

Delia Sellers, County Clerk  
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Liberty, Texas 77575

Phone: (936) 336-4670

LIBERTY COUNTY CLERK'S OFFICE

LIBERTY, TEXAS 77575

MEMO: FEE CHANGES EFFECTIVE JANUARY 1, 2010

FROM: DELIA SELLERS, LIBERTY COUNTY CLERK

LIBERTY COUNTY CLERK'S OFFICE ACCEPTS PAYMENTS IN THE FORM OF CASH, COMPANY CHECK, MONEY ORDER, CASHIERS CHECK, MASTERCARD, VISA, DISCOVER, AND AMERICAN EXPRESS. THE CREDIT CARD COMPANY CHARGES A FEE OF 5% OF PURCHASE OR FLAT FEE OF \$5.95.

**PROBATE FEES:**

Application for probate of will and for Letters Testamentary, Muniment of Title, Guardianship, Determination of Heirship, Application to Open Safety Deposit Box, and Letters of Administration:

County Clerk	\$40.00
Judge's Education Fund	\$3.00
Law Library	\$35.00
Sheriff (posting citation)	\$75.00
Supplemental Salary	\$40.00
Judicial Support Fund	\$37.00
Indigent Legal Service Fee	\$10.00
Record Management	\$5.00
Security Fee	\$5.00
9 <sup>th</sup> District. App Court Judicial System Support Fee	\$5.00
Supplemental Court Initiated Guardianship Fee	\$20.00
<b>TOTAL</b>	<b>\$275.00</b>

Sheriff's department fees in Probate:

\$75.00 for posting citations

\$75.00 fee collected in addition to the above fees for any in county personal citations

\$4.00 fee for issuance of each citation

Application for sale of real property of minors without guardianship -----\$138.00

Community Survivors-----\$40.00

Small Estates-----\$40.00

Declarations of Heirship-----\$40.00

**SERVICES IN PENDING PROBATE ACTION FEES:**

Filing an Inventory and Appraisal:  
 (Original, Amended, Supplemental Filing)-----\$27.00

Filing application for sale of real or personal property-----\$25.00 Plus \$2.00 for Judge’s signature

Filing Annual or Final Report of Sale of Estate of Guardian of a person-----\$27.00

Filing a Contest (HB 1295)

County Clerk	\$40.00
Record Management	\$5.00
Courthouse Security	\$1.00
Court Guardianship Fee	\$20.00
<b>TOTAL</b>	<b>\$66.00</b>

Jury Demand-----\$22.00

For each Letter Testamentary, Guardianship, or Administration-----\$2.00  
 (First letter issued-----FREE)

Fee for copies per page-----\$1.00

Certification per document-----\$5.00

**CIVIL FEES:**

For each new case involving damages, debts, specific performance of Contracts and Agreements, Pleas of Privilege, Appeals from Justice of the Peace Court, for Appeals Occupational Drivers License, Eminent Domains, Condemnations:

Legal Services For Indigent	\$10.00
County Clerk	\$40.00
Law Library	\$35.00
Court Reporter	\$15.00
Supplemental Salary	\$40.00
Judicial Support Fund	\$42.00
Record Management	\$5.00
Security Fee	\$5.00
9 <sup>th</sup> Dist. App Court Judicial System Support Fee	\$5.00
<b>TOTAL FILING FEE</b>	<b>\$197.00</b>

Citation Fee-Per defendant-----\$4.00

Service Fee-Per defendant-----\$75.00

**WRITS:**

Writ of **Garnishment** are filed as a new case.

