-313/500-350-313 | 25.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| APPLICATION FOR LICENSE BY MINOR Effective September 1, 2017 SB 1705 TX Family Code §2.003(a) A person under 18 years of age may not marry unless the person has been granted by this state or another state a court order removing the disabilities of minority of the person for general purposes. 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 (72 hour waiting period) | | | | \$ 82.00 |
| Marriage License Fee – County Portion | LGC §118.011(a)(7) | 010-340-313 | 30.00 | |
| Marriage License Fee – State Portion | | 500-350-313 | 20.00 | |
| Marriage License Fee – Family Trust | | 500-350-313 | 10.00 | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| MARRIAGE LICENSE with Texas Premarital Education certificate (no waiting period) | | | | \$ 22.00 |
| Marriage License Fee – County Portion | LGC §118.011(a)(7) | 010-340-313 | waived | |
| Marriage License Fee – State Portion | | 500-350-313 | | |
| Marriage License Fee – Family Trust | | 500-350-313 | | |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 | |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 | |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| CERTIFIED COPY OF MARRIAGE LICENSE: Houston County Records Only | | | | \$ 7.00 |
| Clerk's Certification Fee | LGC §118.011(a)(3) | 010-340-313 | 5.00 | |
| Copy | LGC §118.011(a)(4) | 010-340-313 | 1.00 | |
| V/S Preservation Fee | HSC §191.0045 | 155-350-313 | 1.00 | |
| AFFIDAVIT FOR CORRECTION TO MARRIAGE LICENSE * FC 2.209(c) | | | | No Fee |
| The Correction Affidavit may be found on the County Clerk's tab of the County Website at www.co.houston.tx.us | | | | |

COPY/CERTIFICATE OF FACT: DOES NOT INCLUDE COPIES OF VITAL RECORDS**TBD**

Certificate of Fact: Criminal/Civil/Probate

| | | | |
|---------------------------------------|--------------------|-------------|------------|
| Uncertified | LGC §118.011(b)(3) | 010-340-313 | 1.00 pp |
| Certified (\$5 plus \$1 per page) | LGC §118.011(b)(4) | 010-340-313 | 5.00+1.00 |
| Authenticated (Clerk certifies twice) | LGC §118.011(b)(3) | 010-340-313 | 10.00+1.00 |

POSTING PUBLIC NOTICES: MEETING NOTICES**\$ 2.00**

| | | | |
|---------------|--------------------------------|-------------|------|
| Recording Fee | PC §51.002(f); LGC §118.011(c) | 010-340-313 | 2.00 |
|---------------|--------------------------------|-------------|------|

POSTING TRUSTEE AND FORECLOSURE SALES**\$14.00**

| | | | |
|---------------|--------------------------------|-------------|-------|
| Recording Fee | PC §51.002(f); LGC §118.011(c) | 010-340-313 | 14.00 |
|---------------|--------------------------------|-------------|-------|

Trustee and Foreclosure Sales are conducted the first Tuesday of every month and will be located on the east side of the courthouse (times vary)

Notice of Foreclosure/Trustee Sales may be viewed on the County Clerk's tab at www.co.houston.tx.us

CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP**\$ 26.00**

Applications available on the County Clerk's tab of the County website: www.co.houston.tx.us

| | | | |
|---------------------|-----------------------------|-------------|-------|
| Recording Fee | LGC §118.011(a)(9); 118.020 | 010-340-313 | 5.00 |
| Record Management | LGC §118.011(b)(2) | 145-350-313 | 10.00 |
| Record Archive | LGC §118.011(f) | 160-350-313 | 10.00 |
| Courthouse Security | LGC §291.008(d) | 030-350-313 | 1.00 |

BEER LICENSE**\$5.00**

| | | | |
|---------------------------|--------------------------------|-------------|------|
| Clerk's Certification Fee | Only after City has signed off | 010-340-313 | 5.00 |
|---------------------------|--------------------------------|-------------|------|

MILITARY DISCHARGE (DD214)

| | | | |
|----------------|-----------------|--|-----------|
| FILING | LGC §192.002(b) | | No Charge |
| CERTIFIED COPY | TGC §603.003(a) | | No Charge |

Thank you for your service!

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.

