

MARSHALL COUNTY CLERK'S OFFICE

CONNIE HOWARD

COUNTY CLERK

PO BOX 459 MOUNDSVILLE WV 26041

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NEW FEE SCHEDULE

ATTACHED IS THE NEW FEE SCHEDULE

EFFECTIVE **JULY 1, 2025**

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 ½** TIMES THE TOTAL COST

THANK YOU

Schedule of Clerk's Fees to be Charged

Effective July 1, 2025

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Fees and Other Remittance	West Virginia State Code	§59-1-10 County Clerk's Fees	§59-1-10 (a) (8)				§5A-8-15 Public Record & Preserv- ation	§29-26-6 Courthouse Facilities Improve- ment	§11-12 Marriage Licenses	§31-18 WV Housing Develop- ment Fund	§59-1-10 (c)(4) Fund for Civil Legal Services	§48-2-702 Marriage Education Fund	Minimum Fee	§11-22-2					§59-1-10(a)(7) Documents Over 5 Pages Each Additional page	§5A-8-15 Preservation Over 19 pages Each Additional 10 pages
			Property Transfer Stamp																	
			With Consideration																	
			WV Housing	Per \$1,000 Value																
				8A-12-21 County Farmland Protection	State	County *****								County	1.10 up to 3.30					
Deed *	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	8.00					32.00	20.00	2.20 **	0	2.20	1.10 up to 3.30	1.00	1.00
Deed of Trust*	§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
Memorandum of Deed of Trust*	§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
Fixture Filing*	§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
Trustee Report - property residence of grantor 38-1-8A	§59-1-10 (a) (2)	20.00					2.00			20.00			42.00						1.00	1.00
Plat or Map	§59-1-10 (a) (4)	10.00					2.00						12.00							1.00
UCC Filings	§59-1-10 (a) (3)	10.00					2.00						12.00						1.00	1.00
Miscellaneous:	§59-1-10 (a) (6)																			
Affidavit		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Affidavit of Ownership /Heirship		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Assignments		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Bill of Sale		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Certificate of Incorporation		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Execution		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Judgment		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Land Contract		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Lease		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Limited Partnership		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Lis-Pendens		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Living Trust		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Mechanics Lien		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Modification Agreement		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Orders (Court)		5.00			2.50	2.50	2.00						12.00						1.00	1.00
Power of Attorney		5.00			2.50	2.50	2.00						12.00						1.00	1.00

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			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conserv- ation								Property Transfer Stamp							
														With Consideration							
														WV Housing	Per \$1,000 Value						
8A-12-21 County Farmland Protection	State	County *****	County																		
					2.50	2.50	2.00						12.00							1.00	1.00
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							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 property not residence of grantor		5.00			2.50	2.50	2.00						12.00							1.00	1.00
Trustee's Appointments																					
(Lodges, Institutions & Other)		10.00					2.00						12.00								1.00
(Church)	§35-1-6	1.00					2.00						3.00							1.00	1.00
Copies/Certificates																					
Birth, Death or Marriage Certificate	§59-1-10 (d) (4)	5.00											5.00								
Certified Copy of Death, Birth, or Marriage	§59-1-10 (d) (1)	5.00											5.00								
Copies	§59-1-10 (d) (1)	1.50			per page for the first 2 pages \$1.00 for each additional page							1.50									
Copies – Certified	§59-1-10 (d) (1&3)	2.50											2.50								
Copies - Electronic Form	§59-1-10 (e)	Reasonable fee, not to exceed cost of Document Search & Duplication																			
Justification of Surety	§59-1-10 (d) (1&3)	2.50											2.50								
Probate																					
Administer Oath	§59-1-10 (b)	5.00					2.00						7.00								1.00
Appraisements	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00	
Appraisalment – Publication		20.00											20.00								

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														With Consideration						
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															8A-12-21 County Farmland Protection	State	County *****	County		
(Fiduciary Affidavit)	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Bond (Fiduciary)	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Certificate of Appointment - Fiduciary	§59-1-10 (d) (1&3)	2.50											2.50							
Claims Against Estate - Postage		postage per claim filed											-							
Disclaimer	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Seal of Clerk or Commission	§59-1-10 (d) (3)	1.00											1.00							
Settlements (Personal Representatives):																				
Settlement /Waiver /Report - Mailed	§44-2-1	10.00					2.00						12.00						1.00	1.00
Settlement/ Waiver/Report - Published	§44-2-1	10.00					2.00						12.00						1.00	1.00
Settlements (Fiduciary Commissioner)																				
Settlement/Waiver /Report - Mailed	§44-2-1 (b)	10.00					2.00						12.00						1.00	1.00
Settlement/Waiver /Report - Recorded	44-2-1 (b) & §59-1-10 (d) *****	10.00			2.50	2.50	2.00						17.00						1.00	1.00
Will	§59-1-10 (a) (6)	5.00			2.50	2.50	2.00						12.00						1.00	1.00
Will - Postage	§59-1-10 (a) (6)	5.32			Cost of mailing certified								5.32							
Marriage License with premarital educational certificate	§59-1-10 (c)	9.00					2.00	10.00	16.00				37.00							1.00
Marriage License without premarital educational certificate	§59-1-10 (c)	9.00					2.00	10.00	21.00		5.00	10.00	57.00							1.00

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														WV Housing	8A-12-21 County Farmland Protection	State	County ***** County		
Fees are to be remitted to the General County Fund, State Auditor, WV Housing Fund and the State Treasurer by the 10th of the month.		Remit to General Fund	Remit to Assessor's Valuation Fund	Remit to 911 Fund	Remit to State Treasurer's Office	Remit to State Treasurer's Office	10% to General Fund 90% to State Auditor	Remit to State Treasurer's Office	Remit to State Auditor's Office ****	Remit to State Treasurer's Office	Remit to State Treasurer's Office		Remit to WV Housing	Exclusively for funding county farmland preservatio n	Remit to State Auditor's Office	Remit to Funds as detailed below *****	Remit to General Fund	Remit to General Fund	10% to General Fund 90% to 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 Family Protection Shelter

***** - 90% 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

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.

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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

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)

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