

**Amber Hall**  
Concho County & District Clerk  
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Deputy Clerk  
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## RECORDING FEES

Due to legislative changes, beginning January 1, 2024, our recording fees will decrease by \$1.00. The fee schedule will be as follows:

<i>Records Management and Preservation Fee (LGC 118.0216, Eff. 01/01/2014)</i>	<i>\$10.00</i>
<i>Records Archive Fee (LGC 118.025)</i>	<i>\$10.00</i>
<i>First Page of Document</i>	<i>\$5.00</i>
<b>TOTAL:</b>	<b>\$25.00</b>
<i>Each Additional Page or Part Thereof</i>	<i>\$4.00</i>
<i>Each Additional Name to be Indexed (In Excess of Five (5) Names)</i>	<i>\$0.25</i>

### REQUIREMENTS AND REMINDERS:

#### LGC §191.007 - Specifications for Legal Papers

- (a) A legal paper presented to a county clerk for filing or for recording must meet the requirements prescribed by Subsections (b) thru (g)
- (b) A page is considered to be **one side** of a sheet of paper: A page must:
  - (1) be no wider than 8 ½ inches and no longer than 14 inches;
  - (2) have a sufficient weight and substance so that printing, typing, or handwriting on it will not smear or bleed through; and
  - (3) be printed in type **not smaller than eight (8) point type** and be suitable otherwise for reproducing from it a readable record by a photocopy or photostatic or microphotographic process used in the office of the county clerk.
- (c) A clearly identifying heading, similar to the headings on most commercially supplied printed forms, must be placed at the top of the first page to identify the type or kind of legal paper.
- (d) Printing, typing, and handwriting must be clearly legible.
- (e) Names must be legibly typed or printed under each signature. (*Originals signed in blue ink are very helpful*)
- (f) All photostats, photocopies, and other types of reproduction must have black printing, typing, or handwriting on a white background, commonly known as positive prints.
- (g) Riders and attachments must comply with the size requirement prescribed by Subsection (b) and shall not be larger than the size of the page. Only one rider or attachment may be included in or attached to a page.

We also require that a **1 ¼ inch margin for the top right sides of the page** and a **1-inch margin on the long sides of each page**, which allows the office to affix the adequate volume and page number labels to the instrument and the recording to be legible in the Official Public Records.

If you should have questions regarding these changes, please call our office before mailing your recordings. This will be a great help for our office and a benefit also to you, to allow the recordings to be done in a timely manner. We will not accept charges or partial payments.

Sincerely,  
**AMBER HALL**  
County & District Clerk  
Concho County, Texas

By \_\_\_\_\_ Deputy Clerk