



**FEE SCHEDULE**  
**Effective Date January 1, 2024**

**Coleman County Clerk**  
**Stacey Mendoza**  
**100 W. Liveoak Street, Suite 105, Coleman, Tx 76834**  
**(325) 625-2889**  
**Email: [cclerk@co.coleman.tx.us](mailto:cclerk@co.coleman.tx.us)**

Property records from January 2006 to current can be searched online by going to  
<https://www.co.coleman.tx.us/page/coleman.County.Clerk>  
 and using the link provided or using <https://coleman.tx.publicsearch.us/>

<b>Real Property Recording</b>		
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
	<b>TOTAL (first page only)</b>	<b>\$ 25.00</b>
<b>Each additional page</b> or part on which there are visible marks of any kind	LGC §118.011(a)(1) (each page after)	<b>\$ 4.00</b>
<b>Each additional name to be indexed in excess of five (5)</b>	LGC §118.011(a)(2)	<b>\$ .25</b>
<p><b>Texas Property Code 11.003, effective Jan. 1, 1982:</b> Requires that each grantee's mailing address be in or attached to any document conveying real property executed after December 31, 1981. <b><i>If address of each grantee is not included, the payment of a penalty filing fee equal to the greater of (1) twice the statutory filing fee for the filing of such document with the County Clerk or (2) \$25.00 will be required. This fee is in addition to regular filing fees.</i></b> LGC 191.007(c)(h): Provides double the filing fee for that page if there is not a clearly identifying heading, similar to the headings on most printed forms, must be placed at the top of the first page to identify the type or kind of legal paper. LGC 191.007(e)(h): Provides double the filing fee for that page if names are not legibly typed or printed immediately under each signature. LGC 191.007 (3): Printed in type no smaller than 8 point type. <b>Property Code 12.001(b) &amp; 12.011:</b> Must have live signature and proper acknowledgement.</p>		
<b>Federal Tax Lien/Release of Lien</b>		
Recording Fee	TX Property Code § 14.005	\$ 10.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	<b>TOTAL</b>	<b>\$ 30.00</b>
<b>State Tax Lien/Release of Lien</b>		
Recording Fee	LGC §118.025(c)	\$ 5.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
	<b>TOTAL</b>	<b>\$ 15.00</b>
<b>PLATS/ MAPS</b>		
Recording Fee	LGC § 118.011(c)	\$ 55.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
See Plat Filing Requirements		
	<b>TOTAL</b>	<b>\$ 75.00</b>
Plat with extra pages	fee per extra page	<b>\$ 25.00</b>
<b>COPIES OF RECORDED DOCUMENTS</b>		
Copies (Per Page)	LGC § 118.011(a)(4) & LGC §118.0145	\$ 1.00
<b>ELECTRONIC COPIES</b>		
For each document up to 10 pages in length	LGC § 118.011(a)(4)(c)(i)	\$ 1.00
For each page or part of a page of a document over 10 pages	LGC § 118.011(a)(4)(c)(ii)	\$ 0.10

<b>CERTIFIED COPIES</b>		
Copies (Per Page)	LGC § 118.011(a)(4) & LGC §118.0145	\$ 1.00
Certification (Per Document)	LGC § 118.011(a)(3) & LGC §118.0145	\$ 5.00
<b>AUTHENTICATED COPIES</b>		
Certification (Clerk certifies twice)	LGC § 118.011(a)(3) & LGC §118.0145	\$ 10.00
<b>FILE TRANSFER OF INDEXES &amp; IMAGES</b> each (weekly or monthly)	LGC § 118.011(c)	\$ 15.00
<b>DIGITAL COPY -DR - Prior to Dec. 16, 2008</b>	Per Volume	\$ 100.00
<b>BEER LICENSE (CERTIFICATION)</b>	LGC § 118.011(a)(3)	\$ 5.00
UCC/FINANCING STATEMENT RECORDS: As of July 1, 2001 UCC Records relating to consumer goods are no longer filed in the County Clerk's Office. Per revised Article 9 for the State of Texas, these are filed with the State. UCC-1 and UCC-3 are accepted for filing in the Real Property Records if the collateral is timber, mineral, oil, gas or fixtures and regular filing fees apply.		
