



**SHERMAN COUNTY CLERK'S OFFICE
FEE SCHEDULE - Revised March 12, 2019**

Sherman County Clerk
500 Court Street
PO Box 243
Moro, Oregon 97039
Phone: 541-565-3606
Fax: 541-565-3771

Office Hours: Monday - Friday 8:00am - 5:00pm (excluding holidays)

Recording Hours 8:30am - 4:30pm
Documents received after 4:30pm will be recorded the next business day.
Marriage license applications, domestic partnership registrations and passport applications are accepted daily 8:00am to 4:00pm.

Please Note: Our recording certificate is 2" high x 3" wide and must fit at the top or bottom of the first page - ORS 87.821.
If there is not space for recording information, an additional \$5.00 will be charged in addition to all other fees.

Recording fees also apply to re-recorded instruments

All documents presented for recording must be "required or permitted by law to be recorded."

ORS 205.320 All fees shall be paid in advance.
We accept the following forms of payment: cash, check, money order or debit/credit cards.
Checks and money orders should be made payable to: Sherman County Clerk

NOTICE
HOUSE BILL 2127 - Amending ORS 311.411 - Requiring Assessor's Certificate

With the passage of House Bill 2127, please take note that a county clerk is prohibited from recording an instrument that conveys fee title of real property to a tax-exempt government transferee that is not accompanied by a certificate issued by the county assessor attesting that all charges against real property as of the date of recording have been paid. The effective date is October 5, 2015.

To check on whether taxes are paid prior to obtaining the required Assessor's Certificate, please call the Sherman County Tax Office at 541-565-3623.

If you have questions about the certificate, please call the Sherman County Assessor's Office at 541-565-3505.

RECORDING FEES

Deed and Mortgage Record Documents:

\$101.00 for the 1st page, \$5.00 for each additional page or title	\$ 101.00	(effective June 4, 2018)
County Clerk's Fees - ORS 205.320	\$ 5.00	per page/title
Land Corner Preservation Fee - ORS 205.130; 203.148 (LCP)	\$ 10.00	per document
Geographic Information Systems - County Ordinance 37-2007 (GIS)	\$ 15.00	per document
Assessment & Taxation Fee - ORS 205.323(1)(b) (A&T) HB 2139	\$ 10.00	per document
Oregon Land Information System Fund - ORS 205.323(1)(9a) (OLIS) HB 2139	\$ 1.00	per document
* Affordable Housing Fee - HB 2436A (AH), 2013 HB 2417 & 2018 HB 4007)	\$ 60.00	per document
**UCC1A/UCC3A Standard Form (Shall be recorded as a Mortgage; legal description must be attached) ORS 79.0502		

Lien Record Documents; Completion Notices; Mining Claims; Writs of Execution

\$76.00 for the 1st page, \$5.00 for each additional page or title	\$ 76.00	(effective June 4, 2018)
Statutory or County Clerk Lien Record - ORS 205.320(4)(b)	\$ 5.00	per page/title
Assessment & Taxation and OLIS Fee - ORS 205.323; HB 2139	\$ 11.00	per document
* Affordable Housing Fee - HB 2436A (AH), 2013 HB 2417 & 2018 HB 4007)	\$ 60.00	per document

Documents exempt from the Oregon Housing Alliance fee (HB 4007) include:

Mining Affidavit of Annual Compliance; Oregon Department of Revenue Warrants; Oregon Employment Department Warrants; County Tax Warrants; IRS Liens; Lien Record Abstracts; Certified Copies of Judgments; Satisfaction of Judgments; Any Satisfaction, Release, Assignment or Extension of the above documents.

Fees in Addition to Recording Fees:

Non-Standard Document Fee - ORS 205.327; 205.232 & 234	\$	20.00	per document
Documents describing more than one transaction - ORS 205.236	\$	5.00	per additional transaction or title
Each additional assignment, satisfaction or release, included in and made a part of one document - ORS 205.320(12)		\$5.00	each

Location and Copy Fees:

Location of a Public Record (ORS 205.320)	\$	3.75	per document
Photocopies (ORS 205.320)	\$	0.25	each
Certification of a Public Record (ORS 205.320)	\$	3.75	each
Voter Registration List (Hard copy or mailing labels - all precincts) OAR 165-002-0020	\$	25.00	each
Voter Registration List (Hard copy or mailing labels; \$5.00 per precinct or \$12.50 for each party affiliation)			
Computer Disk	\$	5.00	
Research Fee (Upon staff availability)	\$	25.00	per hour

Birth and Death Records:

All birth records, including indexes, have a 100-year access restriction, and death certificates have a 50-year access restriction (Oregon Health Division, OAR 333-011-096). Permission to access these vital records is restricted and must be obtained through the State Registrar at 1-971-673-1190.

