

Recording Fees
Jersey County Clerk & Recorder Pam Warford
Phone 618/498-5571 Fax 618/498-7823
Chief Deputy Recorder: Shelly Kanallakan, ext 117
Chief Deputy County Clerk: Kim Skinner, ext 118

Standard fee* \$62.00 for the first 4 pages, \$1.00 for each additional page:

- DEEDS, MORTGAGES, RELEASES, ASSIGNMENTS, MOD AGREEMENTS, MONUMENT RECORDS
- LIS PENDENS NOