

**FEE SCHEDULE**  
**Effective Date January 1, 2022**

Deaf Smith County  
 Rachel Garman  
 235 E. 3rd Street, Room 203, Hereford, TX 79045  
 (806) 363-7077

Property records can be search online by going to [www.idocket.com](http://www.idocket.com).

According to State Regulations (AG Opinion WW607) and Errors and Omissions Insurance Requirements, no **PERSONAL** or **TITLE** searches are allowed to be conducted by this office. Official Public Records are open to the public to make their own searches. The office staff is here to assist you, if needed, and will gladly do so.

**FILING/RECORDING IN OFFICIAL PUBLIC RECORD:**

Recording Fee (first page)	\$5.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL (first page)</b>	<b>\$26.00</b>
Each additional page or part on which there are <b>visible marks of any kind</b>	<b>\$4.00</b>
Each additional name to be indexed in excess of five (5)	\$0.25

The County Clerk's office requests a minimum of 1" at the top of the first page and 3" at the bottom of the last page for recording purposes. For filing requirements and additional fees that may be charged, please review the statutes: Texas Property Code 11.003, 12.001(b); Local Government Code 191.007

Return Check Charge \$30.00

**State Tax Lien/Release of Lien**

Recording Fee	\$5.00
Records Management	\$10.00
Courthouse Security	\$1.00
<b>TOTAL (first page)</b>	<b>\$16.00</b>
Each additional page or part on which there are <b>visible marks of any kind</b>	<b>\$4.00</b>

**PLATS/MAPS: TAX CERTIFICATE REQUIRED WITH RECORDING (PC 12.002(e)) after approval from Commissioner Court or City as required.**

Recording Fee	\$40.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$61.00</b>

Plat with extra pages \$5.00

**PLAT Copies**

Certified Copies	\$10.00
Each additional page	\$2.00

**UCC**

Recording Fee	\$5.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$26.00</b>

Each additional page or part on which there are **visible marks of any kind** \$4.00

**Assumed Name Certificate (includes indexing of 2 names: Business Name & 1 Owner Name)**

Applications available on the County Clerk's tab of the County website: [www.co.deaf-smith.tx.us](http://www.co.deaf-smith.tx.us)

Recording Fee	\$3.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$24.00</b>

*Each Additional Name Indexed* **\$0.50**

**Assumed Name Abandonment (includes indexing of 2 names: Business Name & 1 Owner Name)**

Recording Fee	\$3.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$24.00</b>

*Each Additional Name Indexed* **\$0.50**

**Assumed Name Copies**

Certified Copies	\$6.00
Uncertified Copies (plain copy)	\$1.00

Effective September 1, 2017

HB 1646: A clerk MAY waive fees associated with the filing of an assumed name certificate or statement of abandonment for a registrant who is a military  
 \*\*Proper ID proving veteran status at the time of filing will be required by the Deaf Smith County Clerk's Office.\*\*

<b>Posting Public Notices: Including Trustee/Foreclosure Sales/Meeting Notices</b>	
Recording Fee	\$2.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$3.00</b>
Recording of Trustee/Foreclosure Sale Notices in the Property Records will be charged regular recording fees of \$26.00 for the 1st page and \$4.00 for each additional page.	
NOTICE OF FORECLOSURE /TRUSTEE SALES MAY BE VIEWED on the County Clerk's tab at <a href="http://www.co.deaf-smith.tx.us">www.co.deaf-smith.tx.us</a>	
<b>Cattle Brand Application/Release of Ownership</b>	
Applications available on the County Clerk's tab of the County website: <a href="http://www.co.deaf-smith.tx.us">www.co.deaf-smith.tx.us</a>	
Recording Fee (one brand/one location)	\$5.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$26.00</b>
Each Additional Brand Location	\$5.00
<b>Copy/Certificate of Fact: This does not include copies of vital records</b>	
Plain	\$1.00
Certified	\$5.00 + \$1.00 per page
Authenticated copies	\$10.00 + \$1.00 per page
Certificate of Fact: Criminal/Civil/Probate	\$5.00
<b>Military Discharge (DD214)</b>	
Filing	No Charge
Certified Copies	No Charge
<b>Thank you for your service!</b>	
<b>CIVIL FEES:</b>	
<b>Civil Court/Occupational License/Hardship License/Foreign Judgements/Petition for Nondisclosure</b>	
Clerk of the Court Account	\$50.00
Records Management and Preservation Fund	\$30.00
Courthouse Security Fund	\$20.00
County Law Library Fund	\$35.00
Court Dispute Resolution Fund	\$15.00
Court Facility Fee Fund	\$20.00
Court Reporter Service Fee	\$25.00
Appellate Judicial System Fund	\$5.00
Court Jury Fund	\$10.00
Language Access Fund	\$3.00
<b>Local Consolidated Fee - Fee if includes <u>one</u> posted or published citation</b>	<b>\$213.00</b>
<b>State Consolidated Fee</b>	<b>\$137.00</b>
	<b>\$350.00</b>
Charge for each issuance of citation	\$4.00
Personal service on <i>each</i> citation in Deaf Smith County	\$75.00
<b>Civil Actions Other Than Original And Adverse Actions</b>	
Clerk's Fee	\$40.00
Records Management	\$5.00
Court-Initiated Guardianship Fund	\$20.00
Pubic Probate Administrator Fund	\$10.00
<b>Local Consolidated Fee - Fee if includes one posted or published citation</b>	<b>\$75.00</b>
<b>State Consolidated Fee</b>	<b>\$45.00</b>
	<b>\$120.00</b>
Charge for each issuance of citation	\$4.00
Personal service on <i>each</i> citation in Deaf Smith County	\$75.00
If Judge's signature required	\$2.00
<b>If Judge's signature required</b>	
If Judge's signature required	\$2.00

