**FEE SCHEDULE**

**Effective Date January 1, 2024**

**Bandera County Clerk**

**Tandie Mansfield**

**P.O. Box 823 Bandera, TX 78003**

**0ffice – (830) 796-3332 Fax – (830) 796-8323**

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| Property records can be searched online by going to texaslandrecords.com. LGC: Local Government Code PC: Property Code TxBCC: Texas Business & Commerce Code Tx AgC: Texas Agriculture Code TAC: Texas Administrative Code HSC: Health & Safety Code GC: Texas Government Code FC: Texas Family Code EC: Estates Code |
| **Real Property Recording/ Utility Security Instrument/Name Change or Merger** | **County Code** | **Statute** | **Amount** |
| Recording Fee **(first page)**  |  | LGC §118.011 | $ 5.00 |
| Records Management  |  | LGC §118.011(b)(2) | $ 10.00 |
| Records Archive  |  | LGC §118.011(f) | $ 10.00 |
|  |  **TOTAL (first page)** | **$ 25.00** |
| Each additional page or part on which there are ***visible marks of any kind***  |  | LGC §118.011(a)(1) | **$ 4.00** |
| ***Each additional name to be indexed in excess of five (5)*** |  | LGC §118.011(a)(2) | **$ .25** |
| **The County Clerk’s office requests a minimum of 1” at the top of the first page and 4” at the bottom of the last page for recording purposes. For filing requirements and additional fees that may be charged, please review the following statutes: Texas Property Code 11.003, 12.001(b), 12.011; Local Government Code 191.007; Original documents SHALL be returned to the person who filed it LGC 193.012** |
| **Federal Tax Lien/Release of Lien** |
| Recording Fee  |  | PC § 14.005 | $ 10.00 |
| Record Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Record Archive  |  | LGC § 118.011(f) | $ 10.00 |
|  |  **TOTAL** | **$ 30.00** |
| **State Tax Lien/Release of Lien** |
| Recording Fee |  | LGC §118.011 | $ 5.00 |
| Records Management  |  | LGC §118.011(b)(2) | $ 10.00 |
|  |  **TOTAL (first page)** | **$ 15.00** |
| **PLATS/MAPS:TAX CERTIFICATE REQUIRED WITH RECORDING (PC 12.002(e)) after approval from Commissioner Court, or City as required**  |
| Recording Fee  |  | LGC § 118.011(c)  | $ 100.00 |
| Record Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Record Archive  |  | LGC § 118.011(f) | $ 10.00 |
|  |  **TOTAL** | **$ 120.00**  |
| **PLAT COPIES** |
| Certified Copies |  | (one page) | $ 10.00 |
|  | ***Each*** additional page | $ 5.00 |
| Uncertified Copies (plain copies) |  | (one page) | $ 5.00 |
|  | ***Each*** additional page | $ 5.00 |
| **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.banderacounty.org**](http://www.banderacounty.org) |
| Recording Fee  |  | TxBCC § 71.155(a)(1)(2) | $ 5.00 |
| Record Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Record Archive  |  | LGC § 118.011(f) | $ 10.00 |
|  |  **TOTAL**  | **$ 25.00** |
| *Each Additional Name indexed* |  | TxBCC § 71.115(a)(2) | **$ .50** |
| **Assumed Name Abandonment** (includes indexing of 2 names: Business name & 1 Owner Name) |
| **Applications available on the County Clerk’s tab of the County website:** [**www.banderacounty.org**](http://www.banderacountyl.org) |
| Recording Fee  |  | TxBCC § 71.155 | $ 5.00 |
| Record Management |  | LGC § 118.011(b)(2) | $ 10.00 |
| Record Archive  |  | LGC § 118.011(f) | $ 10.00 |
|  |  |  **TOTAL** | **$ 25.00** |
| *EACH ADDITIONAL NAME INDEXED* |  |  |  **$ .50** |
| **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 veteran.****\*\*Proper ID proving veteran status at the time of filing will be required by the Bandera County Clerk’s Office.\*\*** |
| **POSTING PUBLIC NOTICES: Including Trustee/Foreclosure Sales/Meeting Notices** |
