

**Otsego County Clerk's Office Schedule of Fees**  
June 1, 2009

<b>Recording</b>	<b>\$25.00 plus \$3.00 per page. We do have a cover page we consider the first page of the document.</b>
<b>Mortgage Tax</b>	<b>3 / 4 of 1%</b>
<b>E &amp; A Form (RP 5217)</b>	<b>Residential &amp; Agricultural Properties \$125.00 All other Properties \$250.00</b>
<b>Gains Affidavit (TP 584)</b>	<b>\$5.00 – Real Property Transfer Form (TP 584) has to have both Grantor/Grantee SS # &amp;/or Federal Employer ID#</b>
<b>Affidavit filed with land documents</b>	<b>\$5.00</b>
<b>Deed – Transfer Tax</b>	<b>\$4.00 per thousand</b>
<b>Assignment of Mortgage</b>	<b>\$25.00 plus \$3.00 per page plus \$3.50 for each additional mortgage assigned and \$.50 for each cross reference.</b>
<b>Discharge of Mortgage</b>	<b>\$25.00 plus \$3.00 per page plus \$8.50 for each additional mortgage discharged and \$.50 for each cross reference.</b>
<b>Cross Reference on Margin of Any instrument</b>	<b>\$.50 per reference</b>
<b>Filing:</b>	
<b>Any instrument except under Index Number</b>	<b>\$ 5.00</b>
<b>Maps Survey &amp; Sub Divisions</b>	<b>\$10.00</b>
<b>(if subdivision check to see if the town planning board needs to</b>	

approve it also it will need a 5 year tax search.)

<b>Building &amp; Loan Contract (no fee for discharge)</b>	<b>\$25.00</b>
<b>Notice of Lending</b>	<b>\$15.00</b>
<b>Oath of Office (excluding Notary Public)</b>	<b>No Fee</b>
<b>Judgments:</b>	
<b>Docket</b>	<b>\$ 45.00</b>
<b>Assignment, Satisfaction</b>	<b>No Fee</b>
<b>File a Transcript</b>	<b>\$ 10.00</b>
<b>Issue a Transcript</b>	<b>\$ 5.00</b>
<b>Issue a Certificate of Disposition (satisfaction)</b>	<b>\$ 5.00</b>
<b>Issue an Execution (income or property)</b>	<b>\$ 7.00</b>
<b>Abstract of Judgment (filed in Federal Tax Liens)</b>	<b>\$ 40.00</b>
<b>Unified Court Fees:</b>	
<b>Index Number</b>	<b>\$210.00</b>
<b>Note of Issue(asking for time)(Trial) after RJI filed</b>	<b>\$ 30.00</b>
<b>RJI</b>	<b>\$ 95.00</b>
<b>Jury Demand</b>	<b>\$ 65.00</b>
<b>Small Claims Assessment (SCAR Petition)</b>	<b>\$ 30.00</b>
<b>Separation Agreement</b>	<b>\$ 5.00</b>
<b>Criminal Search</b>	<b>\$ 5.00</b>
<b>Notice of Appeal</b>	<b>\$ 65.00</b>
<b>File Motion or Cross Motion (each)</b>	<b>\$ 45.00</b>
<b>Stipulation of Settlement or Voluntary Discontinuance</b>	<b>\$ 35.00</b>
<b>Assignments</b>	
<b>Wage (no fee to cancel)</b>	<b>\$ 5.00</b>
<b>Liens</b>	
<b>Notice of Pendency, Notice of Attachment or Amended (no fee to Cancel, Continue)</b>	<b>\$ 35.00</b>

<b>Hospital Lien (NO fee to cancel or satisfy)</b>	<b>\$ 5.00</b>
<b>Federal Tax Lien- File or Discharge</b>	<b>\$ 40.00</b>
<b>Mechanics's Lien (No fee to Discontinue)</b>	<b>\$ 15.00</b>
<b>Proof of Service on Mechanic's Lien to File</b>	<b>\$ 5.00</b>

**DBA and Partnership**

<b>File Certification (No fee to Discontinue)</b>	<b>\$ 25.00</b>
<b>Prepare and Certify Copy</b>	<b>\$ 4.00</b>

**Notaries, Commissioners of Deeds**

<b>File and Index Cert of Appointment</b>	<b>\$ 60.00</b>
<b>Issue Certificate of Appointment</b>	<b>\$ 5.00</b>
<b>Authentication Certificate</b>	<b>\$ 3.00</b>
<b>Foreign Notary (File)</b>	<b>\$ 5.00</b>

**Searches**

<b>Each Name...</b>	<b>\$ 5.00</b>
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**Certificates**

<b>Court Records- (Judgments and Orders)</b>	<b>\$ 4.00</b>
<b>Other than otherwise covered</b>	
<b>Certificates-non court – other than otherwise Covered – County Clerk's Certificates (ie: Referees Report for Judgment of Foreclosure)</b>	<b>\$ 5.00</b>

**Copies**

<b>Court Records: Certified prepared copies of Any order, record or any other papers entered or filed</b>	<b>\$ 5.00</b>
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<b>Non-Court records-Certified prepared copies of any paper filed or recorded \$.65 per page with a minimum of .....</b>	<b>\$ 5.00</b>
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**Land**

<b>For preparing &amp; certifying a copy of any paper or instrument filed or recorded per page not on the computer .....</b>	<b>\$ 1.00</b>
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**For preparing & certifying a copy of any paper  
or instrument filed or recorded per page from  
the computer ..... \$ .50**

**Certifying a prepared copy of a Judgment Roll:  
[Steno Minutes (if need a certified copy of steno minutes  
please contact the court stenographer) or record on  
appeal \$.50 per page with a minimum of \$1.00 and  
maximum of \$30.00]**

**Exemplification \$ 10.00  
Certifying the document \$ 5.00**

**Certificate of Dissolution of Marriage \$ 5.00**

**UCC  
Filing original, amend or discontinue \$ 40.00  
Copy \$ 5.00  
Search \$ 25.00**

**Federal Tax Lien Copy \$ 5.00**