

## FEE SCHEDULE

**Recording Fees Effective Date August 10, 2015  
Probate and Civil Filing Fees January 1, 2022**

**Runnels County Clerk  
Elesa Ocker  
613 Hutchings Ave., Rm. 106, Ballinger, Texas 76821  
(325) 365-2720**

<b>Real Property Recording</b>		
Recording Fee	Local Government Code §118.011	\$ 5.00
Records Management	Local Government Code §118.011(b)(2)	\$ 10.00
Records Archive	Local Government Code §118.011(f)	\$ 10.00
Courthouse Security	Local Government Code §291.008(d)	\$ 1.00
	<b>TOTAL (first page)</b>	<b>\$ 26.00</b>
Each additional page or part on which there are visible marks of any kind (RECD2)	Local Government Code §118.011(a)(1)	<b>\$ 4.00</b>
<b>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</b>		
<b>Federal Tax Lien/Release of Lien</b>		
Recording Fee	Property Code § 14.005	\$ 10.00
Record Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Record Archive	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 31.00</b>
<b>State Tax Lien/Release of Lien</b>		
Recording Fee	Local Government Code §118.011	\$ 5.00
Records Management	Local Government Code §118.011(b)(2)	\$ 10.00
Courthouse Security	Local Government Code §291.008(d)	\$ 1.00
	<b>TOTAL (first page)</b>	<b>\$ 16.00</b>
<b>Federal Lien Search</b>		
Per Name	Property Code § 14.004	\$ 10.00
Federal Lien Copies per page	Property Code § 14.004	\$ 1.50
Federal Lien Copies Certified	Property Code § 14.004/ Local Government Code § 118.011(a)(3)	<b>\$ 5.00 +\$1.50 per page</b>
<b>PLATS/MAPS</b>		
Recording Fee	Local Government Code § 118.011(c)	\$ 45.00
Record Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Record Archive	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 66.00</b>
Plat with extra pages	<b>fee per extra page</b>	<b>\$ 5.00</b>
<b>PLAT COPIES</b>		
Certified Copies	(one page)	\$ 6.00
	<i>Each additional page</i>	\$ 1.00
Uncertified Copies (plain copies)	(one page)	\$ 1.00
	<i>Each additional page</i>	\$ 1.00

**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**

<b>Applications available on the county website: www.co.runnels.tx.us</b>		
Recording Fee (includes indexing of 2 names) (CC)(indexing of Business & 1 Owner Name)	TX Business & Commerce Code § 71.155(a)(1)(2)	\$ 3.00
Record Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Record Archive	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 24.00</b>
<b>Assumed Name Abandonment (Applications available on the county website: www.co.runnels.tx.us)</b>		
Recording Fee (includes indexing of 2 names) (CC)(indexing of Business & 1 Owner Name)	TX Business & Commerce Code § 71.155	\$ 3.00
Record Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Record Archive	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 24.00</b>
<b>Assumed Name Searches</b>		<b>\$ 5.00</b>
<b>Assumed Name Copies</b>		
<b>Certified Copies</b>	<b>(certification \$5.00) (\$1.00 each page)</b>	<b>\$5.00 + \$1.00 each page</b>
<b>Uncertified Copies (plain copy)</b>		<b>\$ 1.00</b>
<b>POSTING PUBLIC NOTICES: Including Trustee/Foreclosure Sales</b>		
Recording Fee	TX Property Code § 51.002(f)	\$ 2.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 3.00</b>
<b>CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP</b>		
Recording Fee (one brand/one location)	Local Government Code § 118.020(a)(9) TX Agri. Code § 144.110	\$ 5.00
Record Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Record Archive	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security	Local Government Code § 291.008(d)	\$ 1.00
	<b>TOTAL</b>	<b>\$ 26.00</b>
<b>FILING</b>	Local Government Code §192.002(b)	<b>No Charge</b>
<b>CERTIFIED COPY</b>	Texas Government Code § 603.003(a)	<b>No Charge</b>
<i>Thank you for your service!</i>		
<b>BIRTH/DEATH VERIFICATION: Runnels County Only</b>		
Search Fee	Local Government Code 118.015(a), TAC § 181.22(g)	<b>\$ 10.00</b>

<b>BIRTH CERTIFICATES</b>	<i>If Born outside County-available on short form only</i>	
Search/Certificate/County Clerk Fee	Local Government Code 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
	<b>TOTAL</b>	<b>\$ 23.00</b>
<b>DEATH CERTIFICATES</b>	<i>Runnels County Only</i>	
Search/Certificate/County Clerk Fee	Local Government Code 118.015(a), TAC § 181.22(b)(s), HSC 191.0045	\$ 20.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	<b>TOTAL</b>	<b>\$ 21.00</b>
<b>Each Additional Copy</b>	<i>Ordered at the same time</i>	

