

**CASS COUNTY CLERK'S OFFICE**  
**FEE SCHEDULE**

**COPIES:**

Copies	\$1.00 per page
Certified Copies	\$1.00 per page plus \$5.00 for certification
<i>(We only certify our copies. We will file-mark copies provided by customers)</i>	
Copies of probate and criminal records	\$1 per page
Copies of Plat Records:	\$3.00 for small plats \$5.00 for large plats
Marriage Records:	\$1.00 Certified copy: \$10
Birth Certificates:	\$23 We can only issue certified copies of birth certificates. You must be immediate family(mother, father, sister, brother, child) to obtain a copy of a birth certificate.
Death Certificates	\$21 We can only issued certified copies. You must be immediate family (mother, father, sister, brother, child) to obtain copy of a death certificate. If more than one copy of the same death certificate is obtained at the same time, the fee is \$21 for the first and \$4 for each additional
Military Discharge Records	No Charge, however, we only issue to immediate Family
School Records	\$3

***NO REQUESTS FOR COPIES ARE TAKEN BY PHONE. WE MUST RECEIVE FEE BEFORE COPIES CAN BE MAILED. WE DO NOT FAX COPIES. REQUESTS FOR BIRTH, DEATH AND MILITARY DISCHARGE RECORDS MUST INCLUDE COPY OF DRIVER'S LICENSE OR ID CARD.***

**FILING FEE**

*Documents filed for record, excluding plats, are kept in the office for approximately one week after filing and are then returned by mail*

Documents to be filed in Official Public Records (deeds, deeds of trust, affidavits, power of attorney, mechanic's liens, release of lien)	\$16 for first page, \$4 for each additional page
Abstract of Judgment	\$11
Assumed Name Certificate (WE DO NOT HAVE ASSUMED NAME FORMS)	\$9 plus .50 for each name to be indexed
Federal Tax Lien and Release of Federal Tax Lien	\$16
State Tax Lien and Release of State Tax Lien	\$9
Hospital Lien and Release of Hospital Lien	\$11
Cattle Brand	\$11
For each additional location filed at same time	\$5
Plats small 9x12	\$16
Plats large 18x24	\$26
<i>(plats for new subdivisions or additions must be approved by Commissioners' Court before filing)</i>	
Military Discharge	No charge

***FEEES MUST BE SUBMITTED AT TIME OF FILING .***

## **MARRIAGE LICENSE**

No licenses issued after 4 p.m.

Purchased without premarital education class	\$72
Purchased with premarital education class	\$12
Waiting period waived (must present certificate of completion when applying for license)	
Military (waiting period waived)	\$72
If currently in or entering a hostile fire zone (waiting period waived)	\$12

If either applicant is under the age of 18, parent must sign consent form. If parents are divorced, parent with custody is the only parent that can sign consent form and divorce papers must be submitted, as well as parent's driver's license or ID.

## **SEARCHES**

Hospital lien, abstract of judgment, state and federal tax lien	\$10 per name per search
Criminal Search	\$5 per name

## **NO SEARCHES BY PHONE**

*Persons involved in genealogy research must appear in person to search records or submit request in writing.*

## **POSTING NOTICES**

\$2

OFFICE HOURS: 8 A.M UNTIL 4:30 P.M.  
MONDAY THROUGH FRIDAY  
CLOSED FOR LUNCH: 11:50 A.M. – 1:00 P.M.

**PROBATE FEES EFFECTIVE JANUARY 1, 2008**

Clerk	40.00
Judge	4.00
Judicial Education	5.00
Sheriff	50.00
Legal/Indigent	5.00
Records Mgmt	5.00
Court Security	5.00
Judicial Fund	40.00
Judiciary Support Fee	42.00
CIGF (court initiated grdshp fee)	20.00
<b>TOTAL:</b>	<b>\$216.00</b>

**Guardianship filing fee is same as probate plus the following additional fees:**

**\$4.00 for issuance of personal citation *plus*:**

**\$75.00 for service of citation if served by Sheriff**

**\$5.65 for service of citation by certified mail**

**ADVERSE ACTION**

Clerk	40.00
Records Mgmt	5.00
Court Security	5.00
CIGF	20.00
<b>TOTAL: \$</b>	<b>70.00</b>

**SMALL ESTATES**

Clerk	40.00
Judge	2.00
Judicial Education	5.00
Legal/Indigent	5.00
Records Mgmt	5.00
Court Security	5.00
Judicial Fund	40.00
Judiciary Support	42.00
CIGF	20.00
<b>TOTAL: \$</b>	<b>164.00</b>

**SERVICES IN PENDING PROBATE ACTION:**

Filing Inventory and Appraisement - 90 <sup>th</sup> day after date of initial filing (includes Judge's signature)	\$27.00
Final Account (includes issuance of citation, posting & judge's signature)	81.00
Application for Sale of Real or Personal Property (includes issuance of citation, posting & judge's signature)	81.00
Annual Account in Guardianship (includes judge's signature)	27.00
Annual Report in Guardianship (includes judge's signature)	12.00
Claim Against Estate	2.00
Letters Testamentary, Letters Guardianship, Letters Administration	2.00
Issuance of Citation	4.00
Posting Citation	54.00
Personal Citation (if served by Sheriff)	79.00
Personal Citation (certified mail)	9.65
Judge's Signature (any Order)	2.00
Document with more than 25 pages that does not have a prescribed fee filed after Order approving inventory or after 90 days from initial filing	25.00

**PROBATES RECEIVED AFTER 4:15 WILL NOT  
BE FILED UNTIL THE NEXT DAY**