

2024 FEE SCHEDULE

HEIDI EASLEY, VICTORIA COUNTY CLERK
115 N. BRIDGE STREET, ROOM 103 • VICTORIA, TEXAS 77901
(361) 575-1478

Property records can be searched online by going to www.vctx.org and using the link provided or using <http://manatron.vctx.org/>

LGC: Local Government Code PC: Property Code BCC: Texas Business & Commerce Code Tx AgC: Texas Agriculture Code
TAC: Texas Administrative Code HSC: Health & Safety Code GC: Texas Government Code FC: Texas Family Code

The County Clerk's office requests a minimum of 1" at the top of the first page and 4" at the bottom of the last page for recording purposes. For filing requirements and additional fees that may be charged, please review the following statutes: Texas Property Code 11.003, 12.001(b), 12.011; Local Government Code 191.007

Real Property Recording/ Official Public Records Recording	STATUTE	AMOUNT
Recording Fees (first page)	118.011 LGC	5.00
For each additional page, part of a page on which there are any visible marks		4.00
For each name over five to be indexed		0.25*
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Best calculation method: \$20.00 for first page; \$4.00 for each additional page or attachment (*plus \$0.25 per name over 5)		
(Hereon after Recording Fees should consider that additional pages/marks and additional names apply to each instrument filed for recording. The total fees reflect only a single page documents, as examples.)		
Federal Tax Lien/Release of Lien		
Recording Fee	14.005 PC	10.00
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Total		25.00
State Tax Lien/Release of Lien		
Recording Fee	14.005 PC	5.00
Records Management	118.0216 LGC	5.00
Total		10.00
UCC – Real Property Filings (only)		
Recording Fee	14.005 PC	5.00
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Total (if single page)		20.00
Military Discharge (DD 214) Filings		
Filing of DD 214	192.002(b) LGC	No Charge
Certified Copy	603.003(a) TGC	No Charge



THANK YOU FOR YOUR SERVICE



Plat Filings (Must be approved through Commissioners Court prior to filing) – Required plat size: 18” x 24”		
Recording Fee (includes recording sheet)	118.011(c) LGC	55.00
*each additional attachment or tax certificate		4.00
*each additional plat page		50.00
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Hospital Liens and Other Liens – See Official Public Records Recording		
Assumed Name Certificate/Abandon Assumed Name Filings		
Filing Fee	71.155 BCC	2.00
Indexing each name	71.155(a)(2) BCC	0.50 each
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Total (for one owner)		18.00
<i>Effective 9/1/2017 HB1646: A county clerk May waive fees associated with the filing of an assumed name certificate or abandonment of assumed name, for a registrant who is a military veteran.</i>		
<i>*Proper ID proving veteran status at the time of filing will be required by the Victoria County Clerk’s Office.*</i>		
Public Notice – Posting		
Notice of Public Meetings/Agendas	118.011 LGC	2.00
Notice of Trustee’s Sale	51.002 PC & 118.011 LGC; 291.008 LGC	3.00
Cattle Brands – Applications and Release of Ownership		
(Current brand owners have from August 31, 2021 through February 22, 2022 to renew their brands.)		
Recording Fee – one brand, single location	118.011; 118.020 LGC	5.00
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Total (each brand location)		20.00
Birth & Death Certificates – as of 10-27-2011, all are filed with the Victoria City Secretary’s Office (361) 485-3040.		
<i>MARRIAGE LICENSES</i>		
Formal		
Marriage License	<i>State/County Fee</i>	60.00
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Vital Statistics Preservation Fee	191.0045 HSC	1.00
Total		76.00
<i>72 hour mandatory waiting period (waived if active military duty)</i>		
Formal with Texas Premarital Education Certificate		
Marriage License	<i>State/County Fee</i>	<i>waived</i>
Records Management	118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Vital Statistics Preservation Fee	191.0045 HSC	1.00
Total		16.00
<i>72 hour mandatory waiting period automatically waived, with signed certificate of completion – see Texas Family Code)</i>		

