

# Schedule of Fees

CPLR 8018-8021

Oneida County Clerk's Office  
800 Park Ave.  
Utica, New York 13501

## Phone Numbers

Sandra J. DePerno	
County Clerk.....	315-798-5776
<b>Diane B. Abraham</b>	
First Deputy County Clerk .....	315-798-5791
Naturalization/Passports .....	315-798-5778
Map Room .....	315-798-5799
Civil Action / Divorce .....	315-798-5797
Filing information .....	315-798-5054/5075
Veterans Discharges .....	315-798-5774
Mortgage/Transfer Tax .....	315-798-5790

### Assignments

Assignment judgment	No fee
Assignment mortgage	\$25.00
Per page	\$5.00
Noting fee for each cross-reference	\$.50
Each mortgage assigned in one instrument	\$3.50

### (DBA) Assumed Name/Partnership (cash only)

Forms (3)	\$1.95
File or amend	\$25.00
Certify copy	\$5.00

### Bonds/Undertakings

Individual Surety Bonds Lien	\$5.00
Discharge	\$5.00
Conservator's bond per page	\$3.00

### Building Loan Agreement

File	\$25.00
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### Certificates (other than covered by statute)

Certificates	\$5.00
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### Commissioner of Deeds

File appointment	\$10.00
Certificate of authentication	\$3.00

### Consolidation Agreements

Record	\$25.00
Per page	\$5.00
Noting fee for each cross reference	\$.50
Affidavit	\$5.00

### Correction Deed/Mortgages

All fees and paperwork apply except for original tax

### Divorce

Issue index number	\$210.00
RJI	\$95.00
Note of issue	\$30.00
File motion	\$45.00
File separation agreement	\$5.00
Dissolution of marriage	\$5.00

### Deeds

Record	\$25.00
Per page	\$5.00
Referee's Deed-noting fee	\$.50
Capital Gains Tax Affidavit	\$5.00
RP5217-residential/agricultural	\$125.00
RP5217-all others	\$250.00
Transfer Tax Rate-\$4.00 per thousand	

### Discharge of Mortgage

Record	\$25.00
Per page	\$5.00
Noting fee	\$.50

### Exemplified Copy

Includes Preparation, Certification and Copy	\$15.00
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### Federal Tax Liens

File	\$40.00
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### Filing

Per instrument (other than covered by statute)	\$5.00
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### Gold Seal

Gold seal	\$5.00
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### Index Number

Issue	\$210.00
Foreclosure Issue	\$400.00
File motion or cross motion	\$45.00
File stipulation of settlement or voluntary discontinuance	\$35.00

### Judgments

Satisfy	No fee
Record Release Lien on Real Property	\$25.00
Per page	\$5.00
Noting fee	\$.50
Issue-Transcript of judgment	\$5.00
File-Transcript of judgment	\$10.00
Issue-Certificate of Disposition	\$5.00
File-Certificate of Disposition	No fee

### Jury Demand

File	\$65.00
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## Important:

Add \$20.00 cover page fee to all recorded documents. The cover page will be generated at the time of filing in our computer system.

**Liens**

Building loan agreement	\$25.00
File mechanic's lien	\$15.00
Cancel mechanic's lien	No fee
Discharge by payment into court	\$3.00
Affidavit of service	\$5.00
Continue Affidavit of service	No fee
Hospital lien	\$5.00
Notice of lending	\$15.00

**Maps**

File	\$10.00
Copies	\$5.00

**Mortgages**

Record	\$25.00
Per page	\$5.00
1/2% basic mortgage tax	
1/4% special mortgage tax	
1/4% additional mortgage tax (exempt the first \$10,000 for property principally improved or to be improved by a one or two family residence)	

**Notary Public**

Notary appointment (4 year)	\$60.00
Renewal	\$60.00
Issue certificate of official character	\$5.00
Issue certificate of authentication	\$3.00
Filing certificate of official character	\$10.00

**Notice of Appeal**

File	\$65.00
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**Notice of Attachment**

Index Number	\$210.00
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**Note of Issue**

Fee	\$30.00
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**Notice of Pendency (Lis Pendens)**

Index Number	\$400.00
Record (includes cover page)	\$55.00
Amend (includes cover page)	\$55.00

**Power of Attorney**

Record	\$25.00
Per page	\$5.00
File	\$5.00

**Release Lien Estate Tax**

Record	\$25.00
Per page	\$5.00

**R.J.I**

Issue	\$95.00
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**Searches**

Criminal search per 2 years	\$5.00
Judgment search per 2 years	\$5.00
Historical record search - per name in book series	\$5.00

**Separation Agreement**

File	\$5.00
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**Small Claims Assessment Review**

File	\$30.00
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**Subpoena Duces Tecum**

Each day or part	\$20.00
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**Transcript of Judgment**

Issue	\$5.00
File	\$10.00

**Uniform Commercial Code (UCC)**

File	\$40.00
Copy	\$5.00
UCC Search	\$25.00

**Wage Assignment**

File	\$5.00
Satisfy	No fee

**Legible Copies**

Whenever a paper or document is not legible or otherwise suitable for copying or recording the County Clerk may require a legible copy.

**Copies**— .65 per page minimum of \$1.30

**Certify prepared copy**— . 65 per page to review minimum of \$5.20

**Prepare & Certify**—\$1.25 per page minimum of \$5.00

**Clerk's Office  
Oneida County  
New York**

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Fees**



Sandra J. DePerno  
County Clerk

Effective: July 2011