

**Honorable Shirley Graham  
Irion County Clerk**

**Fee Schedules**

**Effective January 1, 2024**

Please be advised that  
ALL checks payable to  
Irion County Clerk

**Official Public Records Fees**

**RECORDING FEES:**

**Documents**

First page .....	\$25.00
Each additional page.....	\$4.00

**Maps/Plat**

First page .....	\$120.00
Each additional page.....	\$100.00

UCC Financing Statement .....	\$35.00
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UCC Financing Statement, 3 or more pages .....	\$50.00
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Federal Tax Lien/Release .....	\$30.00
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**State Tax Lien/Release**

First page (filed by state agency) .....	\$15.00
First page (all others) .....	\$25.00
Each additional page .....	\$4.00

**Assumed Name Certificate**

Includes indexing of 2 names (Business & 1 Owner Name) .....	\$23.00
Each additional Registrant/Owner .....	\$5.00

**Abandonment of Assumed Name**

One Registrant/Owner .....	\$22.50
Each additional Registrant/Owner .....	\$5.00

Mark/Brand Registration .....	\$25.00
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Additional location on same type of animal .....	\$5.00
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Hospital Lien/Release .....	\$25.00
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**POSTING FEES:**

Posting Public Notices.....	\$2.00
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**Vital Records Fees**

Birth Certificate .....	\$23.00
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Verification of Birth .....	\$22.00
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Death Certificate .....	\$21.00
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Each additional copy ordered at same time .....	\$4.00
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Verification of Death .....	\$20.00
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Marriage License Issued .....	\$81.00
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Marriage License Issued w/ Premarital Counseling Certificate .....	\$21.00
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Declaration of Informal Marriage .....	\$46.00
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Duplicate Marriage License .....	\$51.00
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Certified Copy of Marriage License .....	\$5.00 + \$1.00 per page
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Non-Certified Copy of Marriage License .....	\$1.00 per page
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**Official Public Records & Vital Records**  
**Copies/Miscellaneous Fees**

Non-Certified Copies	Local Government §118.011	
Paper		\$1.00/pg or part of page
Paper document converted to electronic copy		\$1.00/pg or part of page
Each electronic document up to 10 pages		\$1.00
Each page or part of a page over 10 pages		\$0.10
Clerk's Certificate (for certified copies)	Local Government Code §118.014	\$5.00 each
Copy of Federal Tax Lien	Property Code §14.004, Government Code §405.031	\$15.00
		+ \$1.00 per page
Copy of Plat/Map (18x24)	Local Government Code §118.011	\$10.00 each
Document Non-Compliance Fee	Property Code §11.003, §52.0041	\$25.00 or twice the
	Local Government Code §191.007	statutory filing fee for
		each non-compliant page

**COURT FEES**

**Civil Court Fee Schedule**

Civil Suit .....	\$350.00
Petition for Writ of Garnishment .....	\$350.00
Application for Occupational License .....	\$350.00
Petition for Non-Disclosure .....	\$350.00
Counter-Claim/Cross Action .....	\$80.00
Third Party Petition .....	\$80.00
Action Other Than Original (Intervention, Interpleader, Motion to Modify, Motion for New Trial, Transfer) .....	\$80.00
Citation Issued .....	\$8.00
Writ Issued .....	\$8.00
Abstract of Judgment Issued .....	\$8.00
Service by Sheriff/Constable:	
Citation/Subpoena/Summons – Personal Service .....	\$75.00
Writ of Attachment .....	\$150.00
Writ of Execution .....	\$150.00
Writ of Garnishment .....	\$150.00
Writ of Possession .....	\$150.00
Writ of Sequestration .....	\$150.00
Service by Certified Mail (Clerk) – Add current postage and certified mail fees .....	\$75.00

