

FEE SCHEDULE

Effective Date January 1, 2024

Runnels County Clerk

Jennifer Hoffpauir

613 Hutchings Ave., Room 106, TX 76821

(325) 365-2720

Real Property Recording		
Recording Fee	LGC §118.011	\$ 5.00
Records Management	LGC §118.011(b)(2)	\$ 10.00
Records Archive	LGC §118.011(f)	\$ 10.00
	TOTAL (first page only)	\$ 25.00
Each additional page or part on which there are visible marks of any kind	LGC §118.011(a)(1) (each page after)	\$ 4.00
Texas Property Code 11.003, effective Jan. 1, 1982: Requires that each grantee's mailing address be in or attached to any document conveying real property executed after December 31, 1981. <i>If address of each grantee is not included, the 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) \$25.00 will be required. This fee is in addition to regular filing fees.</i> LGC 191.007(c)(h): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, must be placed at the top of the first page to identify the type or kind of legal paper. LGC 191.007(e)(h): Provides double the filing fee for that page if names are not legibly typed or printed immediately under each signature. LGC 191.007 (3): Printed in type no smaller than 8 point type. Property Code 12.001(b) & 12.011: Must have live signature and proper acknowledgement.		
Federal Tax Lien/Release of Lien		
Recording Fee	TX Property Code § 14.005	\$ 10.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	TOTAL	\$ 30.00
State Tax Lien/Release of Lien		
Recording Fee	LGC §118.025(c)	\$ 5.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
	TOTAL	\$ 15.00
PLATS/ MAPS		
Recording Fee	LGC § 118.011(c)	\$ 45.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	TOTAL	\$ 65.00
Plat with extra pages	fee per extra page	\$ 5.00
PLAT COPIES		
Copies Certified Copies	one page	\$ 6.00
	Each additional page	\$ 1.00
Uncertified Copies (plain copies)	one page	\$ 1.00

COPIES		
Copies (Per Page)	LGC § 118.011(a)(4) & LGC §118.0145	\$ 1.00
CERTIFIED COPIES		
Copies (Per Page)	LGC § 118.011(a)(4) & LGC §118.0145	\$ 1.00
Certification (Per Document)	LGC § 118.011(a)(3) & LGC §118.0145	\$ 5.00
AUTHENTICATED COPIES		
Certification (Clerk certifies twice)	LGC § 118.011(a)(3) & LGC §118.0145	\$ 10.00 + \$1.00 per page
CD each (weekly)	LGC § 118.011(c)	\$ 10.00
BEER LICENSE (CERTIFICATION)	LGC § 118.011(a)(3)	\$ 5.00
Search Fee Probate/Civil/Criminal	Per name, per 10 year search	\$ 5.00
Returned Check Fee		\$ 30.00
UCC/FINANCING STATEMENT RECORDS: As of July 1, 2001 UCC Records relating to consumer goods are no longer filed in the County Clerk's Office. Per revised Article 9 for the State of Texas, these are filed with the State. UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas or fixtures and regular filing fees apply.		
ASSUMED NAME CERTIFICATE		
Applications available on the county website: www.runnelscounty.org		
Recording Fee (includes index of 2 names (indexing of Business & 1 Owner Name))	TX Business & Commerce Code § 71.155(a)(1)(2)	\$ 3.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	TOTAL	\$ 23.00
* Effective 9/1/2019 – Corporations, LLC, LP will only be filed in the Secretary of State per Bus & Comm Code 71.103*		
ASSUMED NAME ABANDONMENT		
Applications available on the county website: www.runnelscounty.org		
Recording Fee (index of Business & 1 Owner Name)	TX Business & Commerce Code § 71.155	\$ 3.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	TOTAL	\$ 23.00
Assumed Name Copies		
Certified Copies	Certification (\$5.00) (\$1.00 each page)	\$5.00 + \$1.00 each page
Uncertified Copies (plain copy)	LGC § 118.011(a)(4) & LGC §118.0145	\$ 1.00
POSTING Trustee/Foreclosure Sales/Public Notices		
Recording Fee	TX Property Code § 51.002(f)	\$ 2.00
	TOTAL	\$ 2.00
CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP		
Applications available on the county website: www.runnelscounty.org		
Recording Fee (one brand/one location/one animal type)	LGC § 118.020(a)(9) & TX Ag Code § 144.110	\$ 5.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	TOTAL	\$ 25.00
<i>Each Additional Brand /Location/Animal type</i>		\$ 5.00