Applications for Probate/Guardianship/Mental Health (fee does not include citation or service) \$ 360.00 (including Foreign Wills, Small Estate, Sale of Property of Minor w/o Guardianship)

| | | | |
|---|--------------------------------------|-------------|-----------------|
| Appellate Judicial System Fee | GC §22.229 | 505-350-313 | 5.00 |
| Court Facility Fee Fund | LGC §135.152 | | 20.00 |
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 40.00 |
| County Records Management And Preservation Account | LGC §135.154 | | 15.00 |
| Court Reporter Service Fund | GC §52.602(a) | 020-350-346 | 25.00 |
| County Law Library Fund | LGC §323.023(a) | 040-350-313 | 35.00 |
| Courthouse Security Fund | LGC §291.008(d) | 030-350-313 | 20.00 |
| Language Access Fund | LGC §135.155 | | 3.00 |
| County Jury Fund | LGC §135.456 | | 10.00 |
| County Dispute Resolution Fund | LGC §135.157 (if none send to state) | | 15.00 |
| Court-initiated Guardianship Fund | LGC §135.158 | | 20.00 |
| Judicial Education and Support Fund | LGC §135.159 | | 5.00 |
| Public Probate Administrator Fund | LGC §135.160 | | 10.00 |
| LOCAL CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$223.00 |
| STATE CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$137.00 |
| Optional Fees that may need to be selected : | | | |
| Charge for each citation | LGC §118.052 (3)(A) | 010-340-313 | 8.00 |
| Service on each citation | LGC §118.131 | 010-340-311 | 100.00 |
| Judge's Signature | LGC §118.052 | 010-340-310 | 2.00 |
| LETTERS of Testamentary, Guardianship, Administration or Abstract of Judgment (each). This DOES NOT INCLUDE the cost of Order, if necessary to attach. 010-340-313 | | | |
| | LGC §118.052 (3)(D) | | 2.00 |

Heirship Determination/Guardianships require deposit into the court registry for Ad Litem Fees \$ 500.00

Inventory and Appraisement-On Time

Filed before the 90th day after the date of qualification or prior to expiration of court ordered extension **No Fee**

Inventory, Appraisement and list of Claims (after 90th day after Qualification Date) \$ 27.00

| | | | |
|-------------------|-----------------------|-------------|-------|
| Filing Fee | LGC §118.052(2)(B)(i) | 010-340-313 | 25.00 |
| Judge's Signature | LGC §118.101(11) | 010-340-310 | 2.00 |

Annual/Final Account of Probate/Guardianship of an Estate (must be notarized) (after Order Approving Inventory and Appraisement or after 120th day after initial filing of the action, whichever occurs first) \$ 27.00

| | | | |
|-------------------|-----------------------|-------------|-------|
| Filing Fee | LGC §118.052(2)(B)(i) | 010-340-313 | 25.00 |
| Judge's Signature | LGC §118.101(11) | 010-340-310 | 2.00 |

Annual/Final Report of Guardianship of a Person (must be notarized) (after Order Approving Inventory and Appraisement or after 120th day after initial filing of the action, whichever occurs first) \$ 12.00

| | | | |
|-------------------|------------------------|-------------|-------|
| Filing Fee | LGC §118.052(2)(B)(vi) | 010-340-313 | 10.00 |
| Judge's Signature | LGC §118.101(11) | 010-340-310 | 2.00 |

Adverse Action *PROBATE* (Actions within existing cases) \$ 120.00 (Cross Action. Intrusion. Pleas of Privilege, Motion for New Trial)

| | | | |
|--|-------------------------------------|-------------|----------------|
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 40.00 |
| County Records Management And Preservation Account | LGC §135.154 | | 5.00 |
| Court-initiated Guardianship Fund | LGC §135.158 | | 20.00 |
| Public Probate Administrator Fund | LGC §135.160 | | 10.00 |
| LOCAL CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$75.00 |
| STATE CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$45.00 |
| Optional Fees that may need to be selected : | | | |
| Charge for each citation | LGC §118.052 (3)(A) | 010-340-313 | 8.00 |
| Service on each citation | LGC §118.131 | 010-340-311 | 100.00 |
| Judge's signature | LGC §118.052 (3)(D) | 010-340-310 | 2.00 |

