

Schedule of Clerk's Fees to be Charged

Updated on November 3, 2009

Fees and Other Remittance	West Virginia State Code	§59-1-10 County Clerk's Fees	§59-1-10 (a) (7)		§5A-8-15 Public Record & Preserv- ation	§29-26-6 Court Facilities Improve- ment	§11-12 Marriage Licenses	Banking Commis- sioner Fund	Minimum Fee	§11-22-2			§59-1-10(a)(6) Documents Over 5 Pages Additional page	§5A-8-15 Preservation Over 9 pages Additional 10 page
			Farmland Protection	Outdoor Heritage Conserv- ation						Property Transfer Stamp				
										With Consideration				
										WV Housing	Per \$ 1000 value State	County		
Deed *	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00			16.00	20.00	2.20	1.10 or 2.20	1.00	1.00	
Deed of Trust*	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00			16.00				1.00	1.00	
Fixture Filing*	§59-1-10 (a) (1)	11.00	2.00	2.00	1.00			16.00				1.00	1.00	
Trustee Report	§59-1-10 (a) (2)	20.00			1.00		20.00	41.00				1.00	1.00	
Plat or Map	§59-1-10 (a) (4)	10.00			1.00			11.00					1.00	
UCC Filings	§59-1-10 (a) (3)	10.00			1.00			11.00				1.00	1.00	
Miscellaneous:	§59-1-10 (a) (6)													
Affidavit		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Affidavit of Ownership /Heirship		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Assignments		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Bill of Sale		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Certificate of Incorporation		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Execution		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Judgment		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Land Contract		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Lease		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Limited Partnership		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Lis-Pendens		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Living Trust		5.00	2.50	2.50	1.00			11.00				1.00	1.00	

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			Farmland Protection	Outdoor Heritage Conserv- ation						Property Transfer Stamp				
										With Consideration				
										WV Housing	Per \$ 1000 value State County			
Mechanics Lien		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Modification Agreement		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Orders (Court)		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Power of Attorney		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Release		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Right-of Way		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Statutory Lien		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Subordination Agreement		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Substitute Trustee		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Trustee's Report of Sale		5.00	2.50	2.50	1.00			11.00				1.00	1.00	
Trustee's Appointments														
(Lodges, Institutions & Other)		10.00			1.00			11.00						
(Church)	§35-1-6	1.00			1.00			2.00				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						1.50						

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			Farmland Protection	Outdoor Heritage Conservation						Property Transfer Stamp				
										With Consideration				
										WV Housing	Per \$ 1000 value State	County		
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			1.00				6.00					1.00
Appraisements	§59-1-10 (a) (5)	5.00	2.50	2.50	1.00				11.00			1.00		1.00
Appraisal – Publication		20.00			1.00				21.00			1.00		
Appointment of Extr./Admr./Trustee									-					
(Fiduciary Affidavit)	§59-1-10 (a) (5)	5.00	2.50	2.50	1.00				11.00			1.00		1.00
Bond (Fiduciary)	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00				11.00			1.00		1.00
Certificate of Appointment - Fiduciary	§59-1-10 (d) (1&3)	2.50							2.50					
Claims Against Estate - Postage		6.00							6.00					
Disclaimer	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00				11.00			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			1.00				11.00			1.00		1.00

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			Farmland Protection	Outdoor Heritage Conservation	Record & Preservation	Facilities Improvement	Licenses			Property Transfer Stamp			Documents	Preservation
										With Consideration				
										WV Housing	Per \$ 1000 value State	County	Over 5 Pages Additional page	
Settlement/Waiver/Report - Published	§44-2-1	10.00			1.00				11.00				1.00	1.00
Settlements (Fiduciary Commissioner)														
Settlement/Waiver/Report - Mailed	§44-2-1 (b)	10.00			1.00				11.00				1.00	1.00
Settlement/Waiver/Report - Recorded	§44-2-1 (b) & §59-1-10 (d) (5)	10.00	2.50	2.50	1.00				16.00				1.00	1.00
Will	§59-1-10 (d) (5)	5.00	2.50	2.50	1.00				11.00				1.00	1.00
Will - Postage	§59-1-10 (d) (5)	5.32	Cost of mailing certified						5.32					
Marriage License	§59-1-10 (c)	9.00			1.00	10.00	16.00		36.00					1.00
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 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 WV Housing	Remit to State Auditor's Office	Remit to General Fund	Remit to General Fund	Remit to State Auditor's Office

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

* The County Clerk's Fees of \$11.00 shall be deposited into the general fund with \$1.00 dedicated to the operation of the county clerk's office.

Note 1:

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When requesting that Financing Statements, Continuations and Terminations which have been prepared on UCC forms be recorded and indexed in the real estate records (Trust & Mortgage Records), proper notary acknowledgment must be affixed.

Note 2:

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

Note 3:

WV Code §5A-8-15 provides that County Clerk shall charge and collect an additional \$1.00 fee any document containing less than ten page filed for recording and an additional dollar for each additional ten pages of such document filed for recording. This fee is added when every a document is presented for recording.

Note 4:

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