Marriage Fees - ORS 106.045 - 205.320: Applications accepted daily 8:00am to 4:00pm

Marriage License	\$	50.00	cash
Certified Copy of license	\$	7.75	

Domestic Partnership Declaration - ORS 109.990:

Registrations accepted daily 8:00am to 4:00pm

Registration	\$	50.00	cash
Certified Copy of registration	\$	7.75	each

Exceptions:

Military Discharge DD214 or certified copies of same: No charge ORS 408.430	No Fee - Restricted record (SB 618)
Copies for Veteran seeking benefits - ORS 408.430	No Fee - Restricted record (SB 618)

Miscellaneous Fees:

Liquor License (with County Court approval) - ORS 471.210	\$	25.00	new or renewal
Fax Transmission	\$	1.00	per page for non-local fax
Fax - Incoming Pages	\$	0.25	per page

Recording of Death Certificates (ORS 432.355):

(1) **Out-of-state certificate.** A death certificate from another state is recordable, whether or not it contains medical information related to the cause of death.

(2) **Oregon certificate for death before Jan. 1, 2014.** An Oregon death certificate for a death that occurred before January 1, 2014 is recordable, whether or not it contains medical information related to the cause of death.

(3) **Oregon certificate for death on or after Jan. 1, 2014.** An Oregon death certificate for a death that occurs on or after January 1, 2014 is NOT recordable if it includes information related to the cause of death. A short form death certificate must be used for recording.

Passports - Federal Fee Schedule: (Chapter 8 US Passport Agents Manual)				
<i>Payment by check is required. Passport applications are accepted daily from 8:00am to 4:00pm.</i>				
Acceptance Facility Execution Fee - for books and cards	\$	35.00	Payable to: Sherman County Clerk	
Passport Photo Fee	\$	10.00		
		Book	Card	Payable to: Department of State Please include applicant's name and date of birth on memo line.
Federal Fee & Renewal Fee for Adult (Age 16 and over)	\$	110.00	\$ 30.00	
Federal Fee for Minor	\$	80.00	\$ 15.00	
Federal Expedite Processing Fee	\$	60.00	\$ 60.00	
Overnight Return Delivery (<i>Passport Book Only</i>)	\$	16.48	-	

Survey Filing Fees:*(1 mylar and 3 paper copies required for all maps filed)*Survey Filing Fee (approved by Sherman County Court 9-6-2006 File: 164 Item: 13) **\$ 50.00****Plats - Partition Plats:** (approved by Sherman County Court 9-6-2006 File: 164 Item: 13)**\$301.00**

Surveyor Fees	\$200.00	per document
County Clerk's Fees - ORS 205.320	\$5.00	per page
Land Corner Preservation Fee - ORS 205.130; 203.148 (LCP)	\$ 10.00	per document
Geographic Information Systems - County Ordinance 37-2007 (GIS)	\$ 15.00	per document
Assessment & Taxation Fee - ORS 205.323(1)(b) (A&T) HB 2139	\$ 10.00	per document
Oregon Land Information System Fund - ORS 205.323(1)(9a) (OLIS)	\$ 1.00	per document
* Affordable Housing Fee - HB 2436A (AH)	\$ 60.00	per document

Plats - Subdivisions & Condominiums: (approved by Sherman County Court 9-6-06 File: 164 Item: 13); ORS 205.320**\$451.00**

Surveyor Fees	\$350.00	per document plus \$25 per lot or unit
County Clerk's Fees - ORS 205.320	\$5.00	per page
Land Corner Preservation Fee - ORS 203.148 (LCP)	\$ 10.00	per document
Geographic Information Systems - County Ordinance 37-2007 (GIS)	\$ 15.00	per document
Assessment & Taxation Fee - ORS 205.323(1)(b) (A&T)	\$ 10.00	per document
Oregon Land Information System Fund - ORS 205.323(1)(9a) (OLIS)	\$ 1.00	per document
* Affordable Housing Fee - HB 2436 (AH)	\$ 60.00	per document

Probate Fee Schedule:**Effective October 1, 2017**

(revised 10-1-2017)

Filing Fees to Initiate Probate Proceedings For:

Small Estate Filing Fee/Affidavit of Claiming Successor	\$117	ORS 114.515
Petition for Guardianship	\$117	ORS 125.300
Trust Filing Fee	\$265	ORS 130.355

Filing Fees for Estate and Conservatorships are Inventory Based as follows:

