

Civil Actions

Index Number	\$210.00
Index Number Foreclosure Action	\$400.00
RJI (original plus 1 copy)	\$ 95.00
Note of Issue (original plus 1 copy)	
Non-Jury	\$ 30.00
Jury Trial	\$ 95.00
Jury Demand (if note of issue filed)	\$ 65.00
Motion/Cross to Motion	\$ 45.00
Notice of Appeal	\$ 65.00
Stipulation of Settlement/ Voluntary Discontinuance	\$35.00
Dissolution of Marriage (Department of Health Certificate)	\$ 5.00

Copies

Photocopies	\$.50/ea
(self serve \$.25/ea)	
To prepare and certify a copy	\$ 5.00
Plus \$1.25 per page after 1st 4 pgs (not to exceed \$40)	
Exemplified Copy	\$ 15.00

Deed (Release of Lien of Estate Tax, Leases, Easements, Power of Attorney, etc)

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2
- Transfer Tax Affidavit (TP-584) \$ 5.00
- Equalization and Assessment (RP5217) \$125.00
- Vacant Land & Commercial Property \$250.00

Doing Business As (DBA) / Partnership

File Certificate	\$ 25.00
File Amended Certificate	\$ 25.00
File Discontinuance	No Fee
Certify a Prepared Copy	\$ 5.00
DBA Forms	\$1.00
(also available on website- no fee)	
Limited Partnerships - original filed with NY State	

Estoppel Certificate

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2

Fax

\$1.00 per page (out of area \$2) plus Per Page Fee

Filing

Small Claims Assessment Review (SCAR)	\$ 30.00
Any other Instrument*	\$ 5.00
*(other than those covered by Special Law or an action or proceeding having an Index Number)	
Military Discharge (DD-214)	No Fee
Agreements – Separations	\$ 5.00

Judgment

Docket & Enter Default Judgment	\$45.00
Assignment/Satisfaction of	No Fee
Transcript of Judgment	
To File	\$ 10.00
Issue	\$ 5.00
Certificate of Disposition	
To File	No Fee
Issue	\$ 5.00

Licenses

Filing Veterans Discharge (DD-214)	No Fee
Verification of Registrar	\$ 5.00
Veterans Peddlers License	No Fee

Lien

Notice of Assignment - Filing	\$ 25.00
Cancel	\$ 3.00
Building and Loan Contract (Agreement)	
File Original or Amendment	\$ 25.00
Discharge	No Fee
Federal Tax Lien Filing	\$ 40.00
Satisfaction	\$ 40.00
Abstract of Judgment	\$ 10.00

Mortgage (Mortgage Tax – 1% of Mortgage)

Assignment of:

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2
- 50 cents for 1st mark off
- \$3.00 for each additional Mortgage assigned after 1st

Discharge or Satisfaction of Mortgage:

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2
- 50 cents for 1st mark-off
- 50 cents extra for each name over 2
- Each additional Mtg. Discharged after 1st (double the fee minus cover sheet fee of \$5)

Discharge of Mortgage

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2

Consolidations, Extensions, Modifications, Subordinations, Corrections, etc.

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2
- Plus 50 cents for each additional mortgage consolidation, etc. after 1st.
- Mortgage Tax Affidavits (in duplicate) \$ 5.00

Release of Part Mortgage Premises

- Recording Fee- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2
- 50 cents for 1st mark-off
- Plus \$3.00 for each additional mtg. released
- 50 cents extra for each name over 2

Lis Pendens

Record	\$ 40.00
Amend	\$ 40.00
To Cancel	No_Fee

Mechanics Lien(Includes Notice of Public Service Liens and Public Improvement Liens)

Filing	\$ 15.00
Affidavit of Service	\$ 5.00
Discharge by Payment into Court	\$ 3.00
Order to Continue	No Fee
Satisfaction or Cancel	No Fee
Notice of Lending – Filing	\$ 15.00
Notice of Lien- Filing	\$ 5.00
Notice of Public Service	\$ 15.00
Public Welfare Lien	No Fee

Notary Public

Renewal (4 years)	\$ 60.00
Certificate Authentication Notary	\$ 3.00
Certificate of Appointment – File	\$ 10.00
Certificate of Appointment – Issue	\$ 5.00

Oath of Office

To File or Administer (Except for Notary)	No Fee
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Pistol Permit

Transfer to or from another County	\$ 5.00
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Recording Fee

- \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2

Search (requests by mail only)

- Civil Action, Judgments
(every 2 yrs Searched) \$ 5.00
- Liens & Motgages, etc.
(every 2 yrs searched) \$ 5.00

Criminal Search is done through Supreme Court.

Passport

Passport Book:

Federal Fee (separate check – no cash)

- 10 yr Passport
(16 or older) \$110.00
- 5 yr Passport Card
(under 16) \$ 80.00
- County Fee
(separate check or cash) \$ 35.00

Passport Card:

Federal Fee (separate check – no cash)

- 10 yr Passport
(16 or older) \$ 30.00
- 5 yr Passport Card
(under 16) \$ 15.00
- County Fee
(separate check or cash) \$ 35.00

Photos (if needed): \$ 10.00

To Expedite: \$ 60.00

UCC

- Only UCC's relating to real estate are filed in the County Clerk's Office - others go to the Dept. of State.
- To File \$40
- Searches \$25

Wills

- Certified copies of Wills are available from Surrogate Court
- Recording fee is \$5 Per Page, plus \$45 (includes coversheet) and \$0.50 cents extra for each name over 2

A self-addressed stamped envelope is required for returning documents.

The County Clerk's Office does not accept credit or debit cards at this time.

Saratoga County Clerk's Office Fees

Craig A. Hayner, Saratoga County Clerk



40 McMaster Street, Ballston Spa, NY 12020

Phone: (518) 885-2213

Fax: (518) 884-4726

Office Hours: Monday-Friday

8AM-5PM for Searching

8AM-4:15PM for Recording Papers

Article 80- Civil Practice Law & Rules

8019(B) Whenever a paper or document presented to a County Clerk for filing or recording, is not legible or otherwise suitable for copying or recording by the photocopying process, the County Clerk may require a legible or suitable copy thereof, along with such paper or document and the same fees shall be payable for the copy as are payable for the original paper or document. Exemption of the State and Counties from fees of Clerk's (8017a&b and Section161) of the Executive Law exempts State & Counties and officers thereof from fees of Clerk's, except in the case of actions on behalf of the NYS Higher Education Services Corp., to recover money due as a result of default of a student loan. Size & type of paper, (CPLR 819) - Size not to exceed 9"x14". Every printed portion thereof shall be plainly printed in not smaller than 8-point type. Special circumstances are also covered in this law.