County Clerk Fee	HSC § 191.0045	\$ 3.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
<b>TOTAL</b>		<b>\$ 4.00</b>
<b>INFORMAL MARRIAGE LICENSE</b>		
License Fee (ML/CC 12.50)(ML/ST 12.50)	Local Government Code § 118.011(a)(8)	\$ 25.00
Records Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$ 1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
<b>TOTAL</b>		<b>\$ 47.00</b>
Out of State Resident	Local Government Code § 118.018	<b>ADDITIONAL \$100.00</b>
<b>MARRIAGE LICENSE <i>without</i> Texas Premarital Education Certificate</b>		
License Fee (ML/CC 30.00)(ML/ST 20.00)(ML/FTF 10.00)	Local Government Code § 118.011(a)(7)	\$ 60.00
Records Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$ 1.00
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. <b>TOTAL</b>		<b>\$ 82.00</b>
Out of State Resident	Local Government Code § 118.018	<b>ADDITIONAL \$100.00</b>
<b>MARRIAGE LICENSE <i>with</i> Texas Premarital Education Certificate</b>		
License Fee	Local Government Code § 118.011(a)(7)	\$ <i>waived</i>
Records Management	Local Government Code § 118.011(b)(2)	\$ 10.00
Records Archive Fee	Local Government Code § 118.011(f)	\$ 10.00
Courthouse Security Fee	Local Government Code § 291.008(d)	\$ 1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
72 hour waiting period is <i>waived</i> . <b>TOTAL</b>		<b>\$ 22.00</b>
Out of State Resident	Local Government Code § 118.018	<b>ADDITIONAL \$100.00</b>
<b>CERTIFIED COPY of MARRIAGE LICENSE: <i>Runnels County Records Only</i></b>		
Clerk's Certification Fee	Local Government Code § 118.011(a)(3)	\$ 5.00
Fee per Page	Local Government Code § 118.011(a)(4)	\$ 1.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
<b>TOTAL</b>		<b>\$ 7.00</b>
For information regarding a marriage by proxy, marriage to an incarcerated person, marriage of deployed soldier or marriage of a person less than 18 years of age, please contact the County Clerk's Office for regulations and requirements.		

<b>COPIES:</b>		
Plain Local Government Code § 118.011(a)(4)		\$1.00 per page
Certified Local Government Code § 118.011(a)(3)		\$5.00 + \$1.00 per page
Authenticated copies (Clerk certifies twice)		\$10.00 + \$1.00 per page
Certification of TABC Application	Local Government Code § 118.011(a)(3)	\$5.00
CD ROM (Of Text and/or images of County Clerk's public information)	Contact County Clerk's office for pricing	\$ 0.00
Returned Check Fee		\$ 30.00
Fax Fee for Non Certified Documents Note: No charge for cover sheet, All transactions must be pre-paid	Does not include fee for copies	\$ 2.00
Search Fee Probate/Civil/Criminal	Per name, per 10 year search	\$ 5.00

RUNNELS COUNTY CLERK PROBATE FILING FEES (EFFECTIVE JANUARY 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	\$ 85.00
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	\$ 47.00
Inventory, Appraisalment and List of Claims (after 90 <sup>th</sup> day after qualification)	\$ 27.00
Annual/ Account of Probate/Guardianship	\$ 27.00
Final Account of Probate/Guardianship	\$ 37.00
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 an inventory and appraisalment; or (2) the 120 <sup>th</sup> 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 JANUARY 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)	\$ 85.00
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**

<b>Posting Trustee or Other Notices</b>	<b>\$ 10.00</b>
<b>Citation - Probate</b>	<b>\$ 10.00</b>
<b>Citations for Personal Service, Publications or Posting</b>	<b>\$ 85.00</b>
<b>Order of Sale</b>	<b>\$ 200.00</b>
<b>Subpoena</b>	<b>\$ 80.00</b>
<b>Summons</b>	<b>\$ 80.00</b>
<b>Writ of Garnishment</b>	<b>\$ 200.00</b>
<b>Writ of Attachment</b>	<b>\$ 200.00</b>
<b>Writ of Execution</b>	<b>\$ 250.00</b>
<b>Writ of Possession</b>	<b>\$ 200.00</b>
<b>Writ of Sequestration</b>	<b>\$ 200.00</b>
<b>Other Writs Not Specifically Listed</b>	<b>\$ 200.00</b>

**(Commission on collected money per Writ of Execution, Order of Sale, etc., is 4%, with a maximum of \$500.00)**