# 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.

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| 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

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|---|---|
| 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)

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|---|---|
| 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

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|---|---|
| To File or Discharge | $40.00 |
| Search against one debtor | 25.00 |

Copies Uncertified 5.00/Certified $10.00

Hospital Lien

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

Mechanic's Lien

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|---|---|
| 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

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|---|---|
| Otherwise covered by statute | $ 5.00 |

Judgments

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|---|---|
| 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

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|---|---|
| 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.)

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|---|---|
| To file | $10.00 |
| To Copy | Plotter $8.00 Other Printers $5.00 |

Mortgages

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|---|---|
| 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

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|---|---|
| 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

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|---|---|
| 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

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|---|---|
| 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 $40.00

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|---|---|
| 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

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

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| 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

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| 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