| Open Safety Deposit Box | | | | \$ 360.00 |
|--|--------------------------------------|-------------|-----------------|------------------|
| Appellate Judicial System Fee | GC §22.229 | 505-350-313 | 5.00 | |
| Court Facility Fee Fund | LGC §135.152 | | 20.00 | |
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 40.00 | |
| County Records Management And Preservation Account | LGC §135.154 | | 15.00 | |
| Court Reporter Service Fund | GC §52.602(a) | 020-350-346 | 25.00 | |
| County Law Library Fund | LGC §323.023(a) | 040-350-313 | 35.00 | |
| Courthouse Security Fund | LGC §291.008(d) | 030-350-313 | 20.00 | |
| Language Access Fund | LGC §135.155 | | 3.00 | |
| County Jury Fund | LGC §135.456 | | 10.00 | |
| County Dispute Resolution Fund | LGC §135.157 (if none send to state) | | 15.00 | |
| Court-initiated Guardianship Fund | LGC §135.158 | | 20.00 | |
| Judicial Education and Support Fund | LGC §135.159 | | 5.00 | |
| Public Probate Administrator Fund | LGC §135.160 | | 10.00 | |
| LOCAL CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$223.00 | |
| STATE CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$137.00 | |
| Optional Fees that may need to be selected : | | | | |
| Charge for each citation | LGC §118.052 (3)(A) | 010-340-313 | 8.00 | |
| Service on each citation | LGC §118.131 | 010-340-311 | 100.00 | |
| Judge's signature | LGC §118.052 (3)(D) | 010-340-310 | 2.00 | |
| Application for Sale of Real or Personal Property | | | | \$42.00 |
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 40.00 | |
| Judge's signature | LGC §118.052 (3)(D) | 010-340-310 | 2.00 | |
| Civil Court/Occupational License (W/2 Certified Copies)/Hardship License/Foreign Judgments/Bond Forfeitures/Nondisclosure | | | | \$350.00 |
| <i>(fee does not include citation or service)</i> | | | | |
| NAME OF FUND | STATUTE AUTHORIZING FUND | GL ACCOUNT | FEE | |
| Appellate Judicial System Fee | GC §22.229 | 505-350-313 | 5.00 | |
| Court Facility Fee Fund | LGC §135.152 | | 20.00 | |
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 50.00 | |
| County Records Management And Preservation Account | LGC §135.154 | | 30.00 | |
| Court Reporter Service Fund | GC §52.602(a) | 020-350-346 | 25.00 | |
| County Law Library Fund | LGC §323.023(a) | 040-350-313 | 35.00 | |
| Courthouse Security Fund | LGC §291.008(d) | 030-350-313 | 20.00 | |
| Language Access Fund | LGC §135.155 | | 3.00 | |
| County Jury Fund | LGC §135.456 | | 10.00 | |
| County Dispute Resolution Fund | LGC §135.157 (if none send to state) | | 15.00 | |
| LOCAL CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$213.00 | |
| STATE CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$137.00 | |
| Optional Fees that may need to be selected : | | | | |
| Charge for each citation | LGC §118.052 (3)(A) | 010-340-313 | 8.00 | |
| Service on each citation | LGC §118.131 | 010-340-311 | 100.00 | |
| Judge's signature | LGC §118.052 (3)(D) | 010-340-310 | 2.00 | |
| Issuance of Writ (after Judgment) | LGC §118.052(1)(A) | 010-340-313 | 15.00 | |
| Service for Writs | LGC §118.052(1)(A)(i) | 010-340-311 | 150.00 | |
| Adverse Action *CIVIL* (Actions within existing cases) | | | | \$ 80.00 |
| (Cross Action. Intrusion. Pleas of Privilege OR Motion for New Trial) | | | | |
| Clerk of the Court Account | LGC §135.153 | 010-340-313 | 15.00 | |
| County Records Management And Preservation Account | LGC §135.154 | | 20.00 | |
| LOCAL CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$35.00 | |
| STATE CONSOLIDATED FEE | LGC Subchapter C/Section 135.101(b) | | \$45.00 | |
| Optional Fees that may need to be selected : | | | | |
| Charge for each citation | LGC §118.052 (3)(A) | 010-340-313 | 8.00 | |
| Service on each citation | LGC §118.131 | 010-340-311 | 100.00 | |
| Judge's Signature | LGC §118.052 | 010-340-310 | 2.00 | |

| OTHER FEES/REGISTRY FUNDS | | | |
|--|------------------------------------|--------------------------------|---|
| Non-Disclosure (Automatic by Court) (filed in existing criminal case) | GC §411.072 | 500-350-313 | 28.00 |
| Abstract of Judgment | LGC §118.052 (1)(B)(i) | 010-340-313 | \$8.00 |
| Service by Certified Mail | LGC §118.052 (3)(F) | 010-340-313 | 100.00 |
| Return Check Charge | LGC §118.011(b)(11) | 010-340-313 | \$ 30.00 |
| Wills for Safekeeping | LGC §118.052(3)(E) | 010-340-313 | \$5.00 |
| Copies: Drop to paper is \$1.00 per page Electronic to Electronic is .10 with a \$1.00 minimum. After 10 th page it is .10 a page. Certification | GB 51.381 GC51.318(b)(7)(A) | 010-340-313 010-340-313 | Varies \$5.00 |
| Registry Funds in interest bearing accounts Deposit/Withdrawal with Court Order Only | LGC §117.054(b)(1) | 010-340-313 | 10% of interest earned |
| Registry Funds not earning interest Deposit/Withdrawal with Court Order Only | LGC §117.055(a) | 010-340-313 | Clerk retains 5% not to exceed \$50.00 |
| Cash Bonds – filed in relation to a criminal offense Refunded with Court Order Only upon Presentation of Valid ID | LGC §117.055(a) CCP 17.02 | 010-340-313 | Clerk retains 5% not to exceed \$50.00 |