

SENECA COUNTY CLERK'S OFFICE

1 DiPronio Drive
County Office Building
Waterloo, New York 13165

Phone: (315)539-1770
.....

Tina Lotz
Seneca County Clerk

Katie Merkley
Deputy County Clerk
.....

Schedule of Fees
May 2018
.....

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
----------------------------------	----------

Incorporations

File Incorporation	\$ 25.00
--------------------	----------

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

Federal Tax Lien

To file or discharge	\$ 40.00
----------------------	----------

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

Judgements	
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

Liens	
Lis Pendens	\$ 35.00
Lis Pendens, file & record	\$ 35.00

Notice	
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	\$ -

Maps	
Filing (mylar & 2 cert copies)	\$ 10.00

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

Mortgages	
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

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

Passports/Passcard	
Adults (16 yrs and older)	\$ 110/30
Children (16 yrs and under)	\$ 80/15
Execution of Application	\$ 35.00
Renewal	\$ 110/80
Expedite - additional \$60 plus postage	

Satisfactions	
Federal Tax Liens	\$ 40.00
Mechanic's Lien	\$ -

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

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

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