

**ST. LAWRENCE COUNTY
OFFICE OF THE COUNTY CLERK**

48 Court Street, County Courthouse
Canton, New York 13617-1198
Telephone (315) 379-2237 Fax (315) 379-2302



SCHEDULE OF FEES

Sandra W. Santamoor
St. Lawrence County Clerk

Melissa Friedel & Lisa Woodard
St. Lawrence Deputy County Clerks

OFFICE HOURS

Monday – Friday 8:00 am – 4:00pm

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Online Records:

*View our Records Online at searchiqs.com/nyjef

Guest Subscription – \$15.00 / 1 Day Subscription Fee / \$0.65 /Image \$15.00

Monthly Subscription – *In St. Lawrence County/90 Days \$250.00

Monthly Subscription – *New York State/90 Days \$400.00

Monthly Subscription – *Out of State/90 Days \$600.00

*Unlimited printing at No Charge with noted subscriptions.

Start E-Recording Today! (Land Records)

It's Simple & Easy, Contact one of these Vendors to get started:

It's Simple & Easy, Contact one of these Vendors to get started:

- | | |
|---|---|
| 1. <u>Simplifile</u> | 3. <u>eRecording Partners Network (ePN)</u> |
| a. simplifile.com | a. goepn.com |
| b. 800.460.5657 | b. 888.325.3365 |
| 2. <u>Corporation Service Company (CSC)</u> | 4. <u>Indecomm</u> |
| a. erecording.com | a. dmg.indecomm.net |
| b. 866.652.0111 | b. 877.272.5250 |

Mandatory E-Filing in St. Lawrence County! (Court Records)

The St. Lawrence County Clerks' Office is Mandatory E-Filing as of October 2018.

The mandatory e-filing program includes **all new civil actions**

Visit www.nycourts.gov/efile to get started today!

Acceptable Forms of Payment:

The County Clerk's office accepts American Currency ONLY including Cash, Checks, Money Orders, and Credit Cards (Visa, MasterCard, American Express and Discover) at this time.

Return of Original Documents:

Any document presented for recording must be accompanied by a self-addressed stamped envelope. Documents submitted without a self-addressed stamped envelope will not be returned.

All recording, filing, search and copy fees are set by New York State as indicated by the referenced statutes. These fees are subject to change. All fee-related questions can be directed to the St. Lawrence County Clerk at 315-379-2237.

Fee Schedule:

Doing Business As Certificate (DBA's):

File Certificate §8021 (b) 2\$25.00
File Amendment §8021 (b) 2\$25.00
File Discontinuance §8021 (b) 2.....NO FEE

Basic Recording Fees:

Base Fee §8021 (a) 4\$45.00
 ☐ Includes Cover Page Generated by Clerk's Office
Per Page Fee §8021 (a) 4\$5.00
Cross Reference §8021 (a) 7\$.50
Additional Assignments or Releases §8021 (a) 4\$3.00
Additional Discharges §8021 (a) 4 & 7\$50.00

Total		Recording Fee's		Example	
1 page		\$50.00		5 pages	\$70.00
2 pages		\$55.00		6 pages	\$75.00
3 pages		\$60.00		7 pages	\$80.00
4 pages		\$65.00		8 pages	\$85.00

****Please Note: This does NOT include supplemental documents. ****

Civil & Matrimonial Actions:

Index Number – Standard §8018 (a).....	\$210.00
Index Number – Foreclosure §8018 (a)	\$400.00
Request for Judicial Intervention (RJI) §8020 (a)	\$95.00
Demand for Jury Trial §8020 (c) 2.....	\$65.00
Notice of Appeal §8022 (a)	\$65.00
Trial Note of Issue §8020 (a)	\$30.00
Motion/Cross Motion §8020 (a)	\$45.00
Stipulation of Settlement/Voluntary Discontinuance§8020 (d) 2	\$35.00
Certificate of Dissolution of Marriage§8021 (b) 1	\$5.00
*This Certificate is a Department of Health form and thus not applicable to the “poor person” exemption for court papers.	
Separation Agreement or Memorandum §8021(b) 1	\$5.00
Any document required/permitted to be filed, but not expressly outlined elsewhere	
§8021 (a) 1, §8021 (b) 1	\$5.00

Copies:

Regular Copy per Page§8019 (f) 1	\$65
Minimum of \$1.30 and Maximum of \$40.00 per document.	
Certified Copy §8019 (f) 3.....	\$5.00
Minimum of \$5.00 and Maximum of \$40.00 per document.	
Exemplified Copy §8020 (f) 2	\$10.00
Does not include fee to Certify original document.	