| Recording Fee  |  | PC § 51.002(f); LGC § 118.011(c) | $ 2.00 |
|  |  **TOTAL** | **$ 2.00** |
| ***Recording* of Trustee/Foreclosure Sale Notices in the Property Records will be charged regular recording fees of $25.00 for the 1st page and $4.00 each additional page** |
| Trustee and Foreclosure Sales are conducted the first Tuesday of every month. Commissioners’ Court designated the southwest front door (either inside or outside) of the courthouse which faces Main Street, as the authorized place to hold Trustee Sales. (\*\*Passed by Commissioner’s Court on November 9,, 1987.)**NOTICE OF FORECLOSURE/TRUSTEE SALES MAY BE VIEWED on the County Clerk’s tab at www.banderacounty.org** |
| **CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP**  |
| Applications available on the County Clerk’s tab of the County website: [www.banderacounty.org](http://www.banderacounty.org) |
| Recording Fee (one brand/one location)  |  | LGC § 118.011(a)(9); 118.020; TX AGRI §144.110 | $ 5.00 |
| Record Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Record Archive  |  | LGC § 118.011(f) | $ 10.00 |
|  |  **TOTAL** | **$ 25.00** |
| **ALCOHOL PERMIT** |  |  |  |
| Clerk’s certification fee |  |  |  **$ 5.00**  |
| **MILITARY DISCHARGE (DD214)** |
| FILING |  | LGC §192.002(b) | **No Charge** |
| CERTIFIED COPY |  | TGC § 603.003(a) | **No Charge** |
| ***Thank you for your service!*** |
| **BIRTH CERTIFICATES: *If Born outside Bandera County-available on short form only. Only Texas Birth Certificates available*** |
| **Requests for Birth Certificates by MAIL are available through Texas Department State Health Service (not available in Bandera County). Applications are available on the County Clerk’s tab of the County website:** [**www.banderacounty.org**](http://www.banderacounty.org) **Birth Certificates are available if you come in person to the County Clerk’s Office.** |
| Search/Certificate/County Clerk Fee  |  | LGC 118.015(a),TAC § 181.22, HSC 191.0045 | $ 20.20 |
| Vital Statistics Fee  |  | HSC § 191.0045 | $ 1.80 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
|  |  **TOTAL** | **$ 23.00** |
| **DEATH CERTIFICATES-Bandera County only** | ***Bandera County Only*** |
| **Applications available on the County Clerk’s tab of the County website:** [**www.banderacounty.org**](http://www.banderacounty.org) |
| Search/Certificate/County Clerk Fee  |  | LGC 118.015(a),TAC § 181.22(b)(s),HSC 191.0045 | $ 20.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
|  |  **TOTAL** | **$ 21.00** |
| **Each Additional Copy**  | ***Ordered at the same time*** |
| County Clerk Fee  |  | HSC § 191.0045 | $ 3.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
|  |  **TOTAL** | **$ 4.00** |
| **DECLARATION & REGISTRATION OF INFORMAL MARRIAGE LICENSE** |
| License Fee  |  | LGC § 118.011(a)(8) | $ 25.00 |
| Records Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Records Archive Fee |  | LGC § 118.011(f) |  $ 10.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
| ***No waiting period. Proxy and/or Absent Applicant* not *accepted***.  |  **TOTAL** | **$ 46.00** |
| **For information regarding a marriage by proxy, absent applicant, marriage to an incarcerated person, marriage of deployed soldier, or soldier deploying to hostile zone, please contact the County Clerk’s Office for regulations and requirements.** |
| **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** |
| **APPLICATION FOR LICENSE BY MINOR****Effective September 1, 2017 SB 1705****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. |