MILITARY DISCHARGE (DD214)		
FILING	LGC § 192.002(b)	No Charge
CERTIFIED COPY	GC § 603.003(a)	No Charge
BIRTH/DEATH VERIFICATION: <i>Runnels County Only</i>		
Search Fee	LGC § 118.015(a), TAC § 181.22(g)	\$ 10.00
BIRTH CERTIFICATES		
<i>If born outside County-available on short form only</i>		
Applications available on the county website: www.runnelscounty.org		
Search/Certificate/County Clerk Fee	LGC § 118.015(a), TAC § 181.22, HSC § 191.0045	\$ 20.20
Vital Statistics Fee	HSC § 191.0045	\$ 1.80
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	TOTAL	\$ 23.00
DEATH CERTIFICATES		
<i>Runnels County Only</i>		
Applications available on the county website: www.runnelscounty.org		
Search/Certificate/County Clerk Fee	LGC § 118.015(a), TAC § 181.22(b)(s), HSC § 191.0045	\$ 20.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	TOTAL	\$ 21.00
Each Additional Copy		
<i>Ordered at the same time</i>		
County Clerk Fee	HSC § 191.0045	\$ 3.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	TOTAL	\$ 4.00
INFORMAL MARRIAGE LICENSE		
License Fee	LGC § 118.011(a)(8)	\$ 25.00
Records Management	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	TOTAL	\$ 46.00
Out of State Resident	LGC § 118.018	Additional \$100.00
MARRIAGE LICENSE <i>without</i> Texas Premarital Education Certificate		
License Fee	LGC § 118.011(a)(7)	\$ 60.00
Records Management	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
72 hour waiting period from date of application <i>before</i> the license can be used.		
	TOTAL	\$ 81.00
Out of State Resident	LGC § 118.018	Additional \$100.00
MARRIAGE LICENSE <i>with</i> Texas Premarital Education Certificate		
License Fee	LGC § 118.011(a)(7)	\$ <i>waived</i>
Records Management	LGC § 118.011(b)(2)	\$ 10.00
Records Archive Fee	LGC § 118.011(f)	\$ 10.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
72 hour waiting period is <i>waived</i>.	TOTAL	\$ 21.00
Out of State Resident	LGC § 118.018	Additional \$100.00
CERTIFIED COPY of MARRIAGE LICENSE: <i>Runnels County Only</i>		
Applications available on the county website: www.runnelscounty.org		
Search/Certificate/County Clerk Fee	TAC § 181.22(h)(s), HSC § 191.0045	\$ 5.00
Fee per page	LGC § 118.011(a)(4)	\$ 1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	TOTAL	\$ 7.00

RUNNELS COUNTY CLERK PROBATE FILING FEES (OCTOBER 1, 2022)

INITIAL PROBATE FILING FEE: (Independent Administration, Dependent Administration, Letters of Testamentary, Foreign Will, Muniment of Title, Application to Determine Heirship, Guardianship, Mental Health) (Includes 1 posted Citation and 1 Letter or 1 set of Certified Copies)	\$382.00
Small Estate Affidavit	\$360.00
Issuance of Additional Citation	\$ 8.00
Posted Citation (Sheriff's Fee)	\$ 10.00
Judge's Signature	\$ 2.00
Personal Citation on each citation in Runnels County	\$ 95.00
ACTIONS WITHIN EXISTING CASE (Adverse Action, etc.) (Does not include any service)	\$ 120.00
Order to Open Lock Box/Safety Deposit Box	\$ 27.00
Application for Sale of Real (or Personal) Property	\$ 27.00
Inventory, Appraisement and List of Claims (after 90 th day after qualification)	\$ 27.00
Annual/ Account of Probate/Guardianship	\$ 27.00
Final Account of Probate/Guardianship	\$ 27.00
Annual/Final Report of Guardianship of Person	\$ 12.00
Claim	\$ 12.00
Bond Approval	\$ 5.00
Oath	\$ 2.00
Letters of Testamentary (Administration, etc.)	\$ 2.00
Lengthy Delayed Probate Document (Assess on document more than 25 pages and filed after: (1) the filing of an order approving inventory and appraisement; (2) the 120 th day after the date of the initial filing of the case.)	\$ 25.00

Copies presented in digital form (court documents only) \$1.00 for the first 10 pages and \$0.10 for each additional page per document.

RUNNELS COUNTY CIVIL FILING FEES (EFFECTIVE OCTOBER 1, 2022)

Civil Court, Occupational License/Hardship License/Foreign Judgment/Appeals from JP Court (Fee does not include any service or certified copies)	\$350.00
Issuance of Citation (Clerk)	\$ 8.00
Certified Copies	\$5.00 per certificate, plus \$1.00 per page
Personal Service on each citation in Runnels County (Sheriff)	\$ 95.00
Actions Within Existing Cases (Interventions, Pleas of Privilege, Motion for New Trial etc.) (Fee does not include any service)	\$ 80.00
Issuance of Citation (Clerk)	\$ 8.00
Personal Service on each citation in Runnels County (Sheriff)	\$ 8.00
Judge's Signature	\$ 2.00
Petition for Non Disclosure	\$350.00
Non Disclosure Fee	\$ 28.00
Application for Turnover Order and Injunctive Relief	\$ 30.00
If Judge's signature required	\$ 2.00
Service by Certified Mail	\$ 75.00
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)	\$8.00
Copies presented in digital format \$1.00 for first page and \$0.10 for each additional page per document.	

SHERIFF AND CONSTABLE FEES (Effective 10-1-2022)

Posting Trustee or Other Notices	\$ 10.00
Citation - Probate	\$ 10.00
Citations for Personal Service	\$ 95.00
Order of Sale	\$ 250.00
Subpoena	\$ 90.00
Summons	\$ 90.00
Writ of Garnishment	\$ 250.00
Writ of Attachment	\$ 250.00
Writ of Execution	\$ 300.00
Writ of Possession	\$ 250.00
Writ of Sequestration	\$ 250.00
Other Writs Not Specifically Listed	\$ 250.00

(Commission on collected money per Writ of Execution, Order of Sale, etc., is 2%, with a maximum of \$1,00.00)