

**SENECA COUNTY CLERK'S OFFICE**

1 DiPronio Drive  
County Office Building  
Waterloo, New York 13165

Phone: (315)539-1770  
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Tina Lotz  
Seneca County Clerk

Katie Merkley  
Deputy County Clerk  
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Schedule of Fees  
September 2010  
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Whenever a Paper or Document, presented to a County Clerk for filing or recording is not legible or otherwise unsuitable for copying or recording, the County Clerk may require a legible or suitable copy thereof along with such paper or document, and the fees shall be payable for the copy as are for the paper or document.

Black ink and yellow highlighter should be used on all documents for scanning purposes.

**Assumed Name of Partnership**

File certificate	\$ 25.00
File amended for address	\$ -
Discontinuance	\$ -
Certify prepared copy	\$ 5.00
Prepare and certify copy	
1.50 per page, minimum	
, maximum	

**Building Loan Contract**

Discharge B/L Agreement	\$ 5.00
Margin Note	\$ 0.50
Filing	\$ 25.00

**Certificates**

Filed(other than covered by law)	\$ 25.00
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**Incorporations**

File Incorporation	\$ 25.00
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**Copies**

Recorded or filed documents (min)	\$ 0.65
To certify prepared copy	\$ 5.00
1.25 per page, minimum	\$ 5.00
Military Discharges for VA	\$ -
Other	\$ 2.00
Exemplified	
In addition to other fees	\$ 10.00

**Deeds**

Cover Page	\$ 3.00
Record and Index	\$ 25.00
Plus per page	\$ 3.00
File Gains Tax (TP-584)	\$ 5.00
File Equalization & Assessment	\$125/250
Margin Notes, first one	\$ 0.50
, additional	\$ 3.00

**Execution**

Return of Execution	\$ -
To Issue Execution	\$ 5.00

**Federal Tax Lien**

To file or discharge	\$ 40.00
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**Filing**

Any instrument except in action of proceeding having no index	\$ 5.00
Separation Agreement	\$ 5.00

**Index Numbers**

For Action or Special Proceeding	\$ 210.00
For Lis Pendens	\$ 400.00
Request for Judicial Intervention	\$ 95.00
Note of Issue	\$ 30.00
Trial by Jury	\$ 65.00
Motion/Cross Motion	\$ 45.00

<b>Judgements</b>	
Satisfaction	\$ -
Transcript of Judgement to file	\$ 10.00
Issue Transcript (disposition)	\$ 5.00
Issue Certificate of Disposition, Cancellation or Assignment	\$ 5.00
De Fault (for index number)	\$ 210.00
Release of Lien to record	\$ 25.00
Plus per page	\$ 3.00
Plus for each lease released in excess of one	\$ 3.00

<b>Liens</b>	
Lis Pendens	\$ 25.00
Lis Pendens, file & record	\$ 25.00

<b>Notice</b>	
Lis Pendens, to cancel	\$ 35.00
Assignment of money due on contract or order	\$ 5.00
Mechanic's Lien, to file	\$ 15.00
Plus file affidavit service	\$ 5.00
Mechanic's Lien, to cancel	\$ -
- discharge by payment to court	\$ -
Notice of Lending	\$ 15.00
Discharge notice of Lending	\$ -

<b>Maps</b>	
Filing (mylar & 2 cert copies)	\$ 10.00

<b>Matrimonial Decrees</b>	
To file (covered by index#)	\$ -
File certificate of dissolution	\$ 5.00

<b>Mortgages</b>	
Cover Page	\$ 3.00
To Record	\$ 25.00
Plus per page	\$ 3.00
Margin note	\$ 0.50
Mortgage Tax is 1% of mortgage amount 3.00 for each mortgage in excess of 1	
Discharge of mortgage is same as above plus 3.00 for each mortgage in excess of 1	\$ 5.00

<b>Notary Public</b>	
Fee to Seneca County Clerk	\$ 60.00
Issue Certificate of Appointment	\$ 5.00
Certificate Authenticating Notary	\$ 3.00

<b>Passports/Passcard</b>	
Adults (16 yrs and older)	\$ 110/30
Children (16 yrs and under)	\$ 80/15
Execution of Application	\$ 25.00
Renewal	\$ 110/80
Expedite - additional \$60 plus postage	

<b>Satisfactions</b>	
Federal Tax Liens	\$ 40.00
Mechanic's Lien	\$ -

<b>Tax Release</b>	
Estate of Transfer Tax Lien	\$ 25.00
plus per page	3.00
plus for each cross reference	\$ 0.50
plus cover page	\$ 3.00

<b>UCC - Uniform Commercial Code</b>	
Original financing statement	\$ 40.00
Continuations, Assignments, Releases, Ammendments	
Terminations and Searches are same as above	

<b>Court Fees</b>	
Stipulation/Notice of Discontinuance	\$ 35.00
Scar Petitions	\$ 30.00
Notice of Appeal	\$ 65.00
from town	\$ -