

POTTER COUNTY CLERK'S  
 PROBATE/CIVIL FEE SCHEDULE  
 (Effective 1/1/2019)

Cause of Action→ Fees↓	Letters Test.	Ind. Admin	Mun. of Title	Dep. Admin.	Determinatio n of Heirship	Small Estate/ Open Safe Deposit Box	Guardianship	Foreign Will	Transferred Case
Clerks Fee	44.00*	44.00*	44.00*	44.00*	*44.00	40.00	48.00**	40.00	40.00
County Judge	4.00	4.00	2.00	4.00	2.00	2.00	4.00	++++	++++
Law Library	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Probate Education	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Sheriff	90.00	90.00	90.00	90.00	90.00 each ***	-----	180.00	-----	-----
Alternative Dispute Resolution	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Court-Initiated Guardianship	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Records Management	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Courthouse Security	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Indigent Legal Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Judicial Fund	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00
Support of Judiciary	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00	42.00
Court of Appeals	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Court Records Preservation	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Judicial & Court Personnel Training	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
FFiling	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Total ♦	365.00	365.00	363.00	365.00	365.00	269.00	459.00	267.00	267.00

\*includes issuance of posted citation

\*\* includes issuance of posted & personal citation

\*\*\* Sheriff service fee is PER citation issued (posted, personal or published)

++++ Add \$2.00 if Order presented

♦ Add \$15.00 Court Reporter Fee for cases filed in CCL

Commented [MSOffice1]: Clerks Fee LGC 118.052(2)(A)(II) & Issuance LGC 118.052(3)(A)  
 Commented [MSOffice2]: Co. Judge & LGC 118.101 (1-13) (order probating & Order granting letters)  
 Commented [MSOffice3]: Law Library LGC 323.023(a)  
 Commented [MSOffice4]: Prob. Edu. LGC 118.052(2)(A)(vi) & LGC 118.064  
 Commented [MSOffice5]: SO Fee LGC 118.131  
 Commented [MSOffice6]: ADR Fee Civil Practices & Remedies 152.004(a)  
 Commented [MSOffice7]: CIG Fee LGC 118.052(2)(E)  
 Commented [MSOffice8]: RM Fee LGC 118.052(3)(G)  
 Commented [MSOffice9]: CH Security LGC 291.008(a)  
 Commented [MSOffice10]: Indigent Fee LGC 133.153(a)(1)  
 Commented [MSOffice11]: Judicial GC 51.702(a) & 51.703(a)  
 Commented [MSOffice12]: Support of Judiciary LGC 133.154  
 Commented [MSOffice13]: COA Fee GC 22.2081(b) & CC order 8/21/09  
 Commented [MSOffice14]: Crt. Records GC 51.708(a)  
 Commented [CC-JS15]: Judicial & Court Personnel Training 9.1.17 §101.08111 GC  
 Commented [js16]: cC 51.851(b)  
 Commented [jds17]: Court Reporter GC 51.601(a)

**ADDITIONAL FEES**

**\* Inventory & Appraisalment (filed late)**

Clerk's Fee	\$25.00
Judges Signature	2.00
<b>Total</b>	<b>\$25.00</b>

\* (fee charged if filed after the 90<sup>th</sup> day personal representative qualifies or after extended deadline specified by the Court)

Commented [js18]: LGC 118.052(2)(B)(i) & 118.056(d)

**Claims against the Estate**

Clerk's Fee	\$ 10.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 12.00</b>

Commented [js19]: LGC 118.052(2)(D) & 118.058

**Fees for documents filed after the Original Application has been on file for 120 days or after the Order Approving the Inventory and Appraisalment has been entered, whichever occurs first:**

**Annual Account or Final Account of the Estate**

Clerk's Fee	\$ 25.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 27.00*</b>

\* Fees do not include Issuance/Service of Citation

Commented [js20]: LGC 118.052(2)(B)(iv)

**Application for Sale of Real/Personal Property**

Clerk's Fee	\$ 25.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 27.00*</b>

\* Fees do not include Issuance/Service of Citation

Commented [js21]: LGC 118.052(2)(B)(v)

**Annual or Final Report of Guardian of Person**

Clerk's Fee	\$ 10.00
Judges Signature	2.00
<b>Total</b>	<b>\$ 12.00*</b>

Commented [js22]: LGC 118.052(2)(B)(vi)

**Document over 25 pages**

Clerk's Fee	\$ 25.00
<b>Total</b>	<b>\$ 25.00*</b>

\* plus \$2.00 for Judge's signature (if order presented or applicable)

Commented [js23]: LGC 118.052(2)(B)(vii)

Fees do not include Issuance/Service of Citation Bonds (late fee)

