

Otsego County Clerk's Office Schedule of Fees

March 2020

Recording	\$40.00 to record, \$5.00 for cover page = \$45.00, plus \$5.00 for each Additional page
Mortgage Tax	$\frac{3}{4}$ of 1 %
E & A Form (RP 5217)	Residential & Agricultural Properties \$125.00 All other Properties \$250.00
Gains Affidavit (TP 584)	\$5.00 Real Property Transfer Form (TP 584) needs both Grantor/Grantee SS # &/or EIN#
Transfer Notice	\$10.00 Deed transfer notice. Applies to transfer of residential property
Deed – Transfer Tax	\$4.00 per thousand
Assignments	\$40.00 to record, \$5.00 for cover Page = \$45.00, plus \$5.00 for ea Additional page, plus \$.50 for first Marking & \$3.50 for each Additional document being Assigned.
Discharge of Mortgage	\$40.00 to record, \$5.00 for cover Page = \$45.00, plus \$5.00 for ea Additional page, plus \$.50 for first Marking & \$8.50 for each Additional mortgage being discharged.
Release of Land Documents ie: Release of Oil & Gas leases page *Mortgage Premises	\$40.00 to record, \$5.00 for cover page = \$45.00, plus \$5 for ea additional page, plus \$.50 for first release, \$3.50 for ea additional release & \$.50 for ea prior cross reference
Affidavit filed with land documents	\$5.00
Cross Reference on Margin of Any instrument	\$.50 per reference
Searches Each Name...	\$5.00

We DO NOT ACCEPT personal checks unless guaranteed by an attorney

Filing:

Any instrument except under Index Number	\$5.00
Maps Survey & Sub Divisions <i>(if subdivision see if the town planning board needs to Approve it & you will need a 5 year tax search.)</i>	\$10.00
Building & Loan Contract <i>(no fee for discharge)</i>	\$25.00
Notice of Lending	\$15.00
UCC	
Filing original, amend or discontinue	\$40.00
Copy	\$5.00
Search	\$25.00
Oath of Office (excluding Notary Public)	No Fee

Judgments:

Docket	\$45.00
Assignment, Satisfaction	No Fee
File a Transcript	\$10.00
Issue a Transcript	\$5.00
Issue a Certificate of Disposition <i>(satisfaction)</i>	\$5.00
Issue an Execution <i>(income or property)</i>	\$7.00
Abstract of Judgment <i>(Filed in Federal Tax Liens)</i>	\$40.00

Unified Court Fees:

Index Number	\$210.00
Index Number for Foreclosure	\$400.00
Note of Issue <i>(asking for time)(Trial) after RJI filed</i>	\$30.00
RJI	\$95.00
Jury Demand	\$65.00
Small Claims Assessment (SCAR Petition)	\$30.00
Separation Agreement	\$5.00
Criminal Search (each name)	\$5.00
Notice of Appeal	\$65.00
File Motion or Cross Motion (each)	\$45.00
Stipulation of Settlement or Voluntary	\$35.00
Discontinuance	
Assignments Wage <i>(no fee to cancel)</i>	\$5.00

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Liens

Notice of Pendency, Notice of Attachment or Ammended (<i>no fee to cancel or discontinue</i>)	\$35.00
Hospital Lien (<i>NO fee to cancel or satisfy</i>)	\$5.00
Federal Tax Lien- File or Discharge	\$40.00
Federal Tax Lien Copy	\$5.00
Mechanics's Lien (<i>No fee to Discontinue</i>)	\$15.00
Proof of Service on Mechanic's Lien to File	\$5.00

DBA and Partnership

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

Religious Corporations

File Certification (<i>No fee to Discontinue</i>)	\$25.00 Plus \$5.00 Per page of document
Prepare and Certify Copy	\$ 4.00

Notaries, Commissioners of Deeds

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

Certificates

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

Copies

Court Records (judgments & orders)	\$5.00
Certified prepared copies of Any order, record or any other papers entered or filed	
Non-Court records-Certified prepared copies of any paper filed or recorded (ie: separation papers)	\$.65 per page with minimum of \$5.00

Land Records

Prepare & certify a copy of any book & page	\$1.00 per page
Prepare & certify a copy of any book & page or instrument number from the computer	\$.50 per page

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

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