

## Schedule of Clerk's Fees to be Charged

Updated June 2021

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 & Preservation	§29-26-6 Courthouse Facilities Improvement	§11-12 Marriage Licenses	§31-18 WV Housing Development 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	
			County Reappraisal Assessor	E-911 Center Fund	Farmland Protection	Outdoor Heritage Conservation								Property Transfer Stamp					
														With Consideration					
														WV Housing	Per \$1,000 Value				
8A-12-21 County Farmland Protection	State	County																	
<b>Deed *</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	3.00					27.00	20.00	2.20 **	2.20	1.10 or 2.20 up to 3.30	1.00	1.00
<b>Deed of Trust*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	3.00					27.00					1.00	1.00
<b>Memorandum of Deed of Trust*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	3.00					27.00					1.00	1.00
<b>Fixture Filing*</b>	§59-1-10 (a) (1)	12.00	5.00	1.00	2.00	2.00	2.00	3.00					27.00					1.00	1.00
Trustee Report - property residence of grantor 38-1-8A	§59-1-10 (a) (2)	20.00											42.00					1.00	1.00
<b>Plat or Map</b>	§59-1-10 (a) (4)	10.00											12.00						1.00
<b>UCC Filings</b>	§59-1-10 (a) (3)	10.00											12.00					1.00	1.00
<b>Miscellaneous:</b>	§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

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														With Consideration					
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State	County																		
Power of Attorney		5.00			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
<b>Trustee's Appointments</b>																			
(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
<b>Copies/Certificates</b>																			
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						
<b>Probate</b>																			
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

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														WV Housing	Per \$1,000 Value			
8A-12-21 County Farmland Protection	State	County																
Appraisal – Publication		20.00										20.00						
(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						
<b>Settlements (Personal Representatives):</b>																		
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	
<b>Settlements (Fiduciary Commissioner)</b>																		
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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														With Consideration				
														Per \$1,000 Value				
WV Housing	8A-12-21 County Farmland Protection	State	County	Each Additional page	Each Additional 10 pages													
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 Treasurer's Office	Remit to Treasurer's Office	10% to General Fund 90% to State Auditor	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to State Treasurer's Office	Remit to WV Housing	Exclusive ly for funding county farmland preservation	Remit to State Auditor's Office	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

**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

**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

**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  
Property Transfer Stamps - County