

# **FEE SCHEDULE**

**CASS COUNTY CLERK  
CASS COUNTY COURTHOUSE  
P. O. BOX 449  
100 HOUSTON ST  
LINDEN, TX 75563  
903-756-5071  
FAX 903-756-8057**

**Office Hours: Monday – Thursday 8 am – 4:30 p.m.**

*No Marriage License Issued after 4 p.m.*

**Friday 8 – 3:30 p.m.**

*No Marriage License Issued after 3 p.m.*

**WE DO NOT ACCEPT DEBIT OR CREDIT  
CARDS (EXCEPT FOR COPIES PRINTED FROM  
WEBSITE)**

**CASH ONLY FOR MARRIAGE LICENSE**

# RECORDING FEES FOR OFFICIAL PUBLIC RECORDS

Fees must be submitted at time of filing. **THIS OFFICE DOES NOT ISSUE REFUNDS, NOR DO WE HOLD DOCUMENTS UNTIL FEE ARRIVES. DOCUMENTS WILL BE RETURNED IF INCORRECT FILING FEE IS RECEIVED.** Documents filed for record, excluding plats and military discharges, are kept in the office for approximately one week after filing and are then returned by mail. We urge you to include a pre-paid FedEx, UPS or Priority Mail envelope to return documents, as WE HAVE NO CONTROL OVER THE POSTAL SERVICE ONCE DOCUMENTS LEAVE OUR OFFICE.

**Please do not include a death certificate as an exhibit to a document, as death certificates are not public records in Texas.**

## **FILING FEE OPR RECORDS**

Deeds, deeds of trust, release of liens, powers of attorney, abstracts of judgment, modification, assignments, transfers, oil and gas leases, UCC's (timber, minerals, oil, gas or fixtures) etc. Anything filed in OPR other than State Tax Liens, Federal Tax Liens and Assumed Names

Recording Fee first page	Local Govt Code 118.011	\$ 5.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL first page</b>		<b>\$26.00</b>
<b>Each add'l page</b>	Local Govt Code 118.011(a)(1)	<b>4.00</b>
<b>Each add'l name in excess of 5</b>	Local Govt Code 118.011 (a)(2)	<b>.25</b>

## **FEDERAL TAX LIENS AND RELEASE**

Recording Fee	Property Code 14.005	\$10.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$31.00</b>

## **STATE TAX LIENS AND RELEASE**

Recording Fee	Local Govt Code 18.011	\$ 5.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$16.00</b>

## **ASSUMED NAME CERTIFICATES/ABANDONMENT**

Recording Fee (includes 1 owner name and business name)	TX Bus. & Commerce 71.155(1)(1)(2)	\$ 3.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$24.00</b>
Add .50 cents for each additional name indexed	Tx Bus & Commerce 71.115(a)(2)	

## **PLATS (plats for new subdivisions must be approved by Commissioners' Court before filing See plat standards)**

### **9x12 (small)**

Recording Fee	Local Govt Code 118.011©	\$15.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$36.00</b>

<b>18x24 (large)</b>		
Recording Fee	Local Govt Code 118.011(c)	\$25.00
Records Mgmt	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$46.00</b>

**CATTLE BRANDS**

Recording Fee (one brand one location)	Local Govt Code 118.020(a)(9) & TX Ag. Code 144.110	\$ 5.00
Records Mgmt	Local Govt 118.011(b)(2)	10.00
Records Archive	Local Govt 118.011(f)	10.00
Courthouse Security	Local Govt 291.008(d)	<u>1.00</u>
<b>TOTAL</b>		<b>\$26.00</b>
Each additional location	add	5.00

**MILITARY DISCHARGE**

**No Charge**

# COPIES

**OPR, CRIMINAL, PROBATE AND MARRIAGE  
RECORDS CAN BE SEARCHED ON OUR WEBSITE:**

<https://cc.co.cass.tx.us/>

**YOU CAN SEARCH, PAY WITH DEBIT/CREDIT CARD AND  
PRINT COPIES FROM WEBSITE**

**NO REQUESTS FOR COPIES ARE TAKEN BY PHONE. WE MUST RECEIVE FEE BEFORE COPIES  
CAN BE MAILED. WE DO NOT FAX COPIES. REQUESTS FOR BIRTH, DEATH AND MILITARY  
DISCHARGE RECORDS MUST INCLUDE COPY OF DRIVER'S LICENSE OR ID CARD.**

**OPR, PROBATE, CRIMINAL**

Plain	Local Govt Code 118.011(a)(4)	\$ 1.00 per page
Certified Copies	Local Govt Code 118.011(a)(3)	\$ 1.00 per page plus \$5 for certification Per document

***WE ONLY CERTIFY OUR COPIES. We will file-mark copies provided by customers***

**PLAT:**

Local Govt Code 118.011 (c)

\$5.00 any size

**MARRIAGE RECORDS:**

Plain	Local Govt Code 118.011(a)(4)	\$1.00
Certified	Local Govt Code 118011(c)	\$10.00

