#### MARSHALL COUNTY CLERK'S OFFICE

#### **CONNIE HOWARD**

#### **COUNTY CLERK**

### PO BOX 459 MOUNDSVLLE WV 26041

PHONE: 304 845 1220 EMAIL: <a href="mailto:choward@marshallcountywv.gov">choward@marshallcountywv.gov</a> FAX: 304 845 5891

# **NEW FEE SCHEDULE**

ATTACHED IS THE NEW FEE SCHEDULE

EFFECTIVE JULY 1, 2023

PLEASE VISIT THE COUNTY CLERK'S WEBSITE AT

marshallcountywv.gov

**CLICK ON: COUNTY CLERK'S OFFICE** 

TO ACCESS THE CALCULATOR TO DETERMINE FEES ON ANY DOCUMENT

AS OF **MARCH 3, 2025,** FEES FOR CLAIMS AGAINST ESTATES WILL BE \$12.00 FOR THE 1st 5 PGS AND \$1.00 PER PG THEREAFTER

ANY DOUBLE-SIDED PG MAKES THE FEE 1 1/2 TIMES THE TOTAL COST

**THANK YOU** 

Effective July 1, 2023

								Ef	tective J	uly 1, 202	5									44
		§59-1-10		§59-1-10	0 (a) (8)		§5A-8-15	§29-26-6	§11-12	§31-18	§59-1-10 (c)(4)	§48-2-702				§11-22-2	§59-1-10(a)(7)	§5A-8-15		
	West					Outdoor	Public	Courthouse	_	wv	Fund for				Propert	y Transfe	r Stamp		Documents	Preservation
	Virginia	County	County	E-911		Heritage	Record &	Facilities		Housing	Civil	Marriage	.8		With	Conside	ration		Over 5 Pages	Over 19 pages
Fees and	State	Clerk's	Reappraisal	Center	Farmland	Conserv-	Preserv-	Improve-	Marriage	Develop-	Legal	Education	m F			Per \$1,	000 Value		Each	Each
Other Remittance	Code	Fees	Assessor	Fund	Protection	ation	ation	ment	Licenses	ment Fund	Services	Fund	Minimum Fee	WV Housing	8A-12-21 County	State	County		Additional page	Additional 10 pages
					Ì					ļ			Mir	110domg	Farmland Protection	****	****	County	Pugo	pages
	250 1 10									<u> </u>							×0.66	1.10		
Deed *	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00	ĺ				32.00	20.00	2.20 **	3054	***0.66	up to 3.30	1.00	1.00
Deca	§59-1-10							2.00					32.00		Ì	<u> </u>	1	1	1.00	1.00
Deed of Trust*	(a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00	<del> </del>				32.00			<del>                                     </del>		<del>                                     </del>	1.00	1.00
Memorandum of	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00					32.00						1.00	1.00
Deed of Trust*	§59-1-10	12.00	3.00	1.00		_													1.00	1.00
Fixture Filing*	(a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00					32.00			<del> </del>	<del> </del>	<del> </del>	1.00	1.00
Trustee Report - property residence of	§59-1-10						[	<b> </b>				1	40.00		1	]			1.00	1.00
grantor 38-1-8A	(a) (2)	20.00					2.00			20.00	ļ. —	<del> </del>	42.00		<del> </del>	<u> </u>		-	1.00	1.00
Dist on Man	§59-1-10 (a) (4)	10.00					2.00					ļ	12.00					i		1.00
Plat or Map	§59-1-10	10.00			-	<del> </del>							12.00						1.00	1.00
UCC Filings	(a) (3)	10.00			<u> </u>		2.00		<u> </u>		l	<u> </u>	12.00	L	<u> </u>	<u> </u>	<u> </u>		1.00	1.00
Missellandong	§59-1-10 (a) (6)							•												
Miscellaneous:	(a) (b)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Affidavit of		3.00								<u> </u>								<b>!</b>		
Ownership					2.50	2.50	2.00		-				12.00		ļ		1	1	1.00	1.00
/Heirship		5.00		<u> </u>	2.50	2.50	2.00		-	<del> </del>	<del>                                     </del>	<del>                                     </del>	12.00	-			i		1.00	1.00
Assignments		5.00			2.50	2.50	2.00		<del>                                     </del>	<del> </del>	<del> </del>	<del>                                     </del>	12.00		<u> </u>				1.00	1.00
Bill of Sale  Certificate of		3.00		<u></u>	2.50	2.50	1		<u> </u>	<del> </del>	†								1.00	1.00
Incorporation		5.00			2.50	2.50	2.00		ļ				12.00	ļ	<del> </del>	<del>                                     </del>	<del> </del> -	<del> </del>	1.00	1.00
Execution		5.00			2.50	2.50	2.00		ļ	ļ		ļ	12.00	<del></del>	<del> </del>	<del>  -</del>	<del> </del>	┼	1.00	1.00
Judgment		5.00			2.50	2.50	2.00		ļ	<b>↓</b>	<b></b>	<del> </del>	12.00	<del>                                     </del>	<del> </del> -	├	<del>                                     </del>	+	1.00	1.00
Land Contract		5.00			2.50	2.50	2.00		<u> </u>	<del> </del>	<del>                                     </del>	<del> </del>	12.00 12.00	<del>                                       </del>	<del>                                     </del>	├	+	+	1.00	<del></del>
Lease	<u> </u>	5.00		ļ	2.50	2.50	2.00	<b>├</b> ──	<del> </del>	<del> </del>	<del> </del>	<del> </del>	12.00	<del>                                     </del>	+	+	<del> </del> -	+	ļ ————	
Limited Partnership		5.00			2.50	2.50	2.00					<u>L</u>	12.00					1	1.00	
Lis-Pendens		5.00			2.50	2.50	2.00	<u> </u>					12.00			<u> </u>	ļ	<u> </u>	1.00	
Living Trust	<del> </del>	5.00			2.50	2.50	2.00						12.00		<u> </u>	<u> </u>		<del> </del>	1.00	
Mechanics Lien		5.00			2.50	2,50	2.00						12.00	<u> </u>	<u> </u>	<u> </u>	ļ	<b>↓</b>	1.00	1.00
Modification					2.50	2.50	2.00					1	12.00		1	1			1.00	1.00
Agreement		5.00	<del>                                     </del>		2.50	2.50	2.00	<del> </del>	<del>                                     </del>	<del> </del>	<del> </del>	<del>                                     </del>	12.00	1	<del>                                     </del>	†	<del>                                     </del>		1.00	
Orders (Court) Power of		5.00			2.50	2.30	2.00	<del> </del>	<del> </del>	<del> </del>	<del> </del>	1		<del>                                     </del>	<del>                                     </del>	$\dagger$		1		
Attorney	1	5.00			2.50	2.50	2.00		<u></u> _				12.00		<u> </u>	<u> </u>	<u> </u>	1	1.00	1.00