<b>ASSUMED NAME CERTIFICATE</b>		
Applications available on the county website: <a href="http://www.co.coleman.tx.us/page/coleman.County.Clerk">www.co.coleman.tx.us/page/coleman.County.Clerk</a>		
Recording Fee (includes index of 2 names) (indexing of Business & 1 Owner Name)	TX Business & Commerce Code § 71.155(a)(1)(2)	\$ 3.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
Oath Administration	LGC § 118.011(a)(10)	\$ 1.00
	<b>TOTAL</b>	\$ 24.00
<i>EACH ADDITIONAL NAME INDEXED</i>	TX Business & Commerce Code § 71.115(a)(2)	\$ .50
<b>* Effective 9/1/2019 – Corporations, LLC, LP will only be filed in the Secretary of State per Bus &amp;Comm Code 71.103*</b>		
<b>ASSUMED NAME ABANDONMENT</b>		
Applications available on the county website: <a href="https://www.co.coleman.tx.us/page/coleman.County.Clerk">https://www.co.coleman.tx.us/page/coleman.County.Clerk</a>		
Recording Fee (index of Business & 1 Owner Name)	TX Business & Commerce Code § 71.155	\$ 3.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
Oath Administration	LGC § 118.011(a)(10)	\$ 1.00
	<b>TOTAL</b>	\$ 24.00
<i>EACH ADDITIONAL NAME INDEXED</i>		\$ .50
<b>Assumed Name Copies</b>		
<b>Certified Copies</b>	LGC § 118.011(a)(3) & LGC §118.0145	\$ 7.00
<b>Uncertified Copies (plain copy)</b>	LGC § 118.011(a)(4) & LGC §118.0145	\$ 2.00
<b>POSTING Trustee/Foreclosure Sales/Public Notices</b>		
Recording Fee	TX Property Code § 51.002(f)	\$ 2.00
	<b>TOTAL</b>	\$ 2.00
Trustee and Foreclosure Sales are conducted the first Tuesday of every month and will be held on the front porch of the Courthouse being on the South side of the Courthouse located on the North end of Commercial Avenue in the City of Coleman, Texas (**Passed by Commissioner's Court 10-12-1987; Document #3578, Vol. 601 Pg. 835 recorded in the Deed Records.) <b>Copies of Notice of Trustee/Foreclosure Sales can be viewed at: <a href="http://www.co.coleman.tx.us">www.co.coleman.tx.us</a></b>		
<b>CATTLE BRAND APPLICATION/RELEASE OF OWNERSHIP</b>		
Applications available on the county website: <a href="http://www.co.coleman.tx.us/page/coleman.County.Clerk">www.co.coleman.tx.us/page/coleman.County.Clerk</a>		
Recording Fee (one brand/one location/one animal type)	LGC § 118.020(a)(9) & TX Ag Code § 144.110	\$ 5.00
Record Management	LGC § 118.011(b)(2)	\$ 10.00
Record Archive	LGC § 118.011(f)	\$ 10.00
	<b>TOTAL</b>	\$ 25.00
<i>Oath Administration</i>	LGC § 118.011(a)(10)	\$ 1.00
<i>Each Additional Brand /Location/Animal type</i>		\$ 25.00

<b>MILITARY DISCHARGE (DD214)</b>		
FILING	LGC §192.002(b)	<b>No Charge</b>
CERTIFIED COPY	GC § 603.003(a)	<b>No Charge</b>
<b>BIRTH/DEATH VERIFICATION: Coleman County Only</b>		
Search Fee	LGC§ 118.015(a), TAC § 181.22(g)	<b>\$ 10.00</b>
<b>BIRTH CERTIFICATES -Coleman County</b>		