- Oaths
- Issuance of Letters (Testamentary, Guardianship, Admin.)
- Issuance of Abstract of Judgment
- Issuance of Citation, Notice, Subpoena
- Jury Fee (if requested)
- Judge's Signature

\$3,000 plus \$2.00 for Judges signature

- \$ 2,000
- \$ 2,000
- \$ 5,000
- \$ 4,000
- \$ 40,000

\$ 2.00 per each Order signed by Judge

**Application For Successor Guardian/Executor & Applications filed within Existing Estate**

Clerks Fee	\$40.00
Courthouse Security	5.00
Court Initiated Guardianship	20.00
Records Management	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00
Judicial & Court Personnel Training	5.00
<b>Total</b>	<b>\$115.00*</b>

\* plus \$2.00 for Judge's signature

Fees do not include Issuance/Service of Citation

**Adverse Actions**

Cross Action (Original Petitions filed w/in case)  
 Objections/Opposition  
 Contest  
 Interventions

Clerks Fee	40.00
Courthouse Security	5.00
Court Initiated Guardianship	20.00
Records Management	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00

Commented [jds24]: LGC 118.052(2)(B)(ii)

Commented [jds25]: LGC 118.052(2)(B)(iii)

Commented [jds26]: LGC 118.052(3)(D)

Commented [js27]: LGC 118.052(1)(C)(i)

Commented [jds28]: LGC 118.052(3)(A) & 118.059

Commented [jds29]: LGC 118.101

Commented [jds30]: LGC 118.052(2)(A)(i)

Commented [js31]: GC §51.851

Commented [CC-JS32]: Judicial & Court Personnel Training §101.08111 GC 9.1.17

Commented [jds33]: LGC 118.052(2)(C)

Commented [jds34]: LGC 118.052(2)(E)

Commented [jds35]: LGC 118.052(3)(G) & LGC 118.0645

Commented [jds36]: LGC 133.153(e)(1)

Judicial & Court Personnel Training	5.00
<b>Total</b>	<b>\$115.00*</b>

\* plus \$2.00 for Judge's signature (if order presented or applicable)  
 Fees do not include Issuance/Service of Citation

Commented [CC-JS37]: Judicial & Personnel Training §101.08111 GC 9.1.17

**Wills for Safekeeping**

Clerks Fee	5.00
Courthouse Security	1.00
Records Management	5.00
<b>Total</b>	<b>11.00</b>

Commented [Jds38]: LGC 118.052(B)(E)

Commented [Jds39]: LGC 291.008(d)

Commented [Jds40]: LGC 118.052(B)(G)

**Registry Handling Expenses**

(Clerks Fee)

Interest bearing = 10% of interest

Non-Interest bearing 5% of withdrawal not to exceed \$50.00

Commented [Jds41]: LGC 117.054(b)(1)

Commented [Jds42]: LGC 117.055(e)

**Copy & Miscellaneous Fees**

Certified Copies	\$5.00 (Clerks Certificate)
Fee for each page	\$1.00 (per page)
Non-Certified copies	\$1.00 (per page)
Authenticated/Exemplified/3 Way Copies	\$7.00 (5.00 Clerk's Certification/\$2.00 for Judge's Signature)
Certificate of Fact Concerning Record	\$5.00
Fax/Email fees	\$5.00 (covers 1-5 pages, page 6 & up \$1.00 per page) \$5.00 flat fee if no paper copies have to be made
Certified Mail Service of Process fee is the same as Sheriff	\$90.00 (plus issuance)

Commented [Jds43]: LGC 118.052(B)(B)

Commented [Jds44]: LGC 118.052(B)(C)

Commented [Jds45]: LGC 118.052(B)(C)

Commented [Jds46]: LGC 118.052(B)(B)

Commented [Jds47]: LGC 118.052(B)(F) & 118.063

**POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY SERVICE FEES**

**Registration of Private Professional Guardian**

Clerks Fee	40.00
Total	40.00

Commented [jds48]: HB 2080 (2013 Legislation)

**CIVIL FEES (OTHER)**

(effective 9/1/2017)

**Bond Forfeiture Original Action**

Cause of Action	Abstract of Judgment, Execution, Order of Sale, Writ or Other Process	Bond Forfeiture Original Action
<b>Fees ↓</b>		
Clerk's Fee	\$5.00	*44.00
Law Library		35.00
Alternate Dispute Resolution		15.00
Sheriff Fee	\$180.00	**90.00
Records Management		5.00
Courthouse Security Fee		5.00
Indigent Legal Services		10.00
Judicial Fund		40.00
Court of Appeals		5.00
Court Records Preservation		10.00
Statewide eFiling Fee		30.00
Bailiff Fee		5.00
Judicial & Court Personnel Training		5.00
<b>Total ↓</b>		<b>\$299.00</b>