<i>Marriage Licenses (continued)</i>		
Informal Marriage License – Declaration of Marriage		
Marriage License	State Fee	25.00
Records Management	118.011; 118.0216 LGC	5.00
Records Archive	118.025 LGC	10.00
Vital Statistics Preservation Fee	191.0045 HSC	1.00
Total		41.00
<i>Both parties must appear together for issuance.</i>		
Duplicate License <i>*see statute for qualifications to receive*</i>	2.209 FC	25.00
Certified Copy	118.011(a) LGC; 2.014 FC	7.00
Effective 9-1-2017 – SB 1705: A person under the age of 18 may not marry unless the person has been granted by this state or another state a court order removing the disabilities of minority of the person for general purposes.		
MISCELLANEOUS		
Federal Tax Lien/Release Federal Tax Lien Search	14.004(d) PC	10.00
<i>Fee charged is per name/per record) – By law Federal Tax Lien is the only search required to be completed by the County Clerk.</i>		
Beer/Wine/Mixed Beverage Permits	118.011(a)(3) LGC	5.00
Late Hours Permit	118.011(a)(3) LGC	5.00
Protest Hearing Fee	61.31(c) TABC	25.00
<i>Application must be complete and if in Victoria city limits, must be completed by City Secretary first.</i>		
<i>Protest fee must be paid prior to hearing date and time.</i>		
Copy Fee <i>(emailed if available from electronic format)</i>	118.052 LGC	For each document up to 10 pages: 1.00 For each page or part of page over 10: \$0.10/page
Copy Fee <i>(per page-printed and or scanned into electronic format for purpose of emailing)</i>	118.052 LGC	1.00/page
Certified Copy <i>(per document, add to the total of copy fee)</i> <i>(Available in print only - no electronically certified issued)</i>	118.052 LGC	5.00 (added to printed copy fee)
Exemplified Copy <i>(3 way certified, add to total of certified copy)</i> <i>(\$5/clerk; \$5/judge) (Available in print only - no electronically certified issued)</i>	118.014 LGC	10.00 (added to certified copy fee)
Will filed for Safekeeping	252.001 EC	5.00
Records Management & Preservation Fund	135.154 & 135.102(b)(4) LGC	10.00
Courthouse Security Fund	135.102(b)(7) LGC	1.00
Total		16.00
Motion/Order to Open Safe Deposit Box <i>See Probate Court Fees</i>		
Registry Funds in Interest Bearing accounts: Deposit/Withdrawal with Court Order only	117.054(b)(1) LGC	Clerk receives 10% of interest earned
Registry Funds not earning interest: Deposit/Withdrawal with Court Order only	117.055(a) LGC	Clerk receives 5% not to exceed \$50.00
Cash Bond filed in relation to a criminal offense: refunded by Court Order upon presentation of valid ID; only to person who posted bond (if different from defendant)	17.02 CCP; 117.055(a) LGC	Clerk receives 5% not to exceed \$50.00
RETURNED CHECK CHARGE	118.011(b)(1) LGC	30.00
Claim filed in Probate or Guardianship	118.052(2)(B) LGC	10.00
Order Approving Claim filed in Probate/Guardianship	118.101(11)	2.00

PROBATE FILING FEES

(Art. 118.052 LGC) TEC=Texas Estates Code

New Cases – initial filing fees as set out by statute (updated to reflect changes made by Senate Bill 41)

Letters Testamentary		360.00
Muniment of Title		360.00
Administration & Administration with Will Annexed		360.00
Temporary Administration		360.00
Guardianship		360.00
Temporary Guardianship		360.00
Receivership		360.00
Community Administration		360.00
Application for Order of No Administration		360.00
Small Estates		360.00
Determination of Heirship (New Case)		360.00
Foreign Will		360.00
Application to Open Safe Deposit Box	<i>If application to probate will is filed, it should be filed into this same case. Only fee for citation and service by posting will be added at time of filing for probate action.</i>	360.00
Application to Sell Minor's Interest Without Guardianship		360.00

Breakdown of Fees

State Consolidated Filing Fee	133.151 LGC	\$137.00
Appellate Judicial System Fund - 13 th Court of Appeals	135.102 LGC	5.00
Court Facility Fee Fund	135.102 LGC	20.00
County Clerk	135.102 LGC	40.00
County Records Management & Preservation Account	135.102 LGC	15.00
Court Reporter Service Fund	135.102 LGC	25.00
County Law Library Fund	135.102 LGC	35.00
Courthouse Security Fund	135.102 LGC	20.00
Language Access Fund	135.102 LGC	3.00
County Jury Fund	135.102 LGC	10.00
County Dispute Resolution Fund [^]	135.102 LGC	15.00
Court Initiated Guardianship Fund	135.102 LGC	20.00
Judicial Education and Support Fund	135.102 LGC	5.00
Public Probate Administrator Fund ^{^^}	135.102 LGC	10.00
Total Local Consolidated Fee		\$223.00
Total Probate Filing Fees Established by SB 41		\$360.00

Statutory Fee Charges on All Probate Cases		
Issuance of Citation	118.059(c) LGC	8.00*
Judge's Order/Signature	118.101 LGC	2.00/per order signed
Administering Oath	118.056 LGC	2.00
If bond required of executor(rix)/administrator(rix)	118.056 LGC	5.00
Sheriff ** – post citation	--	25.00

**Issuance of each additional citation = \$8.00/each **If required or requested - personal service for each person = \$100.00/each – (Sheriff/Constable Fee)
Service of citation by County Clerk via Certified Mail = \$100.00/each*

[^]If county does not have fund established, payment will be submitted to the State.