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| **MARRIAGE LICENSE *without* Texas Premarital Education Certificate** |
| License Fee |  | LGC § 118.011(a)(7) | $ 60.00 |
| Records Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Records Archive Fee |  | LGC § 118.011(f) |  $ 10.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
| **72 hour waiting period from date/time of application *before* the ceremony can take place**.  **TOTAL** | **$ 81.00** |
| **MARRIAGE LICENSE *with* Texas Premarital Education Certificate** |
| License Fee  |  | LGC § 118.011(a)(7) | $ ***waived*** |
| Records Management  |  | LGC § 118.011(b)(2) | $ 10.00 |
| Records Archive Fee |  | LGC § 118.011(f) |  $ 10.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
| **72 hour waiting period is *waived***. |  **TOTAL** | **$ 21.00** |
| **CERTIFIED COPY of MARRIAGE LICENSE: *Bandera County Records Only*** |
| Clerk’s Certification Fee |  | LGC § 118.01(a)(3) | $ 5.00 |
| Vital Statistics Preservation Fee  |  | HSC § 191.0045 | $ 1.00 |
|  |  **TOTAL** | **$ 6.00** |
| **Affidavit for Correction to a Marriage License**  | **FC 2.209(c)** | **Must be signed by both parties and notarized** | **No Fee** |
| **Copies/Certificate of Fact: this does not include copies of vital records****Plain****Certified****Authenticated copies** (Clerk certifies twice)**Certificate of Fact: Criminal/Civil/Probate** |  | LGC § 118.011(a)(3)LGC § 118.011(a)(4)LGC§ 118.011(a)(3), 118.011(a)(4) LGC § 118.011(a)(4) | **$1.00 per page****$5.00 + $1.00 per page****$7.00 + $1.00 per page****$5.00** |
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| **Private Professional Guardian-Application** |
| Application Fee |  | Estates Code §1104.303(b)(2) | **$ 40.00** |
| Private professional guardians, employees or volunteers for private professional guardian; Proposed Guardian, Proposed Temporary Guardian, Proposed successor Guardian-*other than an attorney*. This does not apply to those holding a certificate issued under 111.042 GC or a provisional certificate issued under 111.0421 GC if the Certification Board conducted a criminal history before issuing or renewing the certificate.  | **Not later than the 10th day before the date of the hearing to appoint, the proposed guardian may submit to the clerk a copy of the criminal history record information that was obtained not earlier than the 30th day before the date of the hearing from DPS or FBI** (TX Estates Code 1104.403) |
| **SB 1096 –** Guardianship RegistryThis bill **requires all guardians in Texas** to **be registered with the Judicial Branch Certification Commission (JBCC) prior to the appointment of a guardianship**.  SB 1096 also directs the JBCC to provide guardians with proper training. The bill also requires the JBCC to obtain a criminal history record of an individual seeking appointment as a guardian or temporary guardian and, upon request, to provide it to the clerk of the county having venue over the appointment of a guardian. The JBCC is currently working with DPS, initiating rule development with the Texas Supreme Court, developing a guardian training module with the National Center for State Courts and building our new licensing database. We will also work with the courts and clerks as we proceed with the ***implementation on June 1, 2018***. |

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| **Muniment of Title; Letters Testamentary; Independent/Dependent Administration; Will Annexed; Small Estate; Foreign Wills; Temporary Administrator; Determination of Heirship; Appointment of Guardianship; Appointment of Temporary Guardianship** |
