

SCHEDULE OF FEES

DBA "DOING BUSINESS AS" CERTIFICATE

File Certificate	25.00
File Amended Certificate.....	25.00
File Discontinuance.	No Fee
Corporations (Original Filed Through State)	
Limited Partnership (Original Filed Through State)	

CIVIL ACTIONS (INCLUDES DIVORCES, SEPARATIONS)

Agreements – Separations.....	5.00
Index Number, Issuance.....	210.00
Index Number, Issuance-Foreclosure.....	400.00
(It is necessary to procure an Index Number from the County Clerk's Office prior to submitting documents to the County and Supreme Courts.)	
Request for Judicial Intervention (RJI)	95.00
Note of Issue:	
Jury Trial.....	95.00
Non Jury	30.00
Jury Demand.....	65.00
Notice of Appeal (civil)	65.00
Order to Show Cause, Notice of Motion (other than to start an action).....	45.00
Cross Motion.....	45.00
Stp. Of Settlement/Discontinuance	35.00
Dissolution of Marriage.....	5.00
(New York State Health Dept. requirement)	

JUDGMENTS:

Docket and Enter, Assignment of, Satisfaction of, No Fee	
Default Judgment	45.00

Transcript of Judgment Filing	10.00
Issue a Transcript.....	5.00
Certificate of:	
Disposition, Cancellation, Assignment, No exception,	
To issue.....	5.00
To File	No Fee

COPIES

Of Recorded or Filed Documents (per page).....	.65
Min. fee	1.30
To Prepare & Certify all documents – min. fee	5.00
Exemplified	10.00

NOTE: a self-addressed, stamped envelope is requested for returning copies in the mail.

DEEDS (PLUS RELEASE OF LIEN OF ESTATE TAX, LEASES, EASEMENTS, POWER OF ATTORNEY, ETC.)

Record (includes cover page).....	45.00
(includes cover page generated by the Clerk's Office)	
Per Page.....	5.00
Plus \$3.50 for each add'l assignment of lease after first.	
Transfer Tax Affidavit (TP584)	5.00
(RP5217) Equalization & Assessment for residential or farm property	125.00
(RP5217) for all other property	250.00

FILING

Small Claims Assessment Review.....	30.00
Any Other Instrument.....	5.00
(other than those covered by Special Law or an action or proceeding having an Index #)	
Military Discharge - to File or Certify.....	No Fee
Assignment (Notice of) filing	25.00
Attachment (Notice of)	
File & Record in addition to Index # fee.....	35.00

LIENS

Building Loan Contract (Agreement)	
File Original or Amendment.....	25.00
Discharge.....	No Fee
Crime Victim Lien.....	No Fee
Estate or Transfer Tax Lien	
Record (includes cover page).....	45.00
Per Page	5.00
Federal Tax Lien	
Copy.....	5.00
Certified Copy.....	10.00
Lis Pendens	
File & Record in addition to Index # fee.....	35.00
Amended Lis Pendens	35.00
Mechanic's Lien	
Includes: Notice of Public Service Liens	
Public Improvement Liens	
Filing.....	15.00
Discharge by Payment to Court	3.00
Affidavit of Service	5.00
Order to Continue.....	No Fee
Satisfaction or Cancel.....	No Fee
Notice of Lending, Filing.....	15.00
Public Improvement Lien, Filing	15.00
Public Service – (Notice of), Filing.....	15.00
Public Welfare Lien.....	No Fee
<u>MORTGAGES</u>	
Record.....	45.00
(includes cover page generated by the Clerk's Office)	
Per Page.....	5.00
Assignment ... (1 st assignment)	45.50
Per Page.....	5.00

MORTGAGES (cont.)

Plus \$3.50 for each add'l mortgage assigned after first.

Consolidations, Extensions, Modifications, Subordinations, Corrections, etc.,	
Record... (1st Cons., etc)	45.50
Per Page	5.00
Affidavits filed with Correction, Modification, Mortgage Tax Exemption, Extension, Consolidation Agreements (in duplicate)	5.00
Discharge or Satisfaction	
Record... (1st Discharge)	45.50
Per Page	5.00

NOTE: Each mortgage to be discharged listed on a document will be treated as a separate document containing a separate discharge and will be charged the full recording fee. See Real Property Law Section 321 (3).

Release of Part of Mortgage Premises	
Record	45.50
Per Page	5.00
Estoppel Certificate	
Record	45.50
Per page	5.00

NOTE: a self-addressed, stamped envelope is requested for returning all recorded documents.

NOTARY PUBLIC

Renewal fee... (4 year)	60.00
File Certificate of Appointment	10.00
Issue Certificate of Appointment	5.00
Certificate Authenticating Notary	3.00

OATH OF OFFICE

To File or Administer (Except Notary) No Fee

<u>PASSPORTS</u> County Fee	25.00
Photo	10.00

Federal Fee (Separate Check or Money Order)	
10 Year Passport (16 years of age or older)	135.00
5 Year Passport (under 16 years of age)	105.00

Two Parent Consent Required under 16 years of age
PISTOL PERMITS

To obtain Application	10.00
Submit Application to State	
Money Order Payable to NYS	
Dept. of Criminal Justice Service	105.25
Plus County Clerk Fee (separate check)	10.00
Duplicate Permit (includes Photo)	15.00
Amendment to Permit	5.00
Transfer to Another County	5.00
Transfer from Another County	15.00
Dealer or Gunsmith	10.00

SURVEY MAPS

Filing	10.00
Requirements: Original plus 1 Copy	
(subdivision maps require local Planning Board approval plus a certified tax search and RP Certificate)	
Copy	2.00
Certified copy of Map (one sheet)	4.00

TITLE SEARCHING

Please telephone our office 607-664-2563

ext. 3205 for a schedule of fees

UCC – UNIFORM COMMERCIAL CODE

Effective July 1, 2001 –Only realty related filings accepted	
Filing fee (original – UCC-1, 3 OR 5)	40.00
(any addendum relating to previously filed financing statement) 40.00	
UCC –11 Written Search	25.00
Copies (per document)	5.00
Certified Copies	10.00

STEUBEN COUNTY
CLERK'S OFFICE



JUDITH M. HUNTER

STEUBEN COUNTY CLERK

3 EAST PULTENEY SQUARE

BATH, NEW YORK 14810

TELEPHONE: (607) 664-2563

FAX NUMBER (607) 664-2157

SCHEDULE OF FEES

New York State

Civil Practice Law and Rules

Reference Sections 8018-8021

Revised September 1, 2010