



**SHERMAN COUNTY CLERK'S OFFICE
FEE SCHEDULE**

Revised 9-26-2019

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 between the hours of 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 93.610

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

Assessor's Certificate Required - ORS 311.411

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.

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.

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. ORS 93.808

Recording Fees

Deed and Mortgage Record Documents:

<u>\$101.00 for the 1st page, \$5.00 for each additional page and/or title</u>	<u>\$</u>	<u>101.00</u>	<u>For a 1 page document</u>
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
**UCC1/UCC3A Standard Form (Shall be recorded as a Mortgage; legal description must be attached) ORS 79.0502			

Lien Record Documents; Completion Notices; Writs of Execution

<u>\$76.00 for the 1st page, \$5.00 for each additional page and/or title</u>	<u>\$</u>	<u>76.00</u>	<u>For a 1 page document</u>
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 \$60.00 Oregon Housing Alliance fee (HB 4007) include:

Mining Claims; 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 containing more than one transaction (title) - ORS 205.236	\$	5.00	each
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, debit/credit card
Certified Copy of license	\$ 7.75	
Marriage Ceremony (during office hours only)	\$110.00	*\$117.00 (effective 10-1-2019 per HB 3447)

Domestic Partnership Declaration - ORS 109.990: Registrations accepted daily 8:00am to 4:00pm

Registration	\$ 50.00	cash, debit/credit card
Certified Copy of registration	\$ 7.75	

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.

General Recording Information

The County Clerk's Office records documents that affect title to real property located in Sherman County. When a document is received for recording, it is checked for compliance with Oregon Statutes. If a document cannot be recorded, it is returned to the sender with an explanation of what is wrong. As a document is recorded, an index is created and the image scanned for document retrieval.

Legibility Requirements - ORS 205.232

In accordance with state laws, the County Clerk's Office shall preserve all records affecting the title to real property. All documents are permanent records and must be legible for the integrity of the public record. All illegible documents (such as a faxed form) will be rejected when the text can be made out but not sufficiently legible to reproduce a readable photographic record.

Record or File any Document Required or Permitted By Law - ORS 93.610

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.

Signatures and Notaries Must Be Original - OAR 160.100.000

Notary seals must not cover any text on the document. An Oregon notary seal that is blurred or faint is not acceptable for recording.

Language - ORS 192.310

Documents submitted for recording shall be in the English language.

Legal Description - ORS 93.600

- * Subdivision name with lot and block
- * A metes and bounds description (section, township & range)
- * Partition plat recording and parcel number
- * Reference to a Recorded Deed number or Book and Page of any previously recorded Sherman County public record where the description may be found.

A street address, assessor's map and tax lot number, or account number are not acceptable as a legal description.

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. ORS 93.808

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)

First Page Requirements - ORS 205.234

The first page shall contain the following information listed below. If not on the first page, an additional fee of \$20 will be charged (ORS 205.327). A cover page when properly prepared that reflects your transaction may be used when presenting the document for recording (ORS 205.234(2)) in order to avoid the non-conforming fee.

- * **Title(s) of the document clearly labeled.** A document describing two or more transactions between the same parties and involving the same properties, recordable as separate documents, may be recorded when the document is labeled with the names of the transaction described therein (ORS 205.236). A fee of \$5 shall be charged for recording each additional transaction.
- * **Names of the parties.** Names of all parties must be listed on the first page (ORS 205.234).
- * **Return to information.** The name and address of the person to whom the document will be returned (ORS 205.180).
- * **Tax Statements.** The name and address of where tax statements should be sent (ORS 93.260). Required on documents conveying or contracting to convey fee title.
- * **Consideration.** The true and actual consideration paid (ORS 93.030). Required on documents conveying or contracting to convey fee title.
- * **County Clerk Lien Record.** Information as required by (ORS 205.125(1) (c) and (e)).
- * **Assignee address.** For instruments that assign a mortgage or trust deed, the name and address of the assignee mortgagee or assignee trust deed beneficiary (ORS 205.234 (1) (g)).