Effective July 1, 2023

								Ef	fective J	uly 1, 202	3									
		§59-1-10		§59-1-1	0 (a) (8)	-	§5A-8-15	§29-26-6	§11-12	§31-18	§59-1-10 (c)(4)	§48-2-702				§59-1-10(a)(7)	§5A-8-15			
	West			_	-	Outdoor	Public	Courthouse		WV	Fund for				Proper	ty Transfe	r Stamp		Documents	Preservation
	Virginia	County	County	E-911		Heritage	Record &	Facilities		Housing	Civil	Marriage	ခွ		With	h Consider	ration		Over 5 Pages	Over 19 pages
Fees and	State	Clerk's	Reappraisal	Center	Farmland	Conserv-	Preserv-	Improve-	Marriage	Develop-	Legal	Education	ım F		Per \$1,000 Value			Each	Each	
Other Remittance	Code	Fees	Assessor	Fund	Protection	ation	ation	ment	Licenses	ment Fund	Services	Fund	Minimum Fee	WV Housing	8A-12-21 County	State	County		Additional page	Additional 10 pages
			l			,							Min		Farmland Protection	*****	****	County		pages
Release		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Right-of Way***		5.00			2.50	2.50	2.00						12.00	***	***	***		***	1.00	1.00
Statutory Lien		5.00			2.50	2.50	2.00						12.00			ļ!	<u> </u>	ļ	1.00	1.00
Subordination Agreement		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Substitute Trustee		5.00			2.50	2.50	2.00	_					12.00						1.00	1.00
Trustee's Report		3.00	l		2.50	2.50	2.00					-			-			<u> </u>	-	
property not residence of grantor		5.00			2.50	2.50	2.00						12.00				L		1.00	1.00
Trustee's Appoi	ntments									_				r						
(Lodges, Institutions																				
\ & Other)		10.00	]				2.00						12.00			!				. 1.00
(Church)	§35-1-6	1.00					2.00						3.00			<u> </u>	<u> </u>		1.00	1.00
Copies/Certifica	ites																			<del>,</del>
Birth, Death or																	1			
Marriage	§59 <b>-</b> 1-10												~ 00						}	
Certificate	(d) (4)	5.00				-							5.00	<del></del>		├	<del></del>	<del> </del>	<del>                                     </del>	
Certified Copy	050 1 10				}												1			
of Death, Birth, or Marriage	§59-1-10 (d) (1)	5.00											5.00			}	}		_	
, , , , , , , , , , , , , , , , , , ,	§59-1-10				ļ. <del> </del>								1.50					1		
Copies	(d) (1)	1.50			per page for	the first 2 pag	ges \$1.00 for	each additio	nal page				1.50			├	<del></del>	<del> </del>		<del> </del>
Copies –	§59-1-10																		,	1
Certified	(d) (1&3)	2.50	l										2.50			<b> </b>	<b>├</b>	<u> </u>		<u> </u>
Copies - Electronic Form	§59-1-10 (e)	Reasonabl	e fee, not to ex	ceed cost of	Document Sear	rch & Duplic	ation													<u> </u>
Justification	§59-1-10												,							1
of Surety	(d) (1&3)	2.50	<u> </u>										2.50	<u> </u>	<u> </u>	<u></u>		<u> </u>	L	L
Probate	660 1 12		<del>,                                    </del>		<del></del>													г .		<del></del>
Administer Oath	§59-1-10 (b)	5.00					2.00						7.00							1.00
	§59-1-10																		1.00	1.00
Appraisements Appraisement –	(a) (6)	5.00			2.50	2.50	2.00	ļ			_		12.00	ļ		<del> </del>	<del> </del>	<del>                                     </del>	1.00	1.00
Publication		20.00						İ					20.00							

Effective July 1, 2023

								Ef	fective J	uly 1, 202.	<u> </u>									
		§59-1-10		§59-1-1	0 (a) (8)		§5A-8-15	§29-26-6	§11-12	§31-18	§59-1-10 (c)(4)	§48-2-702					§59-1-10(a)(7)	§5A-8-15		
	West					Outdoor	Public	Courthouse		wv	Fund for					y Transfe			Documents	Preservation
	Virginia	County	County	E-911	1	Heritage	Record &	Facilities		Housing	Civil	Marriage	9		With	Consider	ation		Over 5 Pages	Over 19 pages
Pass and	State	Clerk's	Reappraisal	Center	Farmland	Conserv-	Preserv-	Improve-	Магтіаде	Develop-	Legal	Education	ᄪ		Per \$1,000 Value			Each	Each	
Fees and Other Remittance	Code	Fees	Assessor	Fund	Protection	ation	ation	ment	Licenses	ment Fund	Services	Fund		wv	8A-12-21 County	State	County		Additional	Additional 10
One Remaine	0000				}	,		. ,					Minimum Fee	Housing	Farmland Protection	****	****	County	page	pages
(Fiduciary	§59-1-10												40.00						1.00	1.00
Affidavit)	(a) (6)	5.00			2.50	2.50	2.00				ļ		12.00					<del>  -</del>	1.00	1.00
	§59-1-10	5.00			2.50	2.50	2.00			ĺ	1		12.00					ł	1.00	1.00
Bond (Fiduciary) Certificate of	(a) (6)	3.00		-	2.50	2.30	2.00	<del></del>	- 、		<del></del>									
Appointment -	§59-1-10					1	i			:				]				1		] .
Fiduciary	(d) (1&3)	2.50											2.50					<del> </del> -	<del></del>	<del> </del>
Claims Against							]									1		İ	i	Ì
Estate - Postage	§59-1-10	postage	per claim fi	led		<u> </u>		<u> </u>		<b></b>		<del></del>	<del>                                     </del>			-		<del> </del>		
Disclaimer	(a) (6)	5.00			2.50	2.50	2.00	ļ					12.00						1.00	1.00
Seal of Clerk	§59-1-10	3.00			<del> </del>		<u> </u>									Ī				]
or Commission	(d) (3)	1.00						<u> </u>		<u></u>			1.00		l	<u> </u>		<u> </u>	<u> </u>	l
Settlements (Per	rsonal Re	presenta	tives):										,							
Settlement								İ					}		ł			1		
/Waiver		10.00					2.00		ļ				12.00			1			1.00	1.00
/Report - Mailed Settlement/	§44-2-1	10.00			<del> </del>		2.00	<del></del>	<del></del>					†		T				
Waiver/Report					Ì										1	1			1.00	1.00
- Published	§44-2-1	10.00			<u> </u>		2.00				·		12.00	L	<u> </u>	L	L	<u>.l</u>	1.00	1.00
Settlements (Fig	luciary C	ommissi	oner)		· · · ·		1	<del>,</del>	· 1			<del> </del>	T	<del></del>	τ	Τ-		Τ	<u> </u>	<del></del>
	§44-2-1			E 										İ		1				1.00
/Report - Mailed	(b)	10.00					2.00						12.00		ļ	ļ	<b> </b>	<del> </del> -	1.00	1.00
	44-2-1 (b)											ļ			İ	i				
	&					1		ŀ							1	1	ł			i
Settlement/Waiver  /Report - Recorded	§59-1-10 (d) *****	10.00			2.50	2.50	2.00						17.00		L				1.00	1.00
/Acport - Recorded	§59-1-10	10.00			1			<del></del>					1						1 00	1 00
Will	(a) (6)	5.00			2.50	2.50	2.00	L				ļ	12.00	<u> </u>	<b> </b>	<b>_</b>			1.00	1.00
	§59-1-10					•••							5.32			1	1	1		
Will - Postage	(a) (6)	5.32	ļ		Cost of m	ailing cert	Tea		ļ	<del> </del>	<del> </del>	<del> </del>	3.32	<del>                                     </del>	<del> </del>	+-	<del> </del>	<del>                                     </del>	<u> </u>	<b> </b>
Marriage License with premarital educational	§59-1-10			1									27.00		1					1.00
certificate	(c)	9.00			ļ		2.00	10.00	16.00	<u> </u>	<del> </del>	ļ ———	37.00	<del>├</del> ──	<del> </del>	+		+	<del> </del> -	1.00
Marriage License without premarital	§59-1-10			1	1				1			40.55		1				1	1	1.00
educational certificate	(c)	9.00				l	2.00	10.00	21.00	<u> </u>	5.00	10.00	57.00	<u> </u>	1					1.00

Effective July 1, 2023

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	T	§59-1-10		§5A-8-15	§5A-8-15 §29-26-6 §11-12			§59-1-10 (c)(4)	§48-2-702		§11-22-2					§59-1-10(a)(7)	§5A-8-15			
	West					Outdoor	Public	Courthouse	-	wv	Fund for				Propert	y Transfe	r Stamp		Documents	Preservation
	Virginia	County	County	E-911		Heritage	Record &	Facilities	1	Housing	Civil	Marriage	8		With	Consider	ation		Over 5 Pages	Over 19 pages
Fees and	State	Clerk's	Reappraisal	Center	Farmland	Conserv-	Preserv-	Improve-	Marriage	Develop-	Legal	Education	II F			Per \$1,	000 Value		Each	Each
Other Remittance	Code	Fees	Assessor	Fund	Protection	ation	ation	ment	Licenses	ment Fund	Services	Fund	finimu	WV Housing	8A-12-21 County	State	County		Additional page	Additional 10 pages
			<u> </u>										W		Farmland Protection	****	*****	County		
E to he com	itted to the						10% to		Remit						Exclusively	D	Damit to			
Fees are to be rem General County F			Remit to		Remit to	Remit to	General Fund	Remit to	to State	Remit	Remit	Remit to			for funding	Remit to	Remit to Funds as	Remit		10% to
Auditor, WV Hou	-		Assessor's		State	State	90% to	State	Auditor's	State	State	State		Remit	county farmland	State	detailed	to	Remit	General Fund
and the State Tr	easurer by	1		Remit to	Treasurer's	Treasurer's	State	Treasurer's		Treasurer's	Treasurer's			to WV	preservatio		below *****	General Fund	to General Fund	90% to State Auditor
the 10th of the mor	nth.	Fund	Fund	911 Fund	Office	Office	Auditor	Office	****	Office	Office	Office		Housing	n	s Office	*****	runa	rulid	State Auditor

Minimum Fee is the lowest amount that can be charged. Columns after Minimum Fee are additional fees that may apply as noted.

- \* The County Clerk's Fees of \$12.00 shall be deposited into the general fund with \$2.00 dedicated to the operation of the county clerk's office.
- \*\* This 2.20 fee is charged only in Counties where the County Commission has formally created a farmland protection program per WV Code Chapter 8A.
- \*\*\* Right of way with consideration could have WV Housing and property transfer stamp fees as well.
- \*\*\*\* \$1 toward General Fund; \$15 toward Familly Protection Shelter
- \*\*\*\*\* Beginning July 1, 2023, the state portion is to be 70% and the county portion 30% of the total 2.20 fee (these percentages change 7/1/2024 & again 7/1/25) the specific breakdown of the 30% county portion is: 20% goes to General County Fund, 5% goes to the County Clerk Election Fund #061, and 5% goes to the County Clerk Real Property E-Recording Act #062 (these percentages change 7/1/2024 & again 7/1/25)

Note: Deeds, Property Transfer Stamp, County - \$1.10 or \$2.20 per \$1,000, after passage of SB 433 in 2017 permitted to increase above \$2.20 per \$1,000 but not to exceed \$3.30 per \$1,000

#### Note 1:

Instruments executed or acknowledged in West Virginia must contain the name of the person, and governmental agency, if any, that prepared such instrument at the conclusion of such instrument in the following form: "This instrument was prepared by (name)."

#### Note 2:

WV Code §5A-8-15 provides that the County Clerk shall charge and collect an additional one dollar fee for every document containing less than twenty pages filed for recording and an additional one dollar for each additional ten pages of document filed for recording. This fee is added whenever a document is presented for recording.

#### Note 3:

The additional fee for WV Housing of \$20.00 was added for any document that requires property transfer stamps.

Effective July 1, 2023

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		§59-1-10		§59-1-10	0 (a) (8)		§5A-8-15	§29-26-6	§11-12	§31-18	§59-1-10 (c)(4)	§48-2-702					§59-1-10(a)(7)	§5A-8-15		
	West					Outdoor	Public	Courthouse	•	wv	Fund for				Propert	y Transfer	r Stamp		Documents	Preservation
	Virginia	County	County	E-911		Heritage	Record &	Facilities		Housing	Civil	Marriage	Fee		With	Consider	ation		Over 5 Pages	Over 19 pages
Fees and	State	Clerk's	Reappraisal	Center	Farmland	Conserv-	Preserv-	Improve-	Marriage	Develop-	Legal	Education	m F			Per \$1,0	000 Value		Each	Each
Other Remittance	Code	Fees	Assessor	Fund	Protection	ation	ation	ment	Licenses	ment Fund	Services	Fund	inim	WV Housing	8A-12-21 County	State	County		Additional page	Additional 10
1								1			]		Mir	riousing	Farmland Protection	****	*****	County	pugo	pages
			-				100/ 4-		Desir											_
Fees are to be remi	itted to the				Remit	Remit	10% to General	Remit	Remit to	Remit	Remit	Remit			Exclusively for funding	Remit	Remit to			
General County F	und, State		Remit to		to	to	Fund	to	State	to	to	to			county	to	Funds as	Remit	<b>.</b>	10% to
Auditor, WV Hou			Assessor's		State	State	90% to	State	Auditor's	State	State	State		Remit	farmland	State	detailed	Compani	Remit to General	General Fund 90% to
and the State Tre	easurer by			Remit to	Treasurer's	Treasurer's	State	Treasurer's		Treasurer's	1				preservatio	s Office	below ****	General Fund	Fund	State Auditor
the 10th of the mon	th	Fund	Fund	911 Fund	Office	Office	Auditor	Office	****	Office	Office	Office		Housing	n n	2 Office		1.0110	I dild	- Julio Additor

#### Remittance of Fees

#### Housing

West Virginia Affordable Housing Trust Fund C/o West Virginia Housing Development Fund Account Department 1814 Virginia Street E. Charleston, WV 25301

Fees to Remit: WV Housing

## General County Fund

Remit to Sheriff
Fees to Remit:
County Clerk's Fees
10% of Public Record & Preservation
10% of Additional Preservation
Documents Over 5 Pages
Percentage of Property Transfer Stamps - County

#### **State Treasurer**

West Virginia State Treasurer's Office 1900 Kanawha Boulevard East Charleston, WV 25305

#### Fees to Remit:

Farmland Protection

Outdoor Heritage Conservation

Courthouse Facilities Improvement

WV Housing Development

Fund (Banking Commissioner)

Fund for Civil Legal Services for Low Income Persons

Marriage Education Fund

#### Assessor's Valuation Fund (056)

Remit to Sheriff

Fees to Remit:

County Reappraisal Assessor

#### **County Clerk Election Fund (061)**

Remit to Sheriff

Fees to Remit:

Percentage of Property Transfer Stamps (County)

#### **State Auditor**

Office of the State Auditor County Collections Division 1900 Kanawha Blvd Bldg 1, Room W-118 Charleston, WV 25305

#### Fees to Remit:

90% of Public Record & Preservation

Marriage License

90% of Additional Preservation Fee Property Transfer Stamp - State

### E-911 Fund (007)

Remit to Sheriff Fees to Remit: E-911 Center

### County Clerk Real Property E-Recording Act (062)

Remit to Sheriff
Fees to Remit:

Percentage of Property Transfer Stamps (County)