

**ASSUMED NAMES, CORPORATIONS & PARTNERSHIP AGREEMENTS**

File Certificate	8021(b)2	25.00
To Amend	8021(b)2	25.00
Discontinuance	8021(b)2	NO FEE

**BAIL BOND LIEN**

File & Index	Lien Law 249	NO FEE
Discharge of (F) – (if filed by D.A. or Atty. Gen.)	Lien Law 249	NO FEE
Discharge of	Lien Law 249	2.50
Certificate of Transcript	Lien Law 249-a	.50
Certificate of Discharge	Lien Law 249-a	.50

**CENSUS**

Search – 2-year period-		
Each Name Searched	8021(d)	10.00
Certificate	8021(c) 1	5.00

**CIVIL & MATRIMONIAL ACTIONS  
(Supreme & County Court)**

Index Numbers for Actions		
Or Proceedings	8018(a) 1	210.00
Foreclosure Action	8018(a)1(ii)	400.00
Request for Judicial Intervention	8020(a)	95.00
Demand for Jury Trial	8020(c) 2 plus	65.00
Notice of Appeal	8022(a)	65.00
Trial Note of Issue	8020(a)	30.00
*File Motion/Cross Motion	8020(a)	45.00
**File Stipulation of Settlement/Voluntary Discontinuance	8020(d)	35.00

**JUDGMENTS**

Satisfaction of (Covered by Index Fee)	8018(d) 3	NO FEE
File Transcript of Judgment	8021(b) 7	10.00
Issue Transcript	8021(c) 3	5.00
File Certificate of Disposition	8021(b)3	NO FEE
Issue Certificate of Disposition	8021(c)1	5.00
Default Motion	8020(a)	45.00
Execution of Judgment	8021(c) 2	5.00
Return of Execution	8018(d) 5	NO FEE
Release of Lien of Judgment	SEE RECORDING FEES	
Discharging of a Judgment of Record by Deposit with the Clerk of the Court	8018(d) 7	NO FEE

**COPIES**

To make copies only	per page	.65
	8019(f) 1 minimum	1.30
To certify prepared copy	per page	.65
	8019(f) 2 minimum	5.20
To prepare and certify copy	per page	1.25
	8019(f) 3 minimum	5.00

Printed Case on Appeal		
To certify prepared copy	8019(f) (per page)	.65
	minimum	5.20
	maximum	40.00
Exemplified	8020(f) 2-	
(Exclusive of other fees)	8021(c) 7	10.00

**CERTIFICATE OF DISSOLUTION OF MARRIAGE**

	8021(B) 1	5.00
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**DEEDS**

Recording Fees	8021(a) 4 (a) 2	40.00
Plus \$5.00 per page		

Real Estate Transfer Tax Return		
Credit Line Mortgage Certificate		
TP-584	8021(b)1	5.00

RP-5217 – Tax Law RPL 333 1-e – If the classification code (Item 18) is: 100 – 199; or 200 – 299 or 411-C, the fee is \$125.00. All others – fee is \$250.00.

Tax Law – 1402  
Tax computed using a base of \$2.00 for each \$500.00 or fractional part thereof of the net consideration paid for, or the net value of the real property conveyed. No transfer tax for considerations of less than \$500.00.

**FILING**

Any instrument except an action or proceeding		
Having our Index Number	8021(a) 1	
	8021(b) 1	5.00
(Mortgage tax – affidavits, of exemption, etc.)		

**LIENS**

Assignment of money due on contract of Order	8021(b) 9	25.00
Order of Notice Continuing, Amending, or Canceling	8021(b) 9	NO FEE
Building & Loan Agreement	8021(b) 10	25.00
Hospital Lien	8021(b) 6	5.00
Satisfaction, Modification, or Assignment of	8021(b) 6	NO FEE

**LIENS CONTINUED**

Mechanics Lien, Notice of Lending or Common Charges	8021(b) 4	15.00
Notice of Order Continuing, Amending, or Canceling	8021(b) 4	NO FEE
Affidavit of Service		5.00
Mechanics Lien Discharged by Deposit into Court	8021(b) 4	3.00

**LIS PENDENS OR NOTICE OF ATTACHMENT OF REAL PROPERTY**

File & Record (In addition to Index Number)	8021(a) 10	60.00
Order of Stipulation to Cancel	8018(d) 12	NO FEE
Amend or Extend	8021(a) 10	60.00

**MAPS**

Filing	8021(a) 2	10.00
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**MARRIAGE RECORDS – 1908 through 1934 only**

Prepare and certify copy	8021(c) 8	5.00
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**MILITARY DISCHARGE and/or DD214 SEPARATION**

Copies of	Military Law 250	NO FEE
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**MORTGAGES – (Subject to Mortgage Tax) (see note)**