Deeds:

****Basic Recording Fees Apply****

TP – 584 §8021 (a) 1, Tax Law §1409\$5.00

RP – 5217

If the following box on the RP – 5217 is checked:

7A, 7B, 7E or both 7G & 8 RPL §333.1-e\$125.00

If the property classification code (Item 18) is:

100 – 199; or 200 – 299; or 411 – C, 411 – D, 412 – C, 412 – D RPL §333.1-e\$125.00

All other property types RPL §333.1-e.....\$250.00

Transfer Tax per \$1000.00 Tax Law §1402 (a), §1448 (h)\$4.00

If Consideration is \$500.00 or less there is no tax due.

Notice of Transfer of Residential Sale RPL §291\$10.00

Judgments:

Enter Default Judgment §8020 (a).....\$45.00

A default Judgment without a signed Order requires a motion fee.

File Transcript of Judgment §8021 (b) 7\$10.00

Issue Transcript §8021 (c) 1, 2 & 3\$5.00

File Satisfaction of §8021 (b) 7NO FEE

File Certificate of Disposition §8021 (c) 1, 2 & 3NO FEE

Issue Certificate of Disposition §8021 (c) 1, 2 & 3\$5.00

Issue Income/Property Execution §8021 (c) 1, 2 & 3\$5.00

Liens:

Building & Loan Agreement §8021 (b) 10	\$25.00
Discharge of Building & Loan §8021 (a) 1	\$5.00
Notice of Lending §8021 (b) 4	\$15.00
Mechanics Lien §8021 (b) 4	\$15.00
Notice or Order Continuing, Amending, or Cancelling §8021 (b) 4	NO FEE
Affidavit of Service of Mechanics Lien §8021 (c) 1, 2 & 3	\$5.00
Discharge by Deposit into Clerk of the Court §8021 (b) 4	\$3.00

Lis Pendens/Notice of Pendency:

File Original/Amended §8021 (a) 10.....	\$15.00
Record Original/Amended§8021 (a) 4	\$45.00
Order or Stipulation to Cancel §8021 (d) 6	NO FEE

Maps:

Filing §8021 (a) 2	\$10.00
Copies (8.5"x 14" or Smaller) §8021 (a) 6	\$65
Minimum of \$1.30 and Maximum of \$40.00 per document.	
Copies (Electronic) §8021 (a) 6	\$5.00

Mortgages:

Basic Recording Fees Apply

Mortgage Tax –Basic Tax Law §253	½ of 1%
Mortgage Tax – Special Additional Tax Law §253.....	¼ of 1%
Affidavit of Exemption (If Applicable) §8021 (a) 1, Tax Law §255.2 (a)	\$5.00

Notary Public & Commissioner of Deeds:

File Oath of Office §8021 (c) 9	NO FEE
Notary Renewal Fee.....	\$60.00
File Commissioner of Deeds §8021 (b) 8	\$10.00
File Certificate of Official Character §8021 (b) 8	\$10.00
Issue Certificate of Official Character §8021 (c) 4	\$5.00
Notarial Certification §8021 (c) 5	\$3.00

Searches:

Court Records: Each Name per 2 yr. Period §8020 (g)	\$15.00
All other Records: Each Name Post 1967 §8021 (a) 9	\$15.00
All other Records: Each Name per 10 yr. Period Pre 1967 §8021 (a) 9	\$15.00

Small Claims Assessment Review Petitions (SCAR):

Filing §8021 (a) 1, RPL §730-3.....	\$30.00
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Uniform Commercial Code (UCC):

UCC Filing (UCC-1 or UCC-3) §8021 (f)	\$40.00
Information Request (UCC-11) §8021 (f)	\$25.00
Certified Copies per Document §8021 (f)	\$10.00

Only UCC filings where collateral is AFFIXED TO REAL PROPERTY can be accepted by the County Clerk's Office. All other UCC filings must be filed with the NYS Department of State

Passport Fees:

U.S. Department of State Fees:

Application Fee	Passport Book	Passport Card	Passport Book & Card
Under 16 yrs.	\$100.00	\$15.00	\$115.00
16 yrs. & Older	\$130.00	\$30.00	\$160.00

Expedite Fee per Application\$60.00

File Search Fee\$150.00

Overnight Delivery\$22.05

*These payments made payable to “U.S Department of State” – Check or Money Order **ONLY***

*Passport fees are set by the U.S. Department of State and are subject to change.

St. Lawrence County Clerk Fees:

Execution Fee per Application\$35.00

Photo Fee\$8.00

These payments made payable to “St. Lawrence County Clerk”, Payment policy applies

Visit travel.state.gov/ for more info on fees and to obtain forms