## Probate Fee Schedule:

Application for Probate of Will & Issuance of Letters Testamentary (§256, Estates Code) .....	\$360.00
Application for Probate of Will as Muniment of Title (§257, Estates Code) .....	\$360.00
Application for Letters of Administration (§301, Estates Code) .....	\$360.00
Application for Temporary Administration (§452, Estates Code) .....	\$360.00
Small Estate Affidavit (§205, Estates Code) .....	\$360.00
Application to Determine Heirship (No Administration) (§202, Estates Code) .....	\$360.00
Application to Determine Heirship & for Letters of Administration (§202, §301, Estates Code) .....	\$360.00
Application for Permanent Guardianship (§1101, Estates Code) .....	\$360.00
Application for Temporary Guardianship (§1251, Estates Code) .....	\$360.00
Application for Declaration of Incapacity/Community Property (§1353, Estates Code) .....	\$360.00
Application to Adjudicate Community Property Survivorship Agreement (§112, Estates Code) .....	\$360.00
Application for Probate of Foreign Will (§501, Estates Code) .....	\$360.00
Application for Creation of Management Trust w/o Guardianship (Chap. 1301, Estates Code).....	\$360.00
Application for Receivership (§1354, Estates Code) .....	\$360.00
Court Ordered Mental Health Services/Order of Protective Custody (Chap. 574, Health & Safety Code) .....	\$360.00
Application for Sale of Property of Minor without Guardianship (§1351, Estates Code) .....	\$360.00
Application to Invest Funds for Minor (§1355, Estates Code) .....	\$360.00
Application for Emergency Intervention (§152, Estates Code) .....	\$360.00
Application for Receipt & Acceptance of Foreign Guardianship (§1253, Estates Code) .....	\$360.00
Probate Case Transferred to Local Court (Venue Change) (§33, Estates Code) .....	\$360.00
Guardianship Case Transferred to Local Court (Venue Change) (§1023, Estates Code) .....	\$360.00
Application for Emergency Detention (Chap. 573, Health & Safety Code) .....	\$360.00
Adverse Actions, Contests, Interpleaders (Chap. 55, Estates Code) .....	\$120.00
Cross Actions, Cross Applications (Chap. 55, Estates Code) .....	\$120.00
Application to Create Management Trust in Guardianship (Subsequent Action) (§1301.053(b), Estates Code) ....	\$120.00
Application to Convert Temporary Administration to Permanent (§256, §301, Estates Code) .....	\$120.00
Application to Convert Temporary Guardianship to Permanent (§1101, Estates Code) .....	\$120.00
Motion to Show Cause – Produce Will (§252.202, Estates Code) .....	\$120.00
Application to Determine Heirship Filed as 2 <sup>nd</sup> Action (§401.003(b), Estates Code) .....	\$120.00
Application for Sale of Property (Chap. 356, Chap. 1158, Estates Code) .....	\$25.00
Application for Declaratory Judgment after Probate (§405.003, Estates Code) .....	\$360.00
County Judge Order Fee (§118.101, Local Government Code) .....	\$2.00
Inventory (filed after due date) (§309, §1154, Estates Code) .....	\$25.00
Annual Accounting (Chap. 359, Chap. 1163, Estates Code) .....	\$25.00
Final Accounting (§362.003, Chap. 1204, Estates Code) .....	\$25.00
Annual Report of the Person (Guardianship) (§1163.101, Estates Code) .....	\$10.00
Personal Representative's Bond (Chap. 305, Chap. 1105, Estates Code) .....	\$5.00
Creditor's Claim (Chap. 355, Chap. 1157, Estates Code) .....	\$10.00
Issuance of Citation (Chap. 51, Chap. 1051, Estates Code) .....	\$8.00
Service by Sheriff/Constable (§51.051, §1051.051, Estates Code) .....	\$75.00
Service by Certified Mail - Add current postage and certified mail fees (§51.052, §1051.052, Estates Code) ....	\$75.00
Letters of Appointment (§306.004, §1106.001, Estates Code) .....	\$2.00
Certificate of Compliance (Temporary Guardian, in lieu of Letters) (§1251.101, Estates Code) .....	\$5.00 + \$1.00/pg.
Deposit of Will (§252.001, Estates Code) .....	\$5.00
Private Professional Guardian Registration (§1104.301, Estates Code) .....	\$40.00

Fees do not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00. Each oath administered is \$2.00. If bond is required there is a \$5.00 approval and filing fee.

**NOTE: Filer is responsible for requesting necessary additional services and paying appropriate fees, including citation, posting, personal service, orders/decrees, bond fees, etc., when required. Contact the Guadalupe County Clerk with questions (830)303-8861.**

## **Criminal Misdemeanor Court Costs Fee Schedule**

### **COURT COSTS:**

STATE CONSOLIDATED COURT COST	Local Government Code, Subchapter C, Chap. 133 .....	\$147.00
LOCAL CONSOLIDATED COURT COST	Local Government Code, Chap. 134 .....	<u>\$123.00</u>
<b>TOTAL COURT COSTS:</b> .....		<b>\$270.00</b>

### **REIMBURSEMENT FEES (Assessed as applicable):**

Administrative Transaction Fee	Code of Criminal Procedure, Art. 102.072 .....	\$2.00
Sheriff Arrest Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$5.00
Sheriff Commit to Jail Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$5.00
Sheriff Release from Jail Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$5.00
Sheriff Notice to Appear Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$5.00
Sheriff Warrant Execution Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$50.00
Summoning Witness Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$5.00
Sheriff Bond Reimbursement Fee	Code of Criminal Procedure, Art. 102.011 .....	\$10.00
Time Payment Reimbursement Fee (>30 Days)	Local Government Code, Art. 102.030 .....	\$15.00
Registry Administrative Fee (Cash Bonds)	Local Government Code, §117.054 ..... 5% of disbursement, up to \$50.00	
Visual Recorder Reimbursement Fee*	Code of Criminal Procedure, Art. 102.018 .....	\$15.00

### **ADDITIONAL STATUTORY FINES (Assessed as applicable, if ordered by the Court):**

Additional Traffic Fine*		
<i>Rules of Road &amp; Traffic Offenses</i>	Transportation Code, §542.403 .....	\$3.00
State Traffic Fine		
<i>Rules of the Road Offenses</i>	Transportation Code, §542.4031	
	<i>Offense committed before 9/1/2019</i>	\$30.00
	<i>Offense committed 9/1/19 or later</i>	\$50.00
Traffic Fine for Conviction of Certain Intoxicated Driver Offenses		
	Transportation Code, Chap. 709	
	1 <sup>st</sup> DWI in 36 Month Period .....	\$3,000.00
	2 <sup>nd</sup> or Subsequent DWI in 36 Month Period .....	\$4,500.00
	1 <sup>st</sup> or Subsequent DWI if Blood Alcohol =>0.15% .....	\$6,000.00
EMS Trauma Fund Fine*	Code of Criminal Procedure, Art. 102.0185 .....	\$100.00
Juvenile Delinquency Prevention & Graffiti		
Eradication Fine*	Code of Criminal Procedure, Art. 102.0171 .....	\$50.00
Family Violence Center Fine*	Code of Criminal Procedure, Art. 42A.504(b) .....	\$100.00
Non-Suspension Fine†	Code of Criminal Procedure, Art. 102.0179 .....	\$100.00
Crime Stoppers Fine (Community Supervision)*	Code of Criminal Procedure, Art. 42A.301 .....	\$25.00
Child Safety Restraint Offense Fine	Transportation Code, §545.412 .....	\$25.00 - \$250.00

\* Applies only to offenses committed on or after January 1, 2020, when ordered by the Court.

† Applies only to certain drug and Texas Controlled Substance Act convictions for offenses committed on or after September 1, 2021.

# IRION COUNTY CLERK FEE SCHEDULE DETAILS

## PUBLIC RECORDS FEE DETAILS

### RECORDING FEES:

#### PUBLIC DOCUMENTS (Chap. 192, Local Government Code; Title 3, Property Code)

Clerk Recording Fee	Local Government Code §118.012, §118.013	\$5.00*
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$25.00</b>

\* Clerk recording fee is \$4.00 per additional page attached. Add \$.25 fee for each additional name after first five names.

#### MAPS/PLATS (§192.0015, Local Government Code)

Clerk Recording Fee	Local Government Code §118.011	\$100.00*
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$120.00</b>

\* Clerk recording fee is \$ 100.00 per each additional page attached.

#### UCC FINANCING STATEMENT (Chap. 9, Business & Commerce Code)

##### **1-2 PAGES:**

Clerk Recording Fee	Business & Commerce Code §9.525	\$15.00
Co Clerk Records Archive Fee	Local Government Code §118.011	10.00
Records Management Fee	Local Government Code §118.011	<u>10.00</u>
		<b>\$35.00</b>

##### **3 OR MORE PAGES:**

Clerk Recording Fee	Business & Commerce Code §9.525	\$30.00
Co Clerk Records Archive Fee	Local Government Code §118.011	10.00
Records Management Fee	Local Government Code §118.011	<u>10.00</u>
		<b>\$50.00</b>

#### FEDERAL TAX LIEN/RELEASE OF FEDERAL TAX LIEN (Chap. 14, Property Code)

Clerk Recording Fee	Texas Property Code §14.005	\$10.00
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$30.00</b>

#### STATE TAX LIEN/RELEASE OF STATE TAX LIEN – Filed by State Agency (Chap. 113, Tax Code)

Clerk Recording Fee	Local Government Code §118.012, §118.013	\$5.00*
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$15.00</b>

#### STATE TAX LIEN/RELEASE OF STATE TAX LIEN – Filed by All Others (Chap. 113, Tax Code)

Clerk Recording Fee	Local Government Code §118.012, §118.013	\$5.00*
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
		<b>\$25.00</b>

\* Clerk recording fee is \$4.00 per additional page attached. Add \$.25 fee for each additional name after first five names.

## **PUBLIC RECORDS FEE DETAILS (Cont'd.)**

### **RECORDING FEES (Cont'd.):**

#### **ASSUMED NAME CERTIFICATE/ ASSUMED NAME ABANDONMENT (Chap. 36, Business & Commerce Code)**

Clerk Recording Fee	Business & Commerce Code §71.155	3.00
Includes indexing of 2 names	Business & Commerce Code §71.155	
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$23.00</b>
* Each additional name indexed.		0.50

#### **LIVESTOCK MARKS & BRANDS (Chap. 144, Agriculture Code)**

Clerk Recording Fee	Local Government Code §118.020	\$5.00
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$25.00*</b>

\* Additional locations on same type of animal \$25.00 each.

#### **HOSPITAL LIEN/RELEASE OF HOSPITAL LIEN (Chap. 55, Property Code)**

Clerk Recording Fee	Local Government Code §118.012	\$5.00
Records Management Fee	Local Government Code §118.0216	10.00
Co Clerk Records Archive Fee	Local Government Code §118.025	<u>10.00</u>
		<b>\$25.00</b>

### **OTHER FEES:**

#### **POSTING OF PUBLIC NOTICES**

Clerk Posting Fee	Local Government Code §118.011	<b>\$2.00</b>
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#### **COPIES/CERTIFICATIONS/REQUESTS/NON-COMPLIANCE**

##### **COPIES**

Non-Certified Copies	Local Government §118.052(3)(C)	
Paper copies		<b>\$1.00/pg or part of page</b>
Paper document converted to electronic copy		<b>\$1.00/pg or part of page</b>
Electronic document up to 10 pages		<b>\$1.00</b>
Each page or part of a page over 10 pages		<b>\$0.10</b>
Clerk's Certificate (Certified Copies)	Local Government Code §118.014	\$5.00 each
Copy of Federal Tax Lien	Property Code §14.004, Government Code §405.031	\$15.00
		+ \$1.00 per page
Copy of Plat/Map	Local Government Code §118.011	\$10.00 each
Document Non-Compliance Fee	Property Code §11.003	\$25.00 or twice the
	Local Government Code §191.007	statutory filing fee for
		each non-compliant
		page

## **VITAL RECORDS FEE DETAILS**

### **BIRTH CERTIFICATE (\$181.28, Administrative Code)**

County Birth Certificate Fee	Texas Administrative Code §181.22	\$20.00
State Birth Certificate Fee	Local Government Code §118.015	2.00
Vital Records Archive Fee	Health & Safety Code §191.0045	<u>1.00</u>
		<b>\$23.00</b>

### **VERIFICATION OF BIRTH (\$181.28, Administrative Code)**

County Birth Certificate Fee	Texas Administrative Code §181.22	\$20.00
State Birth Certificate Fee	Local Government Code §118.015	<u>2.00</u>
		<b>\$22.00</b>

### **DEATH CERTIFICATE (\$181.28, Administrative Code)**

County Death Certificate Fee	Texas Administrative Code §181.22	\$20.00
Vital Records Archive Fee	Health & Safety Code §191.0045	<u>1.00</u>
		<b>\$21.00*</b>

\* Additional copies ordered at the same time \$4.00 each.

### **VERIFICATION OF DEATH (\$181.28, Administrative Code)**

County Death Certificate Fee	Texas Administrative Code §181.22	<b>\$20.00</b>
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### **MARRIAGE LICENSE ISSUED (Title 1, Subtitle A, Chap. 2, Subchapter A, Family Code)**

County Marriage License Fee	Local Government Code §118.018	\$30.00
State Marriage License Fee	Local Government Code §118.018	30.00
Vital Records Archive Fee	Health & Safety Code §191.0045	1.00
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$81.00</b>

### **MARRIAGE LICENSE ISSUED W/ PREMARITAL COUNSELING CERTIFICATE (Title 1, Subtitle A, Chap. 2, Subch. A, Family Code)**

Vital Records Archive Fee	Health & Safety Code §191.0045	\$1.00
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$21.00</b>

### **MARRIAGE LICENSE ISSUED – NON-RESIDENTS (Title 1, Subtitle A, Chap. 2, Subchapter A, Family Code)**

County Marriage License Fee	Local Government Code §118.018	\$130.00
State Marriage License Fee	Local Government Code §118.018	30.00
Vital Records Archive Fee	Health & Safety Code §191.0045	1.00
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$181.00</b>

## **VITAL RECORDS FEE DETAILS (Cont'd.)**

### **DECLARATION OF INFORMAL MARRIAGE (Title 1, Subtitle A, Chap. 2, Subchapter E, Family Code)**

County Marriage License Fee	Local Government Code §118.018	\$12.50
State Marriage License Fee	Local Government Code §118.018	12.50
Vital Records Archive Fee	Health & Safety Code §191.0045	1.00
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$46.00</b>

### **DUPLICATE MARRIAGE LICENSE (Title 1, Subtitle A, Chap. 2, Subchapter C, Family Code)**

County Marriage License Fee	Local Government Code §118.018	\$30.00
Vital Records Archive Fee	Health & Safety Code §191.0045	1.00
Co Clerk Records Archive Fee	Local Government Code §118.025	10.00
Records Management Fee	Local Government Code §118.0216	<u>10.00</u>
		<b>\$51.00</b>

### **CERTIFIED COPY OF MARRIAGE LICENSE**

Clerk Copy Fee	Local Government Code §118.0145	\$1.00
Clerk Certification Fee	Local Government Code §118.014	5.00
Vital Records Archive Fee	Health & Safety Code §191.0045	<u>1.00 per page</u>
		<b>\$7.00</b>

### **NON-CERTIFIED COPY OF MARRIAGE LICENSE**

Clerk Copy Fee	Local Government Code §118.0145	<b>\$1.00</b>
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Mail-In Requests add \$10.00 processing fee (Texas Administrative Code §181.22)

## **CIVIL COURT FEE SCHEDULE DETAILS**

### **CIVIL SUIT (Rule 22, TX Rules of Civil Procedure)**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>213.00</u>
		<b>\$350.00</b>

Fees for citations issued are not included. Each citation issued is \$8.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees.

### **PETITION FOR WRIT OF GARNISHMENT AFTER JUDGMENT (Title 3, Chap. 63, Civil Practice & Remedies Code)**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>213.00</u>
		<b>\$350.00</b>

Fees for citations issued are not included. Each citation issued is \$8.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees.

### **APPLICATION FOR OCCUPATIONAL LICENSE §521.242, Transportation Code)**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>213.00</u>
		<b>\$350.00</b>

Fees for copies of petition and order are not included. Clerk is required to send copies of the petition to the attorney for the state when filed (Sec. 521.243, Transportation Code); clerk is required to send a certified copy of the petition and order, if granted, to the Texas Dept. of Public Safety (Sec. 521.249, Transportation Code). Defendant must keep a certified copy of the order in their possession at all times when operating a motor vehicle.



## **CIVIL COURT FEE SCHEDULE DETAILS (Cont'd.)**

### **PETITION FOR NON-DISCLOSURE (§411.081(d), Government Code)**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>213.00</u>
		<b>\$350.00</b>

### **COUNTER-CLAIM/CROSS ACTION (Rule 97, TX Rules of Civil Procedure)**

State Consolidated Civil Fee	Local Government Code §133.151	45.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>35.00</u>
		<b>\$80.00</b>

Fees for citations issued are not included. Each citation issued is \$8.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees.

### **THIRD-PARTY PETITION (Rule 38, TX Rules of Civil Procedure)**

State Consolidated Civil Fee	Local Government Code §133.151	45.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>35.00</u>
		<b>\$80.00</b>

Fees for citations issued are not included. Each citation issued is \$8.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees.

### **ACTION OTHER THAN ORIGINAL - INTERVENTION, INTERPLEADER, MOTION TO MODIFY, MOTION FOR NEW TRIAL, TRANSFER**

(Rules 60, 43, 329b, 86, TX Rules of Civil Procedure)

State Consolidated Civil Fee	Local Government Code §133.151	45.00
Local Consolidated Civil Fee	Local Government Code §135.101	<u>35.00</u>
		<b>\$80.00</b>

Fees for citations issued are not included. Each citation issued is \$8.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees.

### **ADDITIONAL FEES – ASSESSED AS APPLICABLE:**

<u><b>CITATION ISSUED:</b></u>	Local Government Code §118.059	<b>\$8.00</b>
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<u><b>WRIT ISSUED:</b></u>	Local Government Code §118.052	<b>\$8.00</b>
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<u><b>ABSTRACT OF JUDGMENT:</b></u>	Local Government Code §118.052	<b>\$8.00</b>
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#### **SERVICE BY SHERIFF/CONSTABLE:**

Citation, Subpoena or Summons	Local Government Code §118.131	<b>\$75.00</b>
All Other Notices	Local Government Code §118.131	<b>\$75.00</b>
Writ of Possession	Local Government Code §118.131	<b>\$150.00</b>
Writ of Sequestration	Local Government Code §118.131	<b>\$150.00</b>

#### **SERVICE BY CERTIFIED MAIL:**

Clerk Service Fee –	Local Government Code §118.063	<b>\$75.00+</b>
Add current postage, certified mail fees		

#### **CLERK'S RECORD ON APPEAL:**

Preparation of Clerk's Appeal Record	Local Government Code §118.052(3)(I)	<b>\$1.00/page</b>
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#### **COPIES**

Certified Copies (Clerk's Certificate)	Local Government §118.052(3)(B)	<b>\$5.00+</b>
Copies	Local Government §118.052(3)(B)(C)	
Paper		<b>\$1.00/pg or part of page</b>
Paper document converted to electronic copy		<b>\$1.00/pg or part of page</b>
Electronic copy of electronic document:		
Each document up to 10 pages		<b>\$1.00</b>
Each page or part of a page over 10 pages		<b>\$0.10</b>

## **PROBATE COURT FEE SCHEDULE DETAILS**

### **NEW PROBATE, GUARDIANSHIP OR MENTAL HEALTH CASE**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.102	<u>223.00</u>
		<b>\$360.00</b>

Fee does not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00. Each oath administered is \$2.00. If bond is required there is a \$5.00 approval and filing fee.

*NOTE: Posted citation may be required by statute; citation and posting fees must be added to filing fees shown when required.*

*NOTE: Citation to unknown heirs by publication is required in every proceeding to declare heirship under Sec. 202.052, Estates Code.*

*NOTE: A proposed ward in a guardianship proceeding who is 12 years of age or older MUST BE SERVED CITATION by personal service (sheriff/constable only), and additional fees will apply – contact County Clerk for additional information. (Estates Code, §1051.103)*

*NOTE: Additional notice and citation requirements may apply in certain types of proceedings – contact County Clerk at (830)303-8861 for additional information.*

### **CASE TRANSFERRED FROM ANOTHER TEXAS VENUE (Ch. 33 & §1023.003, Estates Code)**

State Consolidated Civil Fee	Local Government Code §133.151	137.00
Local Consolidated Civil Fee	Local Government Code §135.102	<u>223.00</u>
		<b>\$360.00</b>

Fee does not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00. Each oath administered is \$2.00. If bond is required there is a \$5.00 approval and filing fee.

*NOTE: Posted citation may be required by statute; citation and posting fees must be added to filing fees shown when required.*

*NOTE: Citation to unknown heirs by publication is required in every proceeding to declare heirship under Sec. 202.052, Estates Code.*

*NOTE: A proposed ward in a guardianship proceeding who is 12 years of age or older MUST BE SERVED CITATION by personal service (sheriff/constable only), and additional fees will apply – contact County Clerk for additional information. (Estates Code, §1051.103)*

*NOTE: Additional notice and citation requirements may apply in certain types of proceedings – contact County Clerk at (830)303-8861 for additional information.*

### **SUBSEQUENT PROBATE, GUARDIANSHIP & MENTAL HEALTH ACTIONS:**

**ACTION OTHER THAN ORIGINAL (§133.151(a)(2) & §135.102(a)(2), Local Government Code)**

**ADVERSE ACTION, CONTEST, COUNTERCLAIM, INTERPLEADER (Chaps. 55 & 1055, Estates Code)**

**CROSS ACTION, CROSS APPLICATION (Chap. 55, Estates Code)**

**APPLICATION TO CONVERT TEMPORARY ADMINISTRATION TO PERMANENT (§256 & §301, Estates Code)**

**APPLICATION TO CONVERT TEMPORARY GUARDIANSHIP TO PERMANENT (§1101, Estates Code)**

State Consolidated Civil Fee	Local Government Code §133.151	45.00
Local Consolidated Civil Fee	Local Government Code §135.102	<u>75.00</u>
		<b>\$120.00</b>

Fee does not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00. Each oath administered is \$2.00. If bond is required there is a \$5.00 approval and filing fee.

### **APPLICATION FOR SALE OF PROPERTY (Chaps. 356 & 1158, Estates Code)**

Clerk Recording Fee	Local Government Code §118.056	<b>\$25.00</b>
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Fee does not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00.