\*Varies depending on issuance (add \$4.00 for each additional issuance)

\*\* Fees shown are for Potter Co. Sheriff. If citation is served by Cert. Mail the County Clerk will receive the same as Sheriff

**POTTER COUNTY DOES NOT COLLECT OUT OF COUNTY FEES**

↓ Add \$15.00 Court Reporter Fee for cases filed in CCL

Jury Fee (if requested) \$40.00

Issuance of Citation, Subpoena, Notice, etc. (Original & One (1) copy) \$4.00/set

Issuance of Abstract of Judge \$ 5.00

Commented [jds49]: Per AG opinion 11/21/06 GA-0486 the \$37.00 (now \$42.00) filing fee (Judicial Support fee) in LGC 133.154(a) does not apply to Bond Forfeitures

Commented [jds50]: LGC 118.052

Commented [jds51]: Lgc 323.023(a)

Commented [jds52]: ADRC Civil Practices & Remedies 152.004(e)

Commented [jds53]: Sheriff Fee LGC 118.052(3)(F) & 118.131

Commented [jds54]: RM LGC 118.052(3)(G)

Commented [jds55]: CH Sec. LGC 291.008(a)

Commented [jds56]: Indigent Fee LGC 133.153(a)(i)

Commented [jds57]: Judicial Fee GC 51.702(a) & 51.703(a)

Commented [jds58]: COA Fee GC 22.2081(b) & CC order 8/21/09

Commented [jds59]: Crt. Records GC 51.708(a)

Commented [jds60]: GC 51.851(b)

Commented [jds61]: LGC 118.131 and by CC order of 8.24.15. Fee was not reported to Comptroller in 2015 so we could not collect until it was reported to Comptroller in 2016.

Commented [CC-JS62]: Judicial & Court Personnel Training 9.1.17 GC §101.08111

Commented [jds63]: Sheriff Fee LGC 118.052(3)(F) & 118.063

Commented [jds64]: Court Reporter Fee GC 51.601(a)

Commented [jds65]: Jury Fee RCP Rule 216 & GC 51.604(a)(c)

Commented [jds66]: LGC 118.052(3)(A) & 118.059

<b>Misc. Fees</b>	
<b>LIQUOR LICENSE</b>	
Clerks Certificate	\$ 5.00
Protested Application Fee	\$ 25.00

- Commented [js67]: SB 1035 effective 9/1/13
- Commented [jds68]: LGC 118.052
- Commented [jds69]: Judicial Fee GC 51.702(a) & 51.703(a)
- Commented [jds70]: CO. Atty Fee Tx. Health & Safety Code 574.031(k)
- Commented [jds71]: Probate Ed. LGC 118.052(2)(A)(vi) & LGC 118.064
- Commented [jds72]: Sheriff Fee LGC 118.131
- Commented [jds73]: Law Library LGC 323.023(e)
- Commented [jds74]: Support of Judiciary LGC 133.154
- Commented [jds75]: COA Fee GC 22.2081(b) & CC order 8/21/09
- Commented [jds76]: Cr. Records GC 51.708(a)
- Commented [jds77]: RM Fee LGC 118.052(3)(G)
- Commented [jds78]: CH Security LGC 291.008(e)
- Commented [jds79]: Indigent LGC 133.153(a)(1)
- Commented [jds80]: GC 51.851(b)
- Commented [CC-JS81]: Judicial & Court Personnel Training 9.1.17 GC §101.08111

**COMMITMENT CASES**

Clerks Fee	40.00
Judicial Fund	40.00
County Attorney	50.00
Probate Education	5.00
Sheriff	90.00*
Law Library	35.00
Support of Judiciary	42.00
Court of Appeals	5.00
Court Records Preservation	10.00
Records Management	5.00
Courthouse Security	5.00
Indigent Legal Services	10.00
Statewide eFiling Fee	30.00
Judicial & Court Personnel Training	5.00
<b>Total **</b>	<b>342.00</b>

\* Amount subject to change depending on # of Notices & mileage

\*\* Total does not include fees for Court Appointed Attorneys or Examiners and will vary based on hearings needed for patient.

**ALL DOCKETS**

Non-certified Copy	\$1.00/page
Certified copy	\$1.00/page + \$5.00 Clerk's Certificate
Authenticated/Exemplified/3 way copy fee	\$7.00 (\$5.00 Clerks Certification/\$2.00 for Judge's signature)
Certificate of Fact Concerning Record:	\$5.00

(updated 12.31.18)