^{^^}If county does not have fund established, fee will be collected under Court Initiated Guardianship Fund.

Guardianship/Administration Made Permanent (Fee charged upon filing into the temporary case)		
Successor Guardian/Administrator Application (Fee charged upon filing into established case)		
Issuance of Citation	118.052 LGC	8.00
Judge's Order/Signature	118.101 LGC	2.00
Sheriff – post citation	--	25.00
<i>*Issuance of each additional citation = \$8.00/each **If required or requested - personal service for each person = \$100.00/each – (Sheriff/Constable Fee) Service of citation by Publication or by County Clerk via Certified Mail = \$100.00/each</i>		

Determination of Heirship (Fee charged upon filing into established probate case)		
Issuance of Citation (for posting and publication)	118.052 LGC	16.00
Sheriff – post citation	--	25.00
<i>*Plus – by type of service: Publication or Personal = \$100.00 each Certified Mail = \$100.00 each Additional citations = \$8.00 each</i>		

PROBATE FILING FEES *(continued)*
(Art. 133 & 135 LGC) TEC=Texas Estates Code

Each Subsequent Action, Cross or Adverse Action (including Motion for New Trial), Payment of Claim without Guardianship, Administration

State Consolidated Fee	133.151 LGC	45.00
County Clerk – Clerk of the Court	135.102 LGC	40.00
Records Management & Preservation Account	135.102 LGC	5.00
Court-Initiated Guardianship Fund	135.102 LGC	20.00
Public Probate Administrator Fund ^^	135.102 LGC	10.00
Local Consolidated Fee		75.00
Total		120.00

^^If county does not have fund established, fee will be collected under Court Initiated Guardianship Fund.

Certificate of Inheritance Tax paid (attached to Affidavit and recorded in Official Records – regular recording fees)		16.00/4.00
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For Issuance of Notice		
County Clerk		8.00
Sheriff's Fee for Posting		25.00
Total		33.00

Charged for filing, after the 90th day after the personal representative has qualified to serve:

Inventory, Appraisalment & List of Claims <i>(original or amended)</i>	118.052 LGC	25.00
Judge's Order/Signature	118.101 LGC	2.00
Total		27.00

Charged for filing, after the application has been on file for 120 days or after the Inventory has been filed:

Judge's Order/Signature	118.101 LGC	2.00
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Filing an Annual Account <i>(original or amended)</i>	118.052 LGC	25.00
Judge's Order/Signature	118.101 LGC	2.00
Total		27.00

Filing Final Account <i>(original or amended)</i>	118.052 LGC	25.00
<u>(Need)</u> Order Directing Citation	118.101 LGC	2.00
County Clerk Issuance of Citation		8.00
Judge's Order/Signature	118.101 LGC	2.00
Sheriff's Fee for Posting		25.00
Total		62.00

Filing an Annual or Final Report of Guardian of a Person <i>(original or amended)</i>	118.052(2) LGC	10.00
Judge's Order/Signature	118.101 LGC	2.00
Total		12.00

Filing an Application for Sale of Real or Personal Property <i>(original or amended)</i>	118.052(2) LGC	25.00
<u>(Need)</u> Order Directing Citation	118.101 LGC	2.00
County Clerk Issuance of Citation		8.00
Judge's Order/Signature	118.101 LGC	2.00
Sheriff's Fee for Posting		25.00
Total		62.00

Affidavit Closing Estate		15.00
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Filing documents not listed under Probate Court Actions, LGC or above – any document containing more than 25 pages:	118.055(b)(ii) LGC	25.00
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Letters of Administration, Guardianship*, or Testamentary <i>(each letter)</i>		2.00
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*Letters of Guardianship will have a certified copy of the order appointing guardian attached at the fee of \$1.00 each page plus \$5.00 certification fee.

Letters are not documents filed into the probate cause; therefore should not be included in real property recordings. Letters are only able to be issued to the court ordered administrator(s) or executor(s) of estates, or guardian(s) (of the person, estate or both), or the attorney of record for those persons.

CIVIL FILING FEES

All New Civil Petitions (Includes Occupational/Essential Needs License^^, Petitions for Non-Disclosure, Condemnation Suits (no service by clerk and fees are collected after award), Garnishments After Judgment)

State Consolidated Filing Fee	133.151 LGC	\$137.00
Appellate Judicial System Fund - 13 th Court of Appeals		5.00
Court Facility Fee Fund		20.00
County Clerk		50.00
County Records Management & Preservation Account		30.00
Court Reporter Service Fund		25.00
County Law Library Fund		35.00
Courthouse Security Fund		20.00
Language Access Fund		3.00
County Jury Fund		10.00
County Dispute Resolution Fund		15.00 [^]
Total Local Consolidated Fee	135.101 LGC	\$213.00
Total Civil Filing Fees Established by SB 41		\$350.00*
<i>*add \$8.00 for each citation; plus for the Sheriff for each person served \$100.00 and the Clerk for each person served by certified mail \$100.00</i>	<i>[^] If no County Dispute Resolution Fund, amount to be remitted to the State</i>	<i>^{^^} Additional \$20 fee for certified copies of Petition and Order, for Petitioner and State</i>

Writ of Garnishment: Clerk collects all fees for filing the Writ of Garnishment after Judgment. This fee is the same as a New Civil filing fee of \$350.00 plus \$15.00 for preparing the Writ (118.052 LGC).