Tax Law 253 – 1-2(a)  
\$1.00 for each \$100.  
\$.75 per \$100 with 253 affidavits.  
Recording Fees 8021(a)4(a)2 40.00\*\*  
Plus \$5.00 per page  
Assignment 8021(a)4(a)2 40.00\*\*  
Plus \$3.00 for each Mortgage or Lease in excess of one  
Plus \$.50 for each cross-reference  
Discharge – (Each discharge of Mortgage must be examined and approved before recording.) 8021(a) 4 – 8021(a) 9 – 8021(a) 10  
Fees \$40.00\*\*, plus \$5.00 per page, plus \$.50 for cross-reference.  
If more than one Mortgage discharged on one Certificate, each discharge is charged separately. (RPL Article 9, Section: 321.3).

**NOTARY PUBLIC AND COMMISSIONER OF DEEDS**

File & Index Certificate of Appointment or Official Character	8021(b) 8	10.00
Issue Certificate of Official Character	8021(c) 4	5.00
Certificate Authenticating Notary of Commissioner of	8021(c) 5	3.00

**PASSPORT – Federal**

Application (to U.S. Passport Office)		
Under 16 years of age	80.00	
16 years of age or over	110.00	
Execution Fee (retained by County Clerk)	35.00	
Expedite Fee	60.00	plus
Photos	10.00	

**PISTOL PERMITS**

Permit	PL400.00-14	10.00
Amendments	PL400.00-14	3.00
Duplicates	PL400.00-14	5.00
Transfers	PL400.00-14	10.00
(\$5.00 for each County)		

**RECORDING FEES \*\***

Affidavits, Agreements, Deed, Power of Attorney, Partial Releases & Orders	8021(a) 4	40.00*
Plus \$5.00 per page		
Each Cross Reference	8020(g)	.50
(Note on partial releases that <u>each</u> mortgage released in excess of one is \$3.50 additional)		
Deed Recording Notice	RP291	10.00

**SEARCH COURT RECORDS**

Certifying each name for 2-year period	8020(g)	5.00
(Criminal Search, etc.) <b><u>24-HOUR NOTICE MAY BE REQUIRED!</u></b>		

**SEARCH OTHER THAN COURT RECORDS**

Certifying each name for 10-year period	8021(a) 9	10.00
(Informal Searches, DBA & Corporation Searches, etc.)		

**SEPARATION AGREEMENT OR MEMORANDUM**

(Dom. Rel-235)	8021(b) 1	5.00
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**SMALL CLAIMS ASSESSMENT REVIEW**

RPTL 730.3		30.00
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**SURRENDERS**

8021(B) 11		5.00
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**UNIFORM COMMERCIAL CODE**

Financing Statement		
Initial Filing (UCC-1)	40.00	
Addendum (UCC-1 Ad)	40.00	
Financing Statement – with Attachments	40.00	
Amendments (UCC-3)	40.00	
Information Request (UCC-11)	25.00	
Copies of Financing Statements or other documents	5.00	
	Per document	
Certified copies		10.00

\* All UCC's must be filed with the Secretary of State of the State of New York. If the UCC filing is to be cross-referenced with real estate it must also be filed with the County Clerk.

\*\*\$20.00 records surcharge included 8021(a)4

\*\* The County Clerk's Office will generate a computerized cover page for each recording fee - \$5.00.

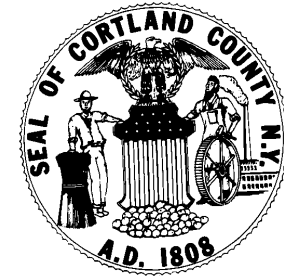
**\*\*ALL RECORDED DOCUMENTS REQUIRE SELF-ADDRESSED STAMPED ENVELOPE OR WILL NOT BE RETURNED. PLEASE INDICATE THE NAME AND RETURN ADDRESS ON ALL RECORDED INSTRUMENTS. FOR OUR CONVENIENCE, PLEASE FURNISH AN EMAIL ADDRESS**

Whenever a paper or document presented to a County Clerk for filing or recording is not legible or otherwise suitable for copying or recording by the microfilming process, the County Clerk may require a legible or suitable copy thereof, along with such paper or document, and the same fees shall be payable for the copy of the paper or document. CPLR 8019(b)

**Correct Mailing Address:**

**COUNTY CLERK'S OFFICE  
46 Greenbush Street, Suite 105  
Cortland, New York 13045-3702  
Phone (607) 753-5021**

**SCHEDULE  
OF FEES**



**CORTLAND  
COUNTY  
CLERK'S OFFICE**

**ELIZABETH LARKIN  
County Clerk**

Amended March 11, 2020

**THE FEES SPECIFIED SHALL BE PAID IN ADVANCE.**

**Public Officers Law 67(3) – 68      CPLR 8008 – 8021**