Other Requirements - ORS 205.232

- * Space measuring 3" wide by 2" high in the upper right or lower right corner of the first page for recording label. Our preference for this blank space is the upper or lower right corner of the first page of a document.
- * If a blank space is not available, our recording label will be placed on a certificate page and added to your document. An additional \$5.00 will be assessed for adding a certificate page - ORS 205.320(4) (b).
- * A recording label will not be placed in the body of the document (excluding the title of the transaction).
- * A recording label may cover certificate language (or information reserved for Recorder's Use) included in your document.
- * The weight of the paper must be not less than 20 pound opaque paper.
- * The paper must not be larger than 14" long and 8 1/2 " wide.
- * The printed or written text must be 8-point type or larger.

Preventing Rejected Documents

- * Fees are correct - see Fee Schedule above
- * Quality of document is good, and text is legible.
- * Room for the recording sticker on the first page of the document. A space of 3" wide by 2" high is needed.
- * Checks payable to Sherman County Clerk and checks are signed.
- * Return address is located on first page of document. It should read "After Recording Mail to:" then list name and address. Return envelopes are not required.
- * Oregon notaries have noted the names of individuals signing and being notarized. All notaries need to make sure they are stamping or affixing their notary seal on all documents being notarized.
- * All other real property interests required or permitted by law to be recorded shall be recorded in the records maintained under ORS 205.130; 93.610.

This office cannot:

Give legal advice
Provide blank forms
Help fill out forms
Suggest what type of forms to use
Accept illegible, smeared documents which may not provide a readable scanned image
Provide birth, death and court records (including divorce decrees)
Record documents other than those specified by Oregon Statutes
(ORS 9.160 - 9.166; 205.510)

Passports - Federal Fee Schedule: (Chapter 8 US Passport Agents Manual)

Payment by check is required. Passport applications are accepted daily from 8:00am to 4:00pm.

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 <i>Please include applicant's name and date of birth on memo line.</i>
Federal Fee & Renewal Fee for Adult (Age 16 and over)	\$110.00	\$30.00	
Federal Fee for Adult Book & Card: \$140.00			
Federal Fee for Minor	\$80.00	\$15.00	
Federal Fee for Minor Book & Card \$95.00			
Federal Expedite Processing Fee	\$60.00	\$60.00	
Overnight Return Delivery (Passport Book Only)	\$16.48	-	

Survey Filing Fees:

(1 mylar and 3 paper copies required for all maps filed)

Survey Filing Fee <i>(approved by Sherman County Court 9-6-2006 File: 164 Item: 13)</i>		\$	50.00
Plats - Partition Plats: (approved by Sherman County Court 9-6-2006 File: 164 Item: 13)			
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, 2019 (*indicates new fees for actions filed on or after October 1, 2019 per HB 3447)

Filing Fees to Initiate Probate Proceedings For:

Small Estate Filing Fee/Affidavit of Claiming Successor	\$117	\$124*	ORS 114.515
Petition for Guardianship	\$117	\$124*	ORS 130.355
Trust Filing Fee (ORS 130.355 refers to ORS 21.135)	\$265	\$281*	

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

Estate or Conservatorship:	Value less than \$50,000	\$265	*\$278
Estate or Conservatorship:	Value \$50,000 but less than \$1 Million	\$558	*\$591
Estate or Conservatorship:	Value \$1 Million but less than \$10 Million	\$832	*\$882
Estate or Conservatorship:	Value \$10 Million or more	\$1,109	\$1,176

Annual Fees or Final Accounts, Estates or Conservatorships:

Annual Fees or Final Account:	Value less than \$50,000	\$33	*\$35
Annual Fees or Final Account:	Value \$50,000 but less than \$1 Million	\$281	*\$298
Annual Fees or Final Account:	Value \$1 Million but less than \$10 Million	\$558	*\$591
Annual Fees or Final Account:	Value \$10 Million or more	\$1,109	\$1,176

Other Fees:

Appearance in Estate Proceeding	\$265		*\$281
Appearance in Conservatorship	\$265		*\$281
Appearance in Guardianship	\$117		*\$124
Petition for Summary Determination	\$265		*\$281
Affidavit Destruction of Will	\$117	ORS 112.820	*\$124
Register Foreign Guardian/Conservatorship	\$117	ORS 125.845	*\$124
Request for Notice of Proceeding	\$265	ORS 125.060 (4)	*\$281
Objection from Respondent	\$0	under ORS 125.600	\$0
Objection to Appointment	\$0	under ORS 125.600 (3)	\$0
Motion for Summary Judgment	\$105	under ORS 21.200 (a)	*\$111
Certified Copies - Letters	\$3.75 plus .25 per page		\$3.75 plus .25 per page