

HERKIMER COUNTY CLERK FEE SCHEDULE

**Fees Specified are payable in advance. Checks should be made to the Herkimer County Clerk for the exact amount. We do not verify that your information is correct.

**Recorded documents must have name and address (no PO Box) of all parties; be dated; have section, block and lot and unit number on the front page; include a “record and return to” address; and be properly acknowledged within New York with an all-purpose acknowledgment, signature must match acknowledgement. For acknowledgments outside the state refer to NYS Real Property Law, 309b. A re-recorded document must state the reason, signed under statement the original document must be attached. For recorded documents in consecutive order simultaneously number documents 1st, 2nd, etc. The County Clerk’s Office will generate a computerized Cover Page to be attached to all Recorded Documents.

**Court documents will be rejected for filing if there is not an Index Number; filed in wrong court; not signed in accordance with 130-1.1-a Rules of the Chief Administrator; the summons, complaint, petition or judgment contains an etal or does not have a full caption; or is subject to electronic filing pursuant to 202.5-b Rules of the Chief Administrator.

Assumed Name or Partnership (DBA)	
To File Certificate or Amendment	\$25.00
To File Certificate of Discontinuance	No Fee
Building Loan Agreement	\$25.00
Certificate of Dissolution	\$5.00
Commissioner of Deeds/Notary Public	
File Certificate Character/Appointment	\$10.00
Issue Certificate Character	5.00
Certificate of Authentication	3.00
Consolidation Agreements	
To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Additional each Cross Reference	.50
Mortgage Tax Affidavit (Required)	5.00
Copies	
Minimum	\$ 1.30
Per Page	.65
Certify Prepared Record Minimum	5.20
Per Page	.65
Prepare & Certify Record Minimum	5.00
Per Page	1.25
Exemplified	15.00
Maximum Fee for Any Record	40.00
Maps	8.00 Plotter / \$5.00 Other

Court Fees

Index Number	\$210.00
Index Number Foreclosure	400.00
Request for Judicial Intervention	95.00
Note of Issue	30.00
Jury Demand	65.00
Notice of Appeal	65.00
Motion/Cross Motion	45.00
Stipulation Settlement/Discontinuance	35.00
Small Claims Assessment Review	30.00

Deeds (If a deed refers to a map, the map must already be filed or filed simultaneously)

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Additional Surname Indexed	.50
TP-584	5.00
RP-5217	125.00 or 250.00 Depending on Property Class Code
Transfer Tax	Rate is \$2.00 per \$500 (No tax due if amount is \$500 or less)

Correction of Deed

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Plus Notation on Original Record	.50
Additional Surname Indexed	.50
TP-584	5.00
RP-5217	125.00 or 250.00 Depending on Property Class Code

All Residential Deeds will be charged an additional \$10.00 for Fraud letters

Liens

Federal Tax Lien	
To File or Discharge	\$40.00
Search against one debtor	25.00
Copies Uncertified 5.00/Certified \$10.00	

Hospital Lien

To file (no fee to satisfy)	\$ 5.00
-----------------------------	---------

Mechanic's Lien

To file (no fee to satisfy/cancel)	\$15.00
To discharge by payment into Court	3.00
To file affidavit/certificate of service	5.00

Filing – Any Instrument except under an Index Number

Otherwise covered by statute	\$ 5.00
------------------------------	---------

Judgments

Default Judgment	\$45.00
Satisfaction or Assignment	No Fee
Transcript of Judgment to file	\$10.00
To issue	5.00
Certificate of Disposition to file	No Fee
To issue	5.00
Execution on Judgment	5.00

Leases

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Additional Surname Indexed	.50
TP 584	5.00

LisPendens/Notice Pendency/Notice of Attachment

To Record	\$ 40.00
Plus Index Number	\$400.00 Foreclosure or \$210.00

Maps (Must be on linen or mylar. Sub-division maps must be approved by Town Planning Board, certified by County Treasurer and stamped by Real Property Tax Service Agency.)

To file	\$10.00
To Copy	Plotter \$8.00 Other Printers \$5.00

Mortgages

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by clerk)
Plus Notation on Original Record	.50
Additional Surname Indexed	.50
Mortgage Tax Affidavit	5.00
Mortgage Tax	Basic \$0.50 per \$100, Special Additional \$0.25 per \$100, Local \$0.25 per \$100

Assignment of Mortgage

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Additional Surnamed Indexed	.50
Additional each Cross Reference	.50
Additional each Mortgage Assigned	3.50

Discharge of Mortgage

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Plus Notation Fee each cross-reference	.50
Additional Surname Indexed	.50

Modification of Mortgage

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Plus Notation on Original Record	.50
Additional Surname Indexed	.50
Mortgage Tax Affidavit (Required Mort)	5.00

Release of Part of Mortgage Premises

To Record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)
Plus noting fee for each cross reference	.50

Notice of Lending \$15.00

Power of Attorney to record

To Record	\$40.00
Plus per page	5 .00 (plus \$5.00 for cover page prepared by clerk)
Plus noting fee for each cross reference	.50

Release of Lien, Lease Judgment, Miscellaneous

To record	\$40.00
Plus Per Page	5.00 (plus \$5.00 for cover page prepared by Clerk)

Searches per name searched for 2 year period \$ 5.00

Separation Agreement to File \$ 5.00

Small Claims Assessment Review \$30.00

Uniform Commercial Code

To File/Assign/Amend/Continue/Terminate \$40.00

Search (one debtor) 25.00

Copies Uncertified \$5.00/Certified \$10.00

References CPLR 2102, 8018-8022; RPL 290, 291, 309, 333; Tax Law 1402-03, 1339 and Rules of Chief Administrator

Updated: September 2020