**BIRTH CERTIFICATES: ID REQUIRED**

(We can only issue certified copies of birth certificates. You must be immediate family (spouse, mother, father, sister, brother, child, step-parent) to obtain a copy of a birth certificate other than your own. *(if requesting by mail, we urge you to include a pre-paid FedEx, UPS, or Post Office Priority mail envelope for us to send the birth certificate, as we have not control over the postal service once it leaves this office by regular mail)*)

Clerk’s Fee	Local Govt Code 118.015(a) TAC 181.22 and HSC 191.0045	\$20.20
Vital Statistics Fee	HSC 191.0045	1.80
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
<b>TOTAL</b>		<b>\$23.00</b>

**DEATH CERTIFICATES: ID REQUIRED**

(We can only issue certified copies of death certificates. You must be immediate family (spouse, mother, father, sister, brother, child, step-parent) to obtain a copy *(if requesting by mail, we urge you to include a pre-paid FedEx, UPS, or Post Office Priority mail envelope for us to send the death certificate, as we have not control over the postal service once it leaves this office by regular mail)*)

Clerk’s Fee	Local Govt Code 118.015(a) TAC 181.22(b)(s) HSC 191.0045	\$20.00
Vital Statistics Fee	HSC 191.0045	<u>1.00</u>
<b>TOTAL</b>		<b>\$21.00</b>
Each additional copy ordered at the same time	HSC 191.0045	<b>4.00</b>

**MILITARY DISCHARGES: ID REQUIRED**

**No Charge**

You must be immediate family (mother, father, sister, brother, child, step parent) to obtain a copy other than your own

<b><u>SCHOOL RECORD</u></b>	Local Govt Code 118.011(c)	<b>\$3.00</b>
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<b><u>RETURNED CHECK FEE</u></b>	Local Govt Code 118.011(b)(1)	<b>\$30.00</b>
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**POSTING PUBLIC NOTICES**

**(Notice of Trustee Sale, Notices of Open Meetings)**

Fee	Local Govt Code 118.011(c) AG Opinion GA-0152	<b>\$2.00</b>
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## **MARRIAGE LICENSES**

**No marriage license issued after 4 p.m. Monday – Thursday, 3 p.m. on Friday**

**Both parties must appear in person with a valid Drivers License, State ID or certified copy of birth certificate.** If applicant cannot appear in person, they must complete an Affidavit of Absent Applicant which can be found on the website. Proxy marriages can **only** take place for those in the United States armed forces stationed in another country in support of combat or another military operation.

**Without Education Course:** 72 hour waiting period before license can be used

License fee	Local Govt Code 118.011(a)(7)	\$60.00
Records Mgmt Fee	Local Govt Code 118.011(b)(2)	10.00
Records Archive Fee	Local Govt Code 118.011(f)	10.00
Courthouse Security Fee	Local Govt Code 291.008(d)	1.00
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
<b>TOTAL</b>		<b>\$82.00 cash only</b>

**With Education Course** 72 hour waiting period waived

License Fee	Local Govt Code 118.011(a)(7)	waived
Records Mgmt Fee	Local Govt Code 118.011(b)(2)	\$10.00
Records Archive Fee	Local Govt Code 118.011(f)	10.00
Courthouse Security fee	Local Govt Code 291.008(d)	1.00
Vital Statistics Pres. Fee	HSC 191.0045	<u>1.00</u>
<b>TOTAL:</b>		<b>\$22.00 cash only</b>

**Informal Marriage License**

License Fee	Local Govt Code 118.011(a)(8)	\$25.00
Records Mgmt fee	Local Govt Code 118.011(b)(2)	10.00
Records Archive	Local Govt Code 118.011(f)	10.00
Courthouse Security	Local Govt Code 291.008(d)	1.00
Vital Statistics Pres Fee	HSC 191.0045	<u>1.00</u>
<b>TOTAL:</b>		<b>\$47.00 cash only</b>

**DUPLICATE MARRIAGE LICENSE (not a certified copy)**

License Fee	Local Govt Code 118.011(a)(7)	<b>\$30.00</b>
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# SEARCHES

**THE ONLY SEARCH WE ARE REQUIRED BY STATUTE TO PERFORM IS AN IRS TAX LIEN SEARCH. For criminal and probate searches, you may come to the County Clerk's Office and use the public terminals or search online:**

<https://cc.co.cass.tx.us/> You may also access

**the Texas Dept of Public Safety website for criminal records:**

<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>

**Federal Tax Lien Search**

TX Property Code 14.004

**\$10.00**

Bus. & Commerce Code 9.525(d)(1)

**BIRTH/DEATH VERIFICATION**

Local Govt Code 118.015(a) TAC181.22(g)

**\$10.00**

**IT IS EXPRESSLY UNDERSTOOD THAT THE CASS COUNTY CLERK'S OFFICE DOES NOT GUARANTEE THE CORRECTNESS OF SAID RECORD NOR SHALL WE BE IN ANY WAY LIABLE FOR CASES LISTED OR OMITTED IN ERROR**