<b>VITAL STATISTICS FEES:</b>	
<b>Birth Certificates: If born outside of Deaf Smith County we can only provide an abstract or short form birth certificate (may not be accepted by Passport Office). Only Texas Birth Certificates available.</b>	
Applications available on the County Clerk's tab of the County website: www.co.deaf-smith.tx.us	
Search/Certificate/County Clerk Fee	\$20.25
Vital Statistics Fee	\$1.81
Vital Statistics Preservation Fee	\$1.00
<b>TOTAL</b>	<b>\$23.00</b>
Clear Plastic Sleeve	<b>\$0.50</b>
USPS Priority Mail Express (arrives in 2-3 business days)	<b>\$30.00</b>
<b>Death Certificates: Deaf Smith County Only</b>	
Applications available on the County Clerk's tab of the County website: www.co.deaf-smith.tx.us	
Search/Certificate/County Clerk Fee	\$20.00
Vital Statistics Preservation Fee	\$1.00
<b>TOTAL</b>	<b>\$21.00</b>
<b>Each Additional Copy - Ordered at the same time</b>	
County Clerk Fee	\$3.00
Vital Statistics Preservation Fee	\$1.00
<b>TOTAL</b>	<b>\$4.00</b>
Clear Plastic Sleeve	<b>\$0.50</b>
<b>Declaration &amp; Registration of Informal Marriage License</b>	
License Fee	\$25.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
Vital Statistics Preservation Fee	\$1.00
<b>No waiting period. Proxy and/or Absent Applicant <u>not</u> accepted. TOTAL</b>	<b>\$47.00</b>
<b>DEAF SMITH COUNTY JUDGES DO NOT PREFORM MARRIAGES.</b>	
<b>Marriage License <i>without</i> Texas Premarital Education Certificate</b>	
License Fee	\$60.00
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
Vital Statistics Preservation Fee	\$1.00
<b>72 hour waiting period from date/time of application <i>before</i> the license can be used. TOTAL</b>	<b>\$82.00</b>
<b>Marriage License <i>with</i> Texas Premarital Education Certificate (must present certificate at time of issuance of license)</b>	
License Fee	<i>waived</i>
Records Management	\$10.00
Records Archive	\$10.00
Courthouse Security	\$1.00
Vital Statistics Preservation Fee	\$1.00
<b>72 hour waiting period is <i>waived</i>. TOTAL</b>	<b>\$22.00</b>
TX Family Code §2.204: The 72 hour waiting period from the date/time the license is issued may only be waived by Court Order issued by a Judge of a court with jurisdiction in family law cases, a Justice of the Supreme Court, Judge of the Court of Criminal Appeals, County Judge, or Judge of a Court of Appeals unless an applicant is a member of the Armed Forces of the United States and is Active Duty or by providing a Certificate of Completion of the Texas Premarital Education Course.	
<b>APPLICATION FOR LICENSE BY MINOR</b>	
<b>Effective September 1, 2017 SB 1705</b>	
TX Family Code §2.003(a) A person under 18 years of age may not marry unless the person has been granted by this state or another state a court order removing the disabilities of minority of the person for general purposes.	
<b>Certified Copy of Marriage License: Deaf Smith County Record ONLY</b>	
Search Fee	\$10.00
Certified Copy of Marriage License	\$7.00
Clerks Certificate	\$5.00
<b>TOTAL</b>	<b>\$22.00</b>
<b>Affidavit for Correction to a Marriage License</b>	
<b>Must be signed by both parties and notarized</b>	<b>No Fee</b>

## PROBATE FEES:

### Exception to e-filing:

Wills are not required to be filed electronically. If a will is filed electronically, **the original must be presented to the Clerk's Office within 3 business days after the application is filed.**

The following documents **must not** be filed electronically: 1) Documents filed under seal or presented to the court in camera

2) Documents to which access is otherwise restricted by law or court order

### Private Professional Guardian-Application

Application Fee	\$40.00
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### Texas Government Code 155.151/Estates Code 1104.003 - Guardianship Registry & Training:

Requires all guardians in Texas to be registered with the Judicial Branch Certification Commission (JBCC) and complete training prior to the appointment of a guardianship.

### Applications to Probate Will; to Probate a will as Muniment of Title; for Appointment of Administrator; for Appointment of Temporary Administrator of Estate; to Determine Heirship; for Appointment of Guardian; for Administration with will attached.

