

Schedule of Clerk's Fees to be Charged

Updated May 2015

Fees and Other Remittance	West Virginia State Code	§59-1-10 County Clerk's Fees	§59-1-10 (a) (7)		§5A-8-15 Public Record & Preservation	§29-26-6 Court Facilities Improvement	§11-12 Marriage Licenses	§31-18 WV Housing Development Fund	§59-1-10 (c) (4) Fund for Civil Legal Services	§48-2-702 Marriage Education Fund	Minimum Fee	§11-22-2			§59-1-10(a)(6) Documents Over 5 Pages Additional page	§5A-8-15 Preservation Over 9 pages Additional 10 page
			Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp				
												With Consideration				
												WV Housing	Per \$ 1000 value State County			
Deed *	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00						16.00	20.00	2.20	1.10 or 2.20	1.00	1.00
Deed of Trust*	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00						16.00				1.00	1.00
Fixture Filing*	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00						16.00				1.00	1.00
Trustee Report	§59-1-10 (a) (2)	20.00			1.00						41.00				1.00	1.00
Plat or Map	§59-1-10 (a) (4)	10.00			1.00						11.00					1.00
UCC Filings	§59-1-10 (a) (3)	10.00			1.00						11.00				1.00	1.00
Miscellaneous:	§59-1-10 (a) (6)															
Affidavit		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Affidavit of Ownership /Heirship		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Assignments		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Bill of Sale		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Certificate of Incorporation		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Execution		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Judgment		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Land Contract		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Lease		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Limited Partnership		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Lis-Pendens		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Living Trust		5.00	2.50	2.50	1.00						11.00				1.00	1.00
Mechanics Lien		5.00	2.50	2.50	1.00						11.00				1.00	1.00

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			Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp					
												With Consideration					
												WV Housing	Per \$ 1000 value State County				
Modification Agreement		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Orders (Court)		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Power of Attorney		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Release		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Right-of Way		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Statutory Lien		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Subordination Agreement		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Substitute Trustee		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Trustee's Report of Sale		5.00	2.50	2.50	1.00						11.00				1.00	1.00	
Trustee's Appointments																	
(Lodges, Institutions & Other)		10.00			1.00						11.00						1.00
(Church)	§35-1-6	1.00			1.00						2.00				1.00	1.00	
Copies/Certificates																	
Birth, Death or Marriage Certificate	§59-1-10 (d) (4)	5.00									5.00						
Certified Copy of Death, Birth, or Marriage	§59-1-10 (d) (1)	5.00									5.00						
Copies	§59-1-10 (d) (1)	1.50									1.50						
Copies – Certified	§59-1-10 (d) (1&3)	2.50									2.50						

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Copies - Electronic Form	§59-1-10 (e)	Reasonable fee, not to exceed cost of Document Search & Duplication														
Justification of Surety	§59-1-10 (d) (1&3)	2.50									2.50					
Probate																
Administer Oath	§59-1-10 (b)	5.00			1.00						6.00				1.00	
Appraisements	§59-1-10 (a) (5)	5.00	2.50	2.50	1.00						11.00			1.00	1.00	
Appraisal – Publication		20.00			1.00						21.00			1.00		
(Fiduciary Affidavit)	§59-1-10 (a) (5)	5.00	2.50	2.50	1.00						11.00			1.00	1.00	
Bond (Fiduciary)	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00						11.00			1.00	1.00	
Certificate of Appointment - Fiduciary	§59-1-10 (d) (1&3)	2.50									2.50					
Claims Against Estate - Postage		6.00									6.00					
Disclaimer	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00						11.00			1.00	1.00	
Seal of Clerk or Commission	§59-1-10 (d) (3)	1.00									1.00					
Settlements (Personal Representatives):																
Settlement /Waiver /Report - Mailed	§44-2-1	10.00			1.00						11.00			1.00	1.00	
Settlement/ Waiver/Report - Published	§44-2-1	10.00			1.00						11.00			1.00	1.00	

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												With Consideration				
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Settlements (Fiduciary Commissioner)																
Settlement/Waiver /Report - Mailed	§44-2-1 (b)	10.00			1.00						11.00			1.00	1.00	
Settlement/Waiver /Report - Recorded	44-2-1 (b) & §59-1-10 (d) (5)	10.00	2.50	2.50	1.00						16.00			1.00	1.00	
Will	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00						11.00			1.00	1.00	
Will - Postage	§59-1-10 (d) (5)	5.32	Cost of mailing certified								5.32					
Marriage License with premarital educational certificate	§59-1-10 (c)	9.00			1.00	10.00	15.00				35.00				1.00	
Marriage License without premarital educational certificate	§59-1-10 (c)	9.00			1.00	10.00	20.00		5.00	10.00	55.00				1.00	
Fees are to be remitted to the General County Fund, State Auditor, WV Housing Fund and the State Treasurer by the 10th of the month.		Remit to General Fund	Remit to State Treasurer's Office	Remit to State Treasurer's Office	10% to General Fund 90% to State Auditor	Remit to State Treasurer's Office	Remit to State Auditor's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office		Remit to WV Housing	Remit to State Auditor's Office	Remit to General Fund	Remit to General Fund	Remit to State Auditor's Office

Minimum Fee is the lowest amount that can be charged. Columns after Minimum Fee are additional fees that may apply as noted.

*** The County Clerk's Fees of \$11.00 shall be deposited into the general fund with \$1.00 dedicated to the operation of the county clerk's office.**

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		County Clerk's Fees	Farmland Protection	Outdoor Heritage Conservation	Public Record & Preservation	Court Facilities Improvement	Marriage Licenses	WV Housing Development Fund	Fund for Civil Legal Services	Marriage Education Fund		Property Transfer Stamp		Documents Over 5 Pages	Preservation Over 9 pages
				With Consideration											
				WV Housing								Per \$ 1000 value State County	Additional page	Additional 10 page	

Note 1:

When requesting that Financing Statements, Continuances and Terminations, which have been prepared on UCC forms, be recorded and indexed in the real estate records (Trust & Mortgage Records), proper notary acknowledgment must be affixed.

Note 2:

Instruments executed or acknowledged in West Virginia must contain the name of the person, and governmental agency, if any, that prepared such instrument at the conclusion of such instrument in the following form: " This instrument was prepared by (name)."

Note 3:

WV Code §5A-8-15 provides that the County Clerk shall charge and collect an additional one dollar fee for every document containing less than ten pages filed for recording and an additional one dollar for each additional ten pages of document filed for recording. This fee is added whenever a document is presented for recording.

Note 4:

The additional fee for WV Housing of \$ 20.00 was added for any document that requires property transfer stamps.

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Remittance of Fees

Housing

West Virginia Affordable Housing Trust Fund
 C/o West Virginia Housing Development Fund
 Account Department
 1814 Virginia Street E.
 Charleston, WV 25301

Fees to Remit:

WV Housing

State Treasurer

West Virginia State Treasurer's Office
 1900 Kanawha Boulevard East
 Charleston, WV 25305

Fees to Remit:

Farmland Protection
 Outdoor Heritage Conservation
 Courthouse Facilities Improvement
 WV Housing Development Fund (Banking Commissioner)
 Fund for Civil Legal Services for Low Income Persons
 Marriage Education Fund

State Auditor

Office of the State Auditor
 County Collections Division
 1900 Kanawha Blvd
 Bldg 1, Room W-118
 Charleston, WV 25305

Fees to Remit:

90% of Public Record & Preservation
 Marriage License
 90% of Additional Preservation Fee
 Property Transfer Stamp - State

General County Fund

Remit to Sheriff

Fees to Remit:

County Clerk's Fees
 10% of Public Record & Preservation
 10% of Additional Preservation
 Documents Over 5 Pages
 Property Transfer Stamps - County