

FEE SCHEDULE

**CASS COUNTY CLERK
CASS COUNTY COURTHOUSE**

**P. O. BOX 449
100 HOUSTON ST
LINDEN, TX 75563
903-756-5071
FAX 903-756-8057**

Office Hours: Monday – Thursday 8 am – 4:30 p.m.

Closed during noon hour

No Marriage License Issued after 4 p.m.

Friday 8 – 3:30 p.m.

Open during noon hour

No Marriage License Issued after 3 p.m.

**We DO NOT accept checks for payment. We accept cash,
debit/credit cards, money order or cashier's check**

RECORDING FEES FOR OFFICIAL PUBLIC RECORDS

Fees must be submitted at time of filing. **THIS OFFICE DOES NOT ISSUE REFUNDS, NOR DO WE HOLD DOCUMENTS UNTIL FEE ARRIVES. DOCUMENTS WILL BE RETURNED IF INCORRECT FILING FEE IS RECEIVED.** Documents filed for record, excluding plats and military discharges, are kept in the office for approximately one week after filing and are then returned by mail. **We urge you to include a pre-paid FedEx, UPS or Priority Mail envelope to return documents, as WE HAVE NO CONTROL OVER THE POSTAL SERVICE ONCE DOCUMENTS LEAVE OUR OFFICE.**

Please do not include a death certificate as an exhibit to a document, as death certificates are not public records in Texas.

FILING FEE OPR RECORDS

Deeds, deeds of trust, release of liens, powers of attorney, judgments, modification, assignments, transfers, oil and gas leases, UCC's (timber, minerals, oil, gas or fixtures) etc. Anything filed in OPR other than State Tax Liens, Federal Tax Liens and Assumed Names

Recording Fee first page	Local Govt Code 118.011	\$ 5.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL first page		\$25.00
Each add'l page	Local Govt Code 118.011(a)(1)	4.00
Each add'l name in excess of 5	Local Govt Code 118.011 (a)(2)	.25

ABSTRACT OF JUDGMENT

Recording Fee first page	Local Govt Code 118.011	\$ 5.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL		\$25.00

FEDERAL TAX LIENS AND RELEASE

Recording Fee	Property Code 14.005	\$10.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL		\$30.00

STATE TAX LIENS AND RELEASE

Recording Fee	Local Govt Code 18.011	\$ 5.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
TOTAL		\$15.00

ASSUMED NAME CERTIFICATES/ABANDONMENT

Recording Fee (includes 1 owner name and business name)	TX Bus. & Commerce 71.155(1)(1)(2)	\$ 3.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL		\$23.00
Add .50 cents for each additional name indexed	Tx Bus & Commerce 71.115(a)(2)	

PLATS (*plats for new subdivisions must be approved by Commissioners' Court before filing See plat standards*)

9x12 (small)

Recording Fee	Local Govt Code 118.011©	\$15.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL		\$35.00

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18x24 (large)

Recording Fee	Local Govt Code 118.011(c)	\$25.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
TOTAL		\$45.00

CATTLE BRANDS

Recording Fee (one brand one location)	Local Govt Code 118.020(a)(9) & TX Ag. Code 144.110	\$ 5.00
Records Mgmt	Local Govt 118.011(b)(2)	10.00
Records Archive	Local Govt 118.011(f)	10.00
TOTAL		\$25.00
Each additional location	add	5.00

MILITARY DISCHARGE

No Charge

COPIES

**OPR, CRIMINAL, PROBATE AND MARRIAGE
RECORDS CAN BE SEARCHED ON OUR WEBSITE:**

<https://cc.co.cass.tx.us/>

**YOU CAN SEARCH, PAY WITH DEBIT/CREDIT CARD AND
PRINT COPIES FROM WEBSITE**

**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.**

OPR, PROBATE, CRIMINAL

Plain	Local Govt Code 118.011(a)(4)	\$ 1.00 per page
Certified Copies	Local Govt Code 118.011(a)(3)	\$ 1.00 per page plus \$5 for certification Per document

WE ONLY CERTIFY OUR COPIES. We will file-mark copies provided by customers

PLAT:

Local Govt Code 118.011 (c)

\$5.00 any size

MARRIAGE RECORDS:

Plain	Local Govt Code 118.011(a)(4)	\$1.00
Certified	Local Govt Code 118.011(c)	\$10.00

BIRTH CERTIFICATES: ID REQUIRED

(We can only issue certified copies of birth certificates. You must be immediate family (spouse, mother, father, sister, brother, child, step-parent) to obtain a copy of a birth certificate other than your own. *(if requesting by mail, we urge you to include a pre-paid FedEx, UPS, or Post Office Priority mail envelope for us to send the birth certificate, as we have not control over the postal service once it leaves this office by regular mail)*)