*NOTE: Posted citation is required on application for sale of property under Secs. 356.102, 356.253, 1158.102 and 1158.202, Estates Code.*

## **ADDITIONAL PROBATE COSTS – ASSESSED AS APPLICABLE**

### **COUNTY JUDGE FEE (ORDERS)**

County Judge Fee	Local Government Code §118.101	\$2.00
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### **LATE INVENTORY - Filed after 90 days from date of qualification or after extended deadline (§309, Estates Code)**

Clerk Recording Fee	Local Government Code §118.056	\$25.00
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Fee does not include proposed order fee of \$2.00.

### **ANNUAL ACCOUNTING (Chaps. 359 & 1163, Estates Code)**

### **FINAL ACCOUNTING (§362.003 & Chap. 1204, Estates Code)**

Clerk Recording Fee	Local Government Code §118.056	\$25.00
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Fee does not include additional services. Each citation issued is \$8.00. Posting of citation by sheriff is \$20.00. Each personal service of citation by sheriff or constable is \$75.00. Each personal service of citation by certified mail is \$75.00 plus certified mail fees. Each proposed order is \$2.00.

### **ANNUAL/FINAL REPORT OF THE PERSON (Guardianship) (§§1163.101, 1163.103, Estates Code)**

Clerk Recording Fee	Local Government Code §118.056	\$10.00
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Fee does not include proposed order fee of \$2.00.

### **PERSONAL REPRESENTATIVE'S BOND (Chaps. 305 & 1105, Estates Code)**

Approval & Filing Fee	Local Government Code §118.056	\$5.00
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### **CREDITOR'S CLAIM (Chaps. 355 & 1157, Estates Code)**

Filing Fee	Local Government Code §118.058	\$10.00
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### **ISSUANCE OF CITATION (Chaps. 51 & 1051, Estates Code)**

Citation Issued	Local Government Code §118.059	\$8.00
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### **POSTING OF CITATION BY SHERIFF (§51.051 & §1051.051, Estates Code)**

Citation - Posting	Local Government Code §118.131	\$20.00
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### **PERSONAL SERVICE BY SHERIFF (§51.051 & §1051.051, Estates Code)**

Citation, Subpoena or Summons	Local Government Code §118.131	\$75.00
Writ	Local Government Code §118.131	\$150.00

### **SERVICE OF CITATION BY CERTIFIED MAIL – CLERK (§51.052 & §1051.052, Estates Code)**

Clerk Service Fee (Add current postage and certified mail fees)	Local Government Code §118.063	\$75.00
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### **LETTERS OF APPOINTMENT (§306.004 & §1106.001, Estates Code)**

Clerk Issuance Fee	Local Government Code §118.061	\$2.00
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### **CERTIFICATE OF COMPLIANCE (Temporary Guardianship, in lieu of Letters) (§1251.101, Estates Code)**

Certificate Issuance Fee	Local Government Code §118.060	\$5.00
Copy Fees (Order)	Local Government Code §118.060	\$1.00/page

### **DEPOSIT OF WILL (§252.001, Estates Code)**

Clerk Fee	Local Government Code §118.062	\$5.00
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### **PRIVATE PROFESSIONAL GUARDIAN REGISTRATION (§1104.301, Estates Code)**

Clerk Fee	Estates Code §1104.303(b)(2)	\$40.00
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### **CLERK'S RECORD ON APPEAL:**

Preparation of Clerk's Appeal Record	Local Government Code §118.052(3)(I)	\$1.00/page
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### **COPIES**

Certified Copies (Clerk's Certificate)	Local Government §118.052(3)(B)	\$5.00
Copies	Local Government §118.052(3)(C)	
Paper		\$1.00/pg or part of page
Paper document converted to electronic copy		\$1.00/pg or part of page
Electronic document up to 10 pages		\$1.00
Each page or part of a page over 10 pages		\$0.10