<b>Applications available on the county website: <a href="http://www.co.coleman.tx.us/page/coleman.County.Clerk">www.co.coleman.tx.us/page/coleman.County.Clerk</a></b>		
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
	<b>TOTAL</b>	<b>\$ 23.00</b>
<b>BIRTH CERTIFICATES -Issued thru TxEver</b>		
Search/Certificate/County Clerk Fee	LGC§ 118.015(a),TAC § 181.22, HSC §191.0045	\$ 18.17
Vital Statistics Fee to TDSHS	Per Contract TDSHS	\$ 1.83
Vital Statistics Fee	HSC § 191.0045	\$ 1.80
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	<b>TOTAL</b>	<b>\$ 23.00</b>
<b>DEATH CERTIFICATES Coleman County Only</b>		
<b>Applications available on the county website: <a href="http://www.co.coleman.tx.us/page/coleman.County.Clerk">www.co.coleman.tx.us/page/coleman.County.Clerk</a></b>		
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
	<b>TOTAL</b>	<b>\$ 21.00</b>
<b>Each Additional Copy Ordered at the same time</b>		
County Clerk Fee	HSC § 191.0045	\$ 3.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	<b>TOTAL</b>	<b>\$ 4.00</b>
<b>INFORMAL MARRIAGE LICENSE</b>		
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
	<b>TOTAL</b>	<b>\$ 46.00</b>
<b>MARRIAGE LICENSE without Texas Premarital Education Certificate</b>		
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
<b>72 hour waiting period from date of application before the license can be used.</b>		
	<b>TOTAL</b>	<b>\$ 81.00</b>
<b>MARRIAGE LICENSE with Texas Premarital Education Certificate</b>		
License Fee	LGC § 118.011(a)(7)	\$ <i>waived</i>
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
<b>72 hour waiting period is waived.</b>		
	<b>TOTAL</b>	<b>\$ 21.00</b>
<b>CERTIFIED COPY of MARRIAGE LICENSE: Coleman County Only</b>		
<b>Applications available on the county website: <a href="http://www.co.coleman.tx.us/page/coleman.County.Clerk">www.co.coleman.tx.us/page/coleman.County.Clerk</a></b>		
Search/Certificate/County Clerk Fee	TAC § 181.22(h)(s), HSC § 191.0045	\$ 20.00
Vital Statistics Preservation Fee	HSC § 191.0045	\$ 1.00
	<b>TOTAL</b>	<b>\$ 21.00</b>

<b>Original filing of Probate of Will, Guardianship, Muniment of Title, Foreign Wills, Small Estates</b>		
Probate Fee Original Action (CLKCT)	LGC § 135.102(b)(3)	\$ 40.00
Records Management/Preserv Fee (RMPF)	LGC § 135.102(b)(4)	\$ 15.00
Courthouse Security Fee (CHS)	LGC § 135.102(b)(7)	\$ 20.00
Law Library (LAWLB)	LGC § 135.102(b)(6)	\$ 35.00
Facility Fee (CFFF)	LGC § 135.102(b)(2)	\$ 20.00
Court Initiated Guardianship Fund (CIGF)	LGC § 135.102(b)(11)	\$ 20.00
Public Probate Administration Fund (PPAF)	LGC § 135.102(b)(13)	\$ 10.00
Jury Fee (CJF)	LGC § 135.102(b)(9)	\$ 10.00
Dispute Resolution (CDRF)	LGC § 135.102(b)(10)	\$ 15.00
Language Access Fee (LAF)	LGC § 135.102(b)(8)	\$ 3.00