TOTAL \$365.00

No Writ of Garnishment shall be issued before final Judgment until the party applying has filed with the Clerk an order signed by the Court after a hearing. The Court shall further find in its order the amount of bond required payable to the Defendant in the amount fixed by the Court Order.

Cross-Action or Interpleading

County Clerk	135.101 LGC	15.00
Records Management & Preservation Fund	135.101 LGC	20.00
State Consolidated Fees	135.151 LGC	45.00
Total		80.00
<i>*each additional citation \$8.00; plus for the Sheriff for each person served \$100.00 and the Clerk for each person served by certified mail \$100.00</i>		

Writs, Citation, Subpoenas, Garnishment

Issue Each Writ	118.052, 118.059 LGC	8.00
Abstract for Judgment	118.052 LGC	8.00
Execution	118.052, 118.059 LGC	8.00
Order of Sale	118.052, 118.059 LGC	8.00
Show Cause	118.052, 118.059 LGC	8.00
Citation	118.059 LGC	8.00
Alias Citation	118.052, 118.059 LGC	8.00
Subpoena	118.052 LGC	8.00
Garnishment after Judgment	118.052 LGC	15.00
Writ of Sequestration	118.052 LGC	8.00

Non-Disclosure Granted by Judge as a Result of a Criminal Disposition

Visit www.texaslawhelp.org or www.txcourts.gov/rules-forms/orders-of-non-disclosure/ for more information on qualifications and specific instructions

****Expunctions are handled through the District Courts. Please contact the District Clerk for filing information.****

If applicable to file within criminal charge	411.072 GC	28.00
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MISDEMEANOR CRIMINAL COURT COSTS

(Sample Court Bill)

MISDEMEANOR COURT COSTS:

LOCAL CONSOLIDATED COURT COSTS <i>(State mandated)</i>	\$	123.00
STATE CONSOLIDATED COURT COSTS <i>(State mandated)</i>	\$	147.00

MANDATORY REIMBURSEMENT:

COURT APPOINTED ATTORNEY		
SHERIFF (W/BOND \$70) (W/O BOND \$60)	\$	
VISUAL RECORDING FEE (\$15) (DWI)		
SUBPOENA WITNESS (\$5/WITNESS EACH TIME ISSUED)		
SUMMONS - NOTICE TO APPEAR \$5 <i>(issued by Peace Officer)</i>		

Optional Reimbursement Fee

FINES:

GENERAL FINE	\$	
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MANDATORY FINES:

DWI TRAFFIC FINE (\$3,000**, \$4,500*** or \$6,000****)		
EMS TRAUMA FUND, DWI (\$100)		
FAMILY VIOLENCE FINE, AFFV (\$100)	\$	
JUVENILE DELINQUENCY PREVENTION FINE (\$50) <i>graffiti offenses</i>		
STATE TRAFFIC FINE (\$50) <i>(effective 9-1-2019; \$30 prior to 9-1-2019)</i>		

TOTAL	\$	
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*An additional time payment fee of \$15 will be assessed if any part of a fine, court costs, or restitution is paid on or after the 31st day after the date the judgment assessing the fine, court costs or restitution is entered, pursuant to Texas Local Government Code, Section 133.103.

*An additional \$2.00 transaction fee will be assessed on each payment toward the fine, restitution and court costs that are assessed pursuant to Texas Code of Criminal Procedure, Article 102.072.

*An additional collection fee of 30% of the amount of any fine, court costs and restitution that is ordered to be paid and is more than 60 days past due will also be assessed pursuant to Code of Criminal Procedure, Art. 103.0031.

DWI Traffic Fines – Transp. Code § 709.001 (only on final convictions - does not include community supervision)

** First Conviction within a 3 year period \$3,000; *** Second or subsequent conviction within a 3 year period \$4,500; **** First or Subsequent conviction if BAC >=0.15 at time of analysis \$6,000

Juvenile Court Costs and Fees	
Probation Fee	15.00 per month <i>for the term of supervision</i>
Drug Testing Fee	5.00 per month <i>for the term of supervision</i>
Court Costs	20.00
Attorney Fees	200.00
Graffiti Eradication Fee	50.00