

Civil Actions (Mandatory E-Filing*)

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	\$ 5.00

Copies & Fax

Photocopies (per pg)	\$.50
Self-Serve (per pg)	\$.25
To prepare and certify a copy	\$ 5.00+
(\$1.25/pg after 4 pages- not to exceed \$40)	
Exemplified Copy	\$ 15.00
Fax (per pg)	\$ 1.00

Deeds

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.	
Equalization and Assessment (RP5217)	\$125.00/\$250.00
Residential Property	
Transfer Notice	\$ 10.00
Transfer Tax Affidavit (TP-584)	\$ 5.00
Transfer Tax	\$4 per \$1,000.00

Doing Business As (DBA) / Partnership

File Certificate	\$ 25.00
File Amended Certificate	\$ 25.00
File Discontinuance	No Fee
Certified Copy	\$ 5.00
DBA Forms	\$ 1.00
(also available on website- no fee)	
LLC's - original filed with NYS	

Estoppel Certificate

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

Filing

Small Claims Assessment Review (SCAR)	\$ 30.00
Miscellaneous Filing	\$ 5.00
Military Discharge (DD-214)	No Fee
Separation Agreement	\$ 5.00
If filed under Index Number	\$ 35.00
Pre/Post-Nuptial Agreement	\$ 5.00

Judgment

Docket & Enter Default Judgment	\$ 45.00
Amendment/Assignment/ Satisfaction of	No Fee
Satisfaction Releasing Property	\$5.00/pg, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.
Transcript of Judgment	
To File	\$ 10.00
Issue	\$ 5.00
Amend	No Fee
Certificate of Disposition	
To File	No Fee
Issue	\$ 5.00

Licenses

Veterans Peddlers License	No Fee
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Liens

Notice of Assignment - Filing	\$ 25.00
Cancel	\$ 3.00
Notice of Lien- Filing	\$ 5.00
Notice of Lending – Filing	\$ 15.00
Building and Loan	
File Original or Amendment	\$ 25.00
Termination	No Fee
Federal Tax Lien Filing	\$ 40.00
Satisfaction	\$ 40.00
Abstract of Judgment	\$ 10.00

Lis Pendens/Notice of Pendency

Record or Amend	\$ 40.00
To Cancel	No_Fee

Mortgages

Mortgage

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2. \$5.00 mortgage tax affidavit.

Mortgage tax is 1% unless qualifying for exemption.

Assignment of Mortgage

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2 (always include mortgagor names).

First Mortgage Assigned	\$ 0.50
Additional Mortgages Assigned	\$ 3.00 each

Discharge or Satisfaction of Mortgage

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

First Mortgage Discharged	\$ 0.50
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If discharging more than one related mortgage on a single discharge form, full recording fee (minus \$5 cover page) must be paid for each additional mortgage being discharged.

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

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

Each Mortgage Referenced	\$ 0.50
Mortgage Tax Affidavit	\$ 5.00

Release of Part Mortgage Premises

Recording Fee- \$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

First Mortgage Released	\$ 0.50
Additional Mortgages Released	\$ 3.00 each

*Exempt from Mandatory E-Filing: Article 70 (special proceedings/Writ of Habeas Corpus), Election Law, Matrimonial, All Mental Hygiene, Article 78 (against a body or officer), Consumer Credit as defined by CPLR 105(f), and unrepresented litigants.

Saratoga County Clerk's Office

Craig A. Hayner, Saratoga County Clerk

Schedule of Fees



40 McMaster Street, Ballston Spa, NY 12020

Phone: (518) 885-2213

Fax: (518) 884-4726

Office Hours: Monday-Friday

9AM-5PM for Searching

9AM-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 8017(a), 8017(b) and Section 161 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 8019 (c)) - 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.

Mechanics Liens

Filing	\$ 15.00
Continue/Amend/Cancel	No Fee
Affidavit of Service	\$ 5.00
Discharge by Payment into Court	\$ 3.00
Order to Continue – Filing	No Fee
Satisfaction or Cancel	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
Verification of Registrar/ County Clerk Certificate	\$ 5.00

Oath of Office

To File or Administer	No Fee
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Passport

Passport Book:

U.S. Department of State Fees (separate check/money order – no cash)	
• 10 Year Passport Book (16 or older)	\$110.00
• 5 Year Passport Book (under 16)	\$ 80.00
County Clerk Execution Fee	\$ 35.00
(separate check, money order or cash)	

Passport Card:

U.S. Department of State Fees (separate check/money order – no cash)	
• 10 Year Passport Card (16 or older)	\$ 30.00
• 5 Year Passport Card (under 16)	\$ 15.00
County Clerk Execution Fee	\$ 35.00
(separate check, money order or cash)	
Photos (if needed)	\$ 10.00
To Expedite	\$ 60.00

Pistol Permit

Transfer to or from another County	\$ 5.00
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Power of Attorney

\$5 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

Recording

Miscellaneous Recordings are \$5.00 per page, plus \$45 (includes coversheet) and \$0.50 extra for each name over 2.

Search

Public Records Searching	No Fee
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Go to www.searchiqs.com/nysar to sign up.

UCC

Only UCC's relating to real estate are filed in the County Clerk's Office - others go to the Department of State.

To File	\$ 40.00
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Wills

Certified copies of wills are available from Surrogate Court.

Wills (original or certified copy) containing land can be recorded in our office for a fee of \$5 per page, plus \$45 (includes coversheet) and \$0.50 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.

**Fees are subject to change. Please contact our office with any questions regarding document types not currently listed.*