Court Reporter Fee (CRSF)	LGC § 135.102(b)(5)	\$ 25.00
Appellate Judicial System Fee (AJSF)	LGC § 135.102(b)(1)	\$ 5.00
Judicial Education and Support Fund (JESF)	LGC § 135.102(b)(12)	\$ 5.00
	<b>TOTAL</b>	<b>\$ 223.00</b>
	<b>Plus Fees to State Comptroller (PRSC)</b>	<b>\$ 137.00</b>
	<b>GRAND TOTAL</b>	<b>\$ 360.00</b>
<b>**ADDITIONAL SERVICE FEES**</b>		
Issuing Citation & One Copy (CLKCT)	LGC § 118.052(3)(A)	\$ 8.00
Posting/Service of Citations (EACH) (PRCIT)	LGC § 118.131	\$ 30.00
Judge's Fee (PRJUD)	LGC § 118.101	\$ 2.00
Approving & Recording of Bond (CLKCT)	LGC § 118.052(2)(A)(ii)	\$ 5.00
Administering Oath (CLKCT)	LGC § 118.052(2)(A)(iii)	\$ 2.00
Letters of Testamentary, Administration, Ancillary or Guardianship (each) (CLKCT)	LGC § 118.052(3)(D)	\$ 2.00
<b>Any Action Filed After Original Application has been Filed</b>		
Filing of action other than original (CLKCT)	LGC § 135.102(c)(1)	\$ 40.00
Records Management (RMPF)	LGC § 135.102(c)(4)	\$ 5.00
Court Initiated Guardianship Fund (CIGF)	LGC § 135.102(b)(11)	\$ 20.00
Public Probate Administration Fund (PPAF)	LGC § 135.102(b)(13)	\$ 10.00
	<b>TOTAL</b>	<b>\$ 75.00</b>
	<b>Plus Fees to State Comptroller (PRSC)</b>	<b>\$ 45.00</b>
	<b>GRAND TOTAL</b>	<b>\$ 120.00</b>
<b>**ADDITIONAL SERVICE FEES**</b>		
Issuing Citation & One Copy (CLKCT)	LGC § 118.052(3)(A)	\$ 8.00
Posting/Service of Citations (EACH)(PRCIT)	LGC § 118.131	\$ 30.00
Judge's Fee (PRJUD)	LGC § 118.101	\$ 2.00
<b>Inventory, Appraisal and list of Claims (Filed late after 90<sup>th</sup> day after Qualification Date)</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(A)(i)	\$ 25.00
Judge's Fee (PRJUD) if required	LGC § 118.101(11)	\$ 2.00
	<b>TOTAL</b>	<b>\$ 27.00</b>
<b>Final Acct of Probate/Guardianship (ESTATE) (must be notarized)</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(A)(iv)	\$ 25.00
Judge's Fee (PRJUD)	LGC § 118.101(11)	\$ 2.00
Sheriff's Fee (PRCIT) & COPY (CLKCT)	LGC § 181.131 / LGC § 118.052(3)(A)	\$ 30.00
	<b>TOTAL</b>	<b>\$ 57.00</b>
<b>Annual OR Final Report of Guardianship (PERSON ONLY) (must be notarized)</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(A)(vi)	\$ 10.00
Judge's Fee (PRJUD)	LGC § 118.101(11)	\$ 2.00
	<b>TOTAL</b>	<b>\$ 12.00</b>
<b>Annual Account of Probate/Guardianship (ESTATE) (must be notarized) (on file for 10 Days before approval)</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(A)(iv)	\$ 25.00
Judge's Fee (PRJUD)	LGC § 118.101(11)	\$ 2.00
	<b>TOTAL</b>	<b>\$ 27.00</b>

<b>Application for Sale of Real or Personal Property</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(A)(v)	\$ 25.00
Judge's Fee (PRJUD)	LGC § 118.101(11)	\$ 2.00
Sheriff's Fee (PRCIT) & COPY (CLKCT)	LGC § 181.131 / LGC § 118.052(3)(A)	\$ 30.00
	<b>TOTAL</b>	<b>\$ 57.00</b>
<b>Claim (paid by the Claimant at time of filing)</b>		
Filing Fee (CLKCT)	LGC § 118.052(2)(B)	\$ 10.00
If Judge's Order to approve is requested (PRJUD)	LGC § 118.101(11) <b>add</b>	<b>\$ 2.00</b>
<b>Citations by Publication in Newspaper</b>		
Printing		<b>(contact newspaper for fee)</b>
Issuing Citation & One Copy (CLKCT)	LGC § 118.052(3)(A)	\$ 8.00
Posting/Service of Citations (EACH)(PRCIT)	LGC § 181.131	\$ 30.00
	<b>TOTAL FOR EACH CITATION</b>	<b>\$ 38.00</b>
<b>Civil Fees (DOES NOT INCLUDE CITATION)</b>		
Civil Fee Original Action (CLKCT)	LGC § 135.101(b)(3)	\$ 50.00
Records Management/Preserv Fee (RMPF)	LGC § 135.101(b)(4)	\$ 30.00
Courthouse Security Fee (CHS)	LGC § 135.101(b)(7)	\$ 20.00
Law Library (LAWLB)	LGC § 135.101(b)(6)	\$ 35.00
Facility Fee (CFFF)	LGC § 135.101(b)(2)	\$ 20.00
Jury Fee (CJF)	LGC § 135.101(b)(9)	\$ 10.00
Dispute Resolution (CDRF)	LGC § 135.101(b)(10)	\$ 15.00
Language Access Fee (LAF)	LGC § 135.101(b)(8)	\$ 3.00
Court Reporter Fee (CRSF)	LGC § 135.101(b)(5)	\$ 25.00
Appellate Judicial System Fee (AJSF)	LGC § 135.101(b)(1)	\$ 5.00
	<b>TOTAL</b>	<b>\$ 213.00</b>
	<b>Plus Fees to State Comptroller (CVSC)</b>	<b>\$ 137.00</b>
	<b>GRAND TOTAL</b>	<b>\$ 350.00</b>
<b>**Additional Service Fees**</b>		
Issuing Citation & One Copy (CLKCT)	LGC § 118.052(3)(A)	\$ 8.00
Posting/Service of Citations (EACH) (PRCIT)	LGC § 181.131	\$ 30.00
	<b>TOTAL FOR EACH CITATION</b>	<b>\$ 38.00</b>
Judge's Fee (CVJUD)	LGC § 118.101	\$ 2.00
<b>Any Action Filed After Original Application has been Filed</b>		
Filing of action other than original (CLKCT)	LGC § 135.101(c)(1)	\$ 15.00
Records Management (RMPF)	LGC § 135.101(c)(2)	\$ 20.00
	<b>TOTAL</b>	<b>\$ 35.00</b>
	<b>Plus Fees to State Comptroller (CVSC)</b>	<b>\$ 45.00</b>
	<b>GRAND TOTAL</b>	<b>\$ 80.00</b>
<b>Additional Service Fees**</b>		
Issuing Citation & One Copy (CLKCT)	LGC § 118.052(3)(A)	\$ 8.00
Posting/Service of Citations (EACH)(PRCIT)	LGC § 181.131	\$ 30.00
	<b>TOTAL FOR EACH CITATION</b>	<b>\$ 38.00</b>
Judge's Fee (CVJUD)	LGC § 118.101	\$ 2.00
<b>Occupational License/Hardship License: (Filed only as civil suit)</b>		<b>\$ 350.00</b>
<b>**Plus any Additional Service Fees as needed**</b>		
<b>Foreign Judgments: Filing fees the same as a regular Civil Filing</b>		<b>\$ 350.00</b>
<b>**Plus any Additional Service Fees as needed**</b>		
<b>Nondisclosure Petition: Filing fees the same as a regular Civil Filing</b>		<b>\$ 350.00</b>
<b>**Plus any Additional Service Fees as needed**</b>		
<b>Writs, Citation, Subpoenas, Garnishment</b>		
Service of Writ (Sheriff's Fee) LGC § 181.131		See Fee Schedule for Sheriff and Constable Fees
<i>Must have separate check made payable to the Sheriff's Office or Appropriate Constable</i>		
Issue of Citation & Copy (each)(CLKCT)	LGC § 118.052(3)(A)	\$ 8.00