

# Otsego County Clerk's Office Schedule of Fees

March 2014

|   |  |
|---|--|
| <b>Recording</b>  | <b>\$40.00 to record, \$5.00 for cover page = \$45.00, plus \$5.00 for each Additional page</b>  |
| <b>Mortgage Tax</b>   | <b>3 / 4 of 1%</b>   |
| <b>E &amp; A Form (RP 5217)</b>   | <b>Residential &amp; Agricultural Properties \$125.00 All other Properties \$250.00</b>  |
| <b>Gains Affidavit (TP 584)</b>   | <b>\$5.00 – Real Property Transfer Form (TP 584) has to have both Grantor/Grantee SS # &amp;/or EIN#</b>   |
| <b>Affidavit filed with land documents</b>  | <b>\$5.00</b>  |
| <b>Deed – Transfer Tax</b>  | <b>\$4.00 per thousand</b>   |
| <b>Assignments</b>  | <b>\$40.00 to record, \$5.00 for cover Page = \$45.00, plus \$5.00 for each Additional page, plus \$.50 for first Marking and \$3.50 for each Additional document being Assigned.</b>                |
| <b>Discharge of Mortgage</b>  | <b>\$40.00 to record, \$5.00 for cover Page = \$45.00, plus \$5.00 for each Additional page, plus \$.50 for first Marking &amp; \$8.50 for each Additional mortgage you discharge.</b>               |
| <b>Release of Land Documents</b><br>ie: Release of Oil & Gas leases<br>*Mortgage Premises | <b>\$40.00 to record, \$5.00 for cover page = \$45.00, \$5.00 for each additional page, \$.50 for first release, \$3.50 for each additional release &amp; \$.50 for each prior cross references.</b> |
| <b>Cross Reference on Margin of Any instrument</b>  | <b>\$.50 per reference</b>   |

**We DO NOT ACCEPT personal checks unless guaranteed by an attorney**

**Filing:**

**Any instrument except under Index Number** **\$5.00**

**Maps Survey & Sub Divisions** **\$10.00**

*(if subdivision see if the town planning board needs to Approve it & you will need a 5 year tax search.)*

**Building & Loan Contract** *(no fee for discharge)* **\$25.00**

**Notice of Lending** **\$15.00**

**Oath of Office (excluding Notary Public)** **No Fee**

**Judgments:**

**Docket** **\$45.00**

**Assignment, Satisfaction** **No Fee**

**File a Transcript** **\$10.00**

**Issue a Transcript** **\$ 5.00**

**Issue a Certificate of Disposition (satisfaction)** **\$5.00**

**Issue an Execution (income or property)** **\$7.00**

**Abstract of Judgment** **\$40.00**

**(Filed in Federal Tax Liens)**

**Unified Court Fees:**

**Index Number** **\$210.00**

**Index Number for Forclosure** **\$400.00**

**Note of Issue(asking for time)(Trial) after  
RJI filed** **\$30.00**

**RJI** **\$95.00**

**Jury Demand** **\$65.00**

**Small Claims Assessment (SCAR Petition)** **\$30.00**

**Separation Agreement** **\$5.00**

**Criminal Search** **\$5.00**

**Notice of Appeal** **\$65.00**

**File Motion or Cross Motion (each)** **\$45.00**

**Stipulation of Settlement or Voluntary** **\$35.00**

**Discontinuance**

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|   |                |
|---|----------------|
| <b>Assignments</b>  |                |
| Wage (no fee to cancel)   | <b>\$5.00</b>  |
| <b>Liens</b>  |                |
| Notice of Pendency, Notice of Attachment or Ammended (no fee to Cancel, Continue)   | <b>\$35.00</b> |
| Hospital Lien (NO fee to cancel or satisfy)   | <b>\$5.00</b>  |
| Federal Tax Lien- File or Discharge   | <b>\$40.00</b> |
| Mechanics's Lien (No fee to Discontinue)  | <b>\$15.00</b> |
| Proof of Service on Mechanic's Lien to File   | <b>\$5.00</b>  |
| <b>DBA and Partnership</b>  |                |
| File Certification (No fee to Discontinue)  | <b>\$25.00</b> |
| Prepare and Certify Copy  | <b>\$ 4.00</b> |
| <b>Religious Corporations</b>   |                |
| File Certification (No fee to Discontinue)  | <b>\$25.00</b> |
| Per page of document  | <b>\$ 5.00</b> |
| Prepare and Certify Copy  | <b>\$ 4.00</b> |
| <b>Notaries, Commissioners of Deeds</b>   |                |
| File and Index Cert of Appointment  | <b>\$60.00</b> |
| Issue Certificate of Appointment  | <b>\$5.00</b>  |
| Authentication Certificate  | <b>\$3.00</b>  |
| Foreign Notary (File)   | <b>\$5.00</b>  |
| <b>Searches</b>   |                |
| Each Name...  | <b>\$5.00</b>  |
| <b>Certificates</b>   |                |
| Court Records- (Judgments and Orders)   | <b>\$4.00</b>  |
| Other than otherwise covered  |                |
| Certificates-non court – other than otherwise Covered – County Clerk's Certificates (ie: Referees Report for Judgment of Foreclosure) | <b>\$5.00</b>  |
| <b>Copies</b>   |                |
| Court Records (judgments & orders)  |                |
| Certified prepared copies of  |                |

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**Any order, record or any other papers  
entered or filed \$5.00**

**Non-Court records-Certified prepared copies  
of any paper filed or recorded \$.65 per page  
with a minimum of ..... \$5.00**

**Land Records  
For preparing & certifying a copy of any paper  
or instrument filed or recorded per page not on  
the computer ..... \$1.00**

**For preparing & certifying a copy of any  
paper or instrument filed or recorded per  
page from the computer ..... \$ .50**

**Certifying a prepared copy of a Judgment Roll:  
[Steno Minutes (if need a certified copy of steno minutes  
please contact the court stenographer) or record on  
appeal \$.50 per page with a minimum of \$1.00 and maximum of \$30.00]**

**Exemplification \$10.00  
Certifying the document \$5.00**

**Certificate of Dissolution of Marriage \$5.00**

**UCC**

**Filing original, amend or discontinue \$40.00  
Copy \$5.00  
Search \$25.00**

**Federal Tax Lien Copy \$5.00**

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