Clerk's Fee	\$40.00
Records Management and Preservation Fund	\$15.00
Courthouse Security Fund	\$20.00
Law Library	\$35.00
Court Facility Fee Fund	\$20.00
County Jury Fund	\$10.00
Court Reporter Fee	\$25.00
Judicial Education and Support Fund	\$5.00
Public Probate Administrator Fund	\$10.00
Appellate Judicial System Fund	\$5.00
Court-Initiated Guardianship Fund	\$20.00
County Dispute Resolution Fund	\$15.00
Language Access Fund	\$3.00
<b>Local Consolidated Fee- Fee includes <u>one</u> posted or published citation</b>	<b>\$223.00</b>
<b>State Consolidated Fee</b>	<b>\$137.00</b>
	<b>\$360.00</b>
Charge for each additional issuance of citation	<b>\$4.00</b>
Personal service on <i>each</i> citation in Deaf Smith County	<b>\$75.00</b>

### Miscellaneous Probate Fees

Additional Letters Testamentary, Guardianship, Administration or Abstract of Judgement (each) This <u>does not</u> include the cost of an Order	\$2.00
Oath	\$2.00
Judge's Signature	\$2.00
Issuing Document (Citation, Notice, Commission to Take Depositions, Execution, Order, Writ, Process or other instrument authorized or required to be issued by the Clerk (original & one copy & recording of return of same))	\$4.00
Personal service (By Sheriff's Office)	\$75.00

### Wills for Safekeeping

Filing Fee	\$5.00
Records Management	\$5.00
Courthouse Security	\$1.00
<b>TOTAL</b>	<b>\$11.00</b>

### Application for Successor Guardian/Executor and Application filed within Existing Estate

Clerk's Fee	\$40.00
Records Management	\$5.00
Court-Initiated Guardianship Fund	\$20.00
Public Probate Administrator Fund	\$10.00
<b>Local Consolidated Fee</b>	<b>\$75.00</b>
<b>State Consolidated Fee</b>	<b>\$45.00</b>
	<b>\$120.00</b>

**PROBATE FEES:**

<b>Inventory and Appraisalment - On Time</b>	
Filed before the 90th day after the date of qualification or prior to expiration of court ordered extension.	<b>No Fee</b>
<b>Inventory and Appraisalment (Filed Late) *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$25.00
Judge's Fee	\$2.00
<b>TOTAL</b>	<b>27.00*</b>
<b>Claims against the Estate *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$10.00
Judge's Fee	\$2.00
<b>TOTAL</b>	<b>12.00*</b>
<b>Annual Account or Final Account of the Estate *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$25.00
Judge's Fee	\$2.00
<b>TOTAL</b>	<b>27.00*</b>
<b>Application for Sale of Real/Personal Property *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$25.00
Judge's Fee	\$2.00
<b>TOTAL</b>	<b>27.00*</b>
<b>Annual or Final Repor of Guardian of Person *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$10.00
Judge's Fee	\$2.00
<b>TOTAL</b>	<b>12.00*</b>
<b>Lengthy Document Fee - more that 25 pages *Fees do not include Issuance/Service of Citation</b>	
Filing Fee	\$25.00
Judge's Fee (if order presented or applicable)	\$2.00
<b>TOTAL</b>	<b>27.00*</b>
<b>Foreign Wills</b>	
Clerk's Fee	\$40.00
Records Management and Preservation Fund	\$15.00
Courthouse Security Fund	\$20.00
Law Library	\$35.00
Court Facility Fee Fund	\$20.00
County Jury Fund	\$10.00
Court Reporter Fee	\$25.00
Judicial Education and Support Fund	\$5.00
Public Probate Administrator Fund	\$10.00
Appellate Judicial System Fund	\$5.00
Court-Initiated Guardianship Fund	\$20.00
County Dispute Resolution Fund	\$15.00
Language Access Fund	\$3.00
<b>Local Consolidated Fee- Fee includes <u>one</u> posted or published citation</b>	<b>\$223.00</b>
<b>State Consolidated Fee</b>	<b>\$137.00</b>
	<b>\$360.00</b>
Charge for each additional issuance of citation	<b>\$4.00</b>
Personal service on <i>each</i> citation in Deaf Smith County	<b>\$75.00</b>
<b>Small Estate Affidavit</b>	
Clerk's Fee	\$40.00
Records Management and Preservation Fund	\$15.00
Courthouse Security Fund	\$20.00
Law Library	\$35.00
Court Facility Fee Fund	\$20.00
County Jury Fund	\$10.00
Court Reporter Fee	\$25.00
Judicial Education and Support Fund	\$5.00
Public Probate Administrator Fund	\$10.00
Appellate Judicial System Fund	\$5.00
Court-Initiated Guardianship Fund	\$20.00
County Dispute Resolution Fund	\$15.00
Language Access Fund	\$3.00
<b>Local Consolidated Fee- Fee includes <u>one</u> posted or published citation</b>	<b>\$223.00</b>
<b>State Consolidated Fee</b>	<b>\$137.00</b>
	<b>\$360.00</b>
Charge for each additional issuance of citation	<b>\$4.00</b>
Personal service on <i>each</i> citation in Deaf Smith County	<b>\$75.00</b>