Filing fee-----	\$202.00
Citation Fee- per Defendant-----	\$4.00
Service Fee on Citation – per Defendant-----	\$75.00
Fee to Issue Writ of <b>Garnishment</b> - per Defendant-----	\$5.00
Service fee on Writ of <b>Garnishment</b> – per Defendant-----	<b>\$100.00</b>

Writ of **Sequestration, Possession or Execution**

Fee to Issue Writ - per Defendant-----	\$5.00
Service fee on Writ– per Defendant-----	<b>\$150.00*</b>

(\*for first 2 hours in field; then \$25 an hour per deputy)

**CIVIL CONTINUED:**

Fee for Filing Foreign Judgment-----	\$197.00
Jury Demand (must be in writing)-----	\$22.00
Issue Abstract of Judgment-----	\$5.00
Record Abstract of Judgment-----	\$11.00
Certificate of No Appeal-----	\$5.00
Petition of Intervention-----	\$36.00
Citation Fee-----	\$4.00
In County Service Fee-----	\$75.00
Show Cause	
Notice-----	\$5.00
Service on Notice to Show Cause-----	\$75.00

Interpleading or Cross Action & Third Party Action:

County Clerk-----	\$40.00
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Fees for Law library, Jury, Judge, and Supplemental Salary fees not charged again. Any additional citations are \$4.00 and each in county Constable fee is \$75.00.

Issuance of Alias Citation-----	\$4.00
Secretary of State Citation-----	\$12.00
Commissioner of Ins. Citation-----	\$16.00
Subpeona-----	\$4.00
Service on Subpoenas-----	\$75.00
Order of Sale-----	\$5.00
Motion for Contempt-----	\$15.00
Temporary Restraining Order-----	\$5.00

**CRIMINAL (MISDEMEANOR)**

Fine and Court Costs payments are accepted in the form of cash, money order, cashier's check, or credit card **ONLY**.

**VITALS**

Birth Certificates

Certified Copy-----\$22.00  
(Plain copies not available)

Death Certificates

Certified Copy-----\$20.00  
Additional copy of death record of same person and purchased at same time -----\$4.00  
Plain copies (after 25 years)-----\$1.00

Marriage License

Certified Copy-----\$7.00  
(Plain copy no longer available)

**Issuance of New Marriage License**

**Cash Only**

With Twogether Certificate:

Record Management	\$5.00
Courthouse Security	\$1.00
Vital Statistics Preservation	\$1.00
<b>TOTAL</b>	<b>\$7.00</b>

Without Twogether Certificate:

Family Trust Fund (Comptroller)	\$10.00
Disposition of Marriage License (Comptroller)	\$20.00
County Clerk	\$30.00
Records Management	\$5.00
Courthouse Security	\$1.00
Vital Statistics Preservation	\$1.00
<b>TOTAL</b>	<b>\$67.00</b>

\*\*If over 18: valid identification (state issued I.D or a certified copy of birth certificate) and social security number.  
If under 18: Contact County Clerk's office.

**Filing**

Posting foreclosure, meetings, notices, school budgets, etc-----	\$3.00
Marks and Brands (each location)-----	\$11.00
New Beer Licenses-----	\$6.00
Beer Licenses Renewal-----	\$11.00

**Official Public Records:**

Requirements:

All documents must have a title. All names must be typed or printed under their signatures. Any instrument conveying real property that does not contain the mailing address of the grantee is charged double the price of recording or \$25.00 whichever is greater.

Recording fee:

\$11.00 for first page

\$4.00 for each additional page per document

After the first five names to be indexed there is an additional fee charge of \$.25 cents for each extra name.

Assumed Names-----\$11.00

\$.50 cents for each additional name after the first signature

UCC Filings in Real Property Records:

Standard Form

UCC 1----- \$19.00

UCC 3 per box checked-----\$19.00

Non-Standard Form

UCC 1-----\$34.00

Plus \$4.00 per attached page

UCC 3-----\$34.00

Plus \$4.00 per attached page

Utility Security Instruments \$36.00

**(Note: The above UCC filing fees include \$5.00 Record management fee and \$1.00 Security Fee.)**

Filing fee for subdivision maps-----\$41.00

Any additional page-----\$15.00