| Clerk’s Fee  |  | LGC § 135.102 (b)(3) | $ 40.00 |
| Records Management and preservation fund |  | LGC § 135.102 (b)4) | $ 15.00 |
| Courthouse Security Fee  |  | LGC § 135.102 (b)(7) | $ 20.00 |
| Law Library  |  | LGC § 135.102 (b)(6) | $ 35.00 |
| Appellant Fee |  | LGC § 135.102 (b)(1) | $ 5.00 |
| Court Facility fee fund  |  | LGC § 135.102 (b)(2) | $ 20.00 |
| Court Reporter Service Fund |  | LGC 135.102 (b)(5) | $ 25.00 |
| Language Access Fund |  | LGC § 135.102(b)(8) | $ 3.00 |
| County Dispute Resolution Fund |  | LGC § 135.102(b)(10) | $ 15.00 |
| Guardianship Fee and Probate Admin. Fund |  | LGC § 135.102 (b)(11);(b)(13) | $ 30.00 |
| Judicial Education and Support Fund |  | LGC § 135.102(b)(12) | $ 5.00 |
| County Jury Fund |  | LGC § 135.102(b)(9) | $ 10.00 |
| LOCAL CONSOLIDATED FEE |  |  |  $ 223.00 |
| STATE CONSOLIDATED FEE  |  |  | $ 137.00 |
|  |  |  **TOTAL** |  **$ 360.00**  |
| Sheriff’s Fee  |  | LGC § 181.131 | $ 80.00 |
| Clerk – Issuance of Citation |  | LGC §118.052(3)(A) |  $ 8.00 |
| **++*NOTICE-* *ADDITIONAL FEE* – Citation by Posting and Personal service citation to local newspaper is required for Heirship’s (does not include publication charge by newspaper). Guardianship’s require personal service citation served on the Ward.**  |  | LGC §118.131LGC §118.052(3)(A)EC §202.52 (Heirship publication)EC §1051.103(Guardianship - Ward) | **$ 88.00** |
| **Letters of Testamentary, Guardianship, Administration** (each) issued after the hearing. | LGC § 118.052(3)(D) | **$ 2.00** |
| **Any Action Filed After Original Application has been filed** |
| Filing Fee  | Clerk | LGC § 135.102(c)(1) |  $ 5.00 |
| Record Management | Records Mgt. | LGC § 135.102(c)(4) | $ 5.00 |
| Court Initiated Guardianship Fund |  | LGC § 135.102(b)(11) | $ 20.00 |
| Public Probate Administration Fund |  | LGC § 135.102(b)(13) | $ 10.00 |
| Local Consolidated Fee |  | **$ 75.00**  |
| State Comptroller Fee |  | **45.00** |
|  | **TOTAL** | **$ 120.00** |
| Charge for each issuance of citation |  | **$8.00** |
| Sheriff’s Fee |  | **$80.00** |
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| **Inventory and Appraisement-On Time** |
| Filed before the 90th day after the date of qualification or prior to expiration of court ordered extension | **No Fee** |
| **Inventory, Appraisement and list of Claims (after 90th day after Qualification Date)** |
| Clerk’s Fee | Clerk | LGC § 118.052(2)(B)(i) | $ 25.00 |
| Judge’s Fee | Judge’s Signature | LGC § 118.101(11) | $ 2.00 |
|  |  **TOTAL** | **$ 27.00**  |
| **Annual/Final Account of Probate/Guardianship of an Estate** **(must be notarized) (after Order Approving Inventory and Appraisement or after 120th day after initial filing of the action, whichever occurs first)** |
| Clerk’s Fee | Clerk | LGC § 118.052(2)(B)(iv) | $ 25.00 |
| Judge’s Fee | Judge’s Signature | LGC § 118.101(11) | $ 2.00 |
|  |  **TOTAL** | **$ 27.00**  |
| **Annual/Final Report of Guardianship of a Person (must be notarized) (after Order Approving Inventory and Appraisement or after 120th day after initial filing of the action, whichever occurs first)** |
| Filing Fee  | Clerk | LGC § 118.052(2)(B)(vi) | $ 10.00 |
| Judge’s Fee  | Judge’s Signature | LGC § 118.101(11) | $ 2.00 |
|  |  **TOTAL** | **$ 12.00**  |
| **Lengthy Document Fee-more than 25 pgs. (after Order Approving Inventory and Appraisement or after 120th day after initial filing of the case)** |
| Filing Fee  | Clerk | LGC § 118.052(2)(B)(vii) | $ 25.00 |
| Judge’s Fee | Judge’s Signature | LGC § 118.101(11) | $ 2.00 |
|  |  **TOTAL** | **$ 27.00**  |
| **Claim (paid by the Claimant at time of filing)** |
| Filing Fee  | Clerk | LGC § 118.052(2)(D) | **$ 10.00** |
| **Civil Court/ Occupational License/Hardship License/ Foreign Judgments/Bond Forfeitures** |
| Clerk of the Court |  | LGC § 135.101 (b)(3) | $ 50.00 |
| Records Management/Preservation account |  | LGC § 135.101 (b)(4) | $ 30.00 |
| Courthouse Security Fee  |  | LGC § 135.101 (b)(7) | $ 20.00 |
| Law Library  |  | LGC § 135.101 (b)(6) | $ 35.00 |
| County Dispute Resolution fund |  | LGC § 135.101 (b)(10) | $ 15.00 |
| County Jury Fund |  | LGC § 135.101 (b)(9) | $ 10.00 |
| Court Reporter Fee  |  | LGC § 135.101 (b)(5) | $ 25.00 |
| Appellant Fee  |  | LGC § 135.101 (b)(1) | $ 5.00 |
| Language Access Fund |  | LGC § 135.101 (b)(8) | $ 3.00 |
| Court Facility Fee |  | LGC § 135.101 (b)(2) | $ 20.00 |
| **Local Consolidated Fee** |  | **213.00** |
| **State consolidated Fee** |  | **137.00** |
| **Fee does not include citation or service.** |  **TOTAL** | **$ 350.00**  |
| **Charge for each issuance of Citation**  |  | LGC §118.052(3)(A) | **$ 8.00** |
| **Personal service on *each* citation in Bandera County**  |  | LGC §118.131 | **$ 80.00** |
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| **Any Action Filed After Original Application has be Filed** |
| Clerk’s Fee |  | LGC § 135.101(c)(1) | $ 15.00 |
| Records Management  |  | LGC § 135.101(c)(2) | $ 20.00 |
| **Local Consolidated Fee** |   | **$ 35.00**  |
| **State Comptroller Fee** |  | **$ 45.00** |
|  |  **TOTAL** | **$ 80.00** |
| **Charge for each issuance of Citation**  |  | LGC §118.052(3)(A) | **$ 8.00** |
| **Personal service on *each* citation in Bandera County**  |  | LGC §118.131 | **$ 80.00** |
| **If Judge’s signature required**  |  | LGC § 118.101(11) | **$ 2.00** |
| **Nondisclosure Petition as a Civil Filing** |
| Filed only as a new civil filing |  | $ 350.00  |
|  |  **TOTAL** | **$ 350.00**  |
| **Nondisclosure w/o Petition within a Criminal Case** |  |
| Nondisclosure Fee  |  | GC§ 411.081(d) | **$ 28.00** |
| **If Judge’s signature required** |  | LGC § 118.101 | $ 2.00 |
| **Jury Fee**  |  | 216 TEXAS RULES OF COURT & 51.604 GC | $ 40.00 |
| **SERVICE BY CERTIFIED MAIL** |  Mail Service of Process same as Sheriff  | LGC §118.052(3)(F) | $ 80.00 |
| **ABSTRACT OF JUDGMENT IN ORGINAL ACTION** | CC | LGC §118.052(1)(b)(i) | $ 8.00 |
| **SERVICE DOCUMENTS:**Citation; Notice; Commission to take Deposition; Show Cause; Subpoena; Precept to Serve; Temporary Restraining Order; Process; or other instrument or paper authorized or required to be issued by the Clerk  | Issuing before judgmentIssuing after judgment | CCCC | LGC §118.052(3)(A)LGC §118.052(1)(C) |  $ 8.00 $ 8.00 |
| **Registry Funds in interest bearing accounts****Deposit/Withdrawal with Court Order Only** | **Clerk receives 10% of the interest earned**  | **LGC 117.054(b)(1)** |
| **Registry Funds not earning interest****Deposit/Withdrawal with Court Order Only** | **Clerk receives 5% not to exceed $50.00** | **LGC 117.055(a)** |
| **Cash Bonds-filed in relation to a criminal offense** **Refunded with Court Order Only upon Presentation of Valid ID** | **Clerk retains 5% not to exceed $50.00** | **CCP 17.02 LGC 117.055(a)** |
| **SHERIFF’S FEES:**  | **Forcible Detainer; Order of Sale; Subpoena; Summons;** |  **$ 80.00** |
|  | **All Writs** |  **$ 200.00** |
|  | **Order of Retrieval** |  **$ 100.00** |
| **RETURN CHECK CHARGE** | **Local Government Code § 118.011(b)(1)** |  **$ 30.00** |
| **Bandera County Clerk’s Judicial Records: Misdemeanor, Civil & Probate may be searched online** [**www.iDocket.com**](http://www.iDocket.com) |