Clerk's Fee	Local Govt Code 118.015(a) TAC 181.22 and HSC 191.0045	\$20.20
Vital Statistics Fee	HSC 191.0045	1.80
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
TOTAL		\$23.00

DEATH CERTIFICATES: ID REQUIRED

(We can only issue certified copies of death certificates. You must be immediate family (spouse, mother, father, sister, brother, child, step-parent) to obtain a copy *(if requesting by mail, we urge you to include a pre-paid FedEx, UPS, or Post Office Priority mail envelope for us to send the death certificate, as we have not control over the postal service once it leaves this office by regular mail)*)

Clerk's Fee	Local Govt Code 118.015(a) TAC 181.22(b)(s) HSC 191.0045	\$20.00
Vital Statistics Fee	HSC 191.0045	<u>1.00</u>
TOTAL		\$21.00
Each additional copy ordered at the same time	HSC 191.0045	4.00

MILITARY DISCHARGES: ID REQUIRED

No Charge

You must be immediate family (mother, father, sister, brother, child, step parent) to obtain a copy other than your own

<u>SCHOOL RECORD</u>	Local Govt Code 118.011(c)	\$3.00
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<u>RETURNED CHECK FEE</u>	Local Govt Code 118.011(b)(1)	\$30.00
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POSTING PUBLIC NOTICES

(Notice of Trustee Sale, Notices of Open Meetings)

Fee	Local Govt Code 118.011(c) AG Opinion GA-0152	\$2.00
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MARRIAGE LICENSES

No marriage license issued after 4 p.m. Monday – Thursday, 3 p.m. on Friday

Both parties must appear in person with a valid Drivers' License, State ID or certified copy of birth certificate. If applicant cannot appear in person, they must complete an Affidavit of Absent Applicant which can be found on the website. Proxy marriages can **only** take place for those in the United States armed forces stationed in another country in support of combat or another military operation.

Without Education Course:** 72 hour waiting period before license can be used

License fee	Local Govt Code 118.011(a)(7)	\$60.00
Records Mgmt Fee	Local Govt Code 118.011(b)(2)	10.00
Records Archive Fee	Local Govt Code 118.011(f)	10.00
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
TOTAL		\$81.00 cash only

With Education Course 72 hour waiting period waived

PREMARITAL COURSE PROVIDER MUST BE REGISTERED AS A SERVICE PROVIDER WITH TEXAS HEALTH AND HUMAN SERVICES IN ORDER FOR COUPLE TO QUALIFY FOR DISCOUNT

<https://www.twogetherintexas.com/UI/AddServiceProvider.aspx>

License Fee	Local Govt Code 118.011(a)(7)	waived
Records Mgmt Fee	Local Govt Code 118.011(b)(2)	\$10.00
Records Archive Fee	Local Govt Code 118.011(f)	10.00
Vital Statistics Pres. Fee	HSC 191.0045	<u>1.00</u>
TOTAL:		\$21.00 cash only

Informal Marriage License

License Fee	Local Govt Code 118.011(a)(8)	\$25.00
Records Mgmt fee	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
TOTAL:		\$46.00 cash only

DUPLICATE MARRIAGE LICENSE (not a certified copy)

License Fee	Local Govt Code 118.011(a)(7)	\$30.00
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SEARCHES

THE COUNTY CLERK'S OFFICE IS NOT REQUIRED BY LAW TO PERFORM ANY SEARCHES, INCLUDING GENEALOGY, OTHER THAN A FEDERAL TAX LIEN SEARCH. YOU MUST COME TO THE COUNTY CLERK'S OFFICE TO SEARCH RECORDS NOT ON THE WEBSITE.

Attorney General Opinion WW-607 (1959) Summary states: “The County Clerk has no duty to search the records under his control and guarantee the correctness thereof.”

THE ONLY SEARCH WE ARE REQUIRED BY STATUTE TO PERFORM IS AN IRS TAX LIEN SEARCH. For criminal and probate searches, you may come to the County Clerk’s Office and use the public terminals or search online:

<https://cc.co.cass.tx.us/>

FOR PROBATE RECORDS PRIOR TO 2005, YOU WILL NEED TO COME TO THE OFFICE AND SEARCH THE INDEXES

You may also access the Texas Dept of Public Safety website for criminal records:

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>

Federal Tax Lien Search	TX Property Code 14.004 Bus. & Commerce Code 9.525(d)(1)	\$10.00
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BIRTH/DEATH VERIFICATION		
Local Govt Code 118.015(a) TAC181.22(g)		\$10.00

IT IS EXPRESSLY UNDERSTOOD THAT THE CASS COUNTY CLERK’S OFFICE DOES NOT GUARANTEE THE CORRECTNESS OF SAID RECORD NOR SHALL WE BE IN ANY WAY LIABLE FOR CASES LISTED OR OMITTED IN ERROR