Estate or Conservatorship:	Value less than \$50,000	\$265
Estate or Conservatorship:	Value \$50,000 but less than \$1 Million	\$558
Estate or Conservatorship:	Value \$1 Million but less than \$10 Million	\$832
Estate or Conservatorship:	Value \$10 Million or more	\$1,109

Annual Fees or Final Accounts, Estates or Conservatorships:

Annual Fees or Final Account:	Value less than \$50,000	\$33
Annual Fees or Final Account:	Value \$50,000 but less than \$1 Million	\$281
Annual Fees or Final Account:	Value \$1 Million but less than \$10 Million	\$558
Annual Fees or Final Account:	Value \$10 Million or more	\$1,109

Other Fees:

Appearance in estate proceeding	\$265	
Appearance in conservatorship proceeding	\$265	
Appearance in guardianship proceeding	\$117	
Petition Summary Determination	\$265	
Affidavit destruction of will	\$117	ORS 112.820
Register foreign conservatorship or guardianship	\$117	ORS 125.845
Request for Notice of Proceeding	\$265	ORS 125.060 (4)
Objection from Respondent	\$0	
Objection to appointment	\$0	under ORS 125.600 (3)
Motion for Summary Judgment	\$105	under ORS 21.200 (a)
Certified Copies - Letters	\$3.75	plus .25 per page

GENERAL INFORMATION - RECORDING REQUIREMENTS

This office is prohibited from:

Giving legal advice.

Helping fill out documents.

Suggesting what type of documents to use.

Accepting illegible documents.

Recording documents other than those specified by Oregon or federal law.

(ORS 9.160 - 9.166; 205.510)

SPACE FOR RECORDING INFORMATION: A blank space 2 inches high by 3 inches wide on the front page of each document should be left for the recording label. If there is not enough space on the document then our office will charge an additional \$5.00 recording fee for the additional page.

APPROVAL ON DEED OR CONVEYANCE: Documents conveying title or interest to the state, county, cities or districts will not be recorded unless that document contains a signature and statement of acceptance of the conveyance. Their signature must be notarized.

Instruments that convey fee title of real property to a tax-exempt government transferee must be accompanied by a certificate issued by the county assessor attesting that all charges against real property as of the date of recording have been paid. (ORS 311.411)

EACH DOCUMENT MUST BE CLEARLY TITLED: The first page must be clearly titled; we recommend that large, bold type be used at the top of the first page and that if there is more than one title, each document title contained in the document be put on a separate line.

SIGNATURES AND NOTARIES MUST BE ORIGINAL: Notary seals must not cover any text on the document. An Oregon notary seal that is blurred or faint is not acceptable for recording (OAR 160.100.000).

LANGUAGE: ORS 192.173 Documents submitted for recording shall be in the English language.

LEGIBILITY REQUIREMENTS: When an illegible document is presented for recording, the person presenting it will be required to substitute a legible original document or prepare a transcript to be recorded with the illegible document, otherwise the illegible document will be rejected. ALL ILLEGIBLE DOCUMENTS (such as a faxed form) WILL BE REJECTED when the text may be made out but not sufficiently legible to reproduce a readable photographic record.

**If the legibility of an instrument or notary seal is questionable and a deadline may be compromised should the county recorder reject the instrument, we suggest that you correct or prepare a new, legible original prior to submitting it for recording. We understand that correcting or preparing a new original may not always be possible due to client demands; however, the client should be informed beforehand that the legibility problem exists and may cause the instrument to be rejected, prolonging the delay.

ORS 205.320 FOR RECORDING ADDITIONAL TRANSACTIONS on assignments, releases, satisfactions, tax deferred property liens, municipal assessment liens, county assessment liens, or of any recorded instrument \$5 for each additional instrument being assessment liens, or of any recorded instrument \$5 for each additional instrument being assigned, released or satisfied.

ORS 93.610 RECORD OR FILE ANY DOCUMENT REQUIRED or PERMITTED BY LAW:

We will reject odd documents that do not have any recording authority. The customer has the responsibility of citing the ORS, Ordinance or Administrative Rule on the document that allows the document to be recorded. Affidavit of Heirship has no recording authority.

SIZE OF PRINT AND PAGE - ORS 205.232: A county clerk shall not accept any instrument for recording unless the text of the instrument is typed, written or printed in 8-point type (elite type) or larger on paper that is not larger than 14 inches long and 8-1/2 inches wide and which paper is of sufficient quality for recording photographically. ORS 205.320(4a) "page" means one side of a sheet 14 inches, or less, long and 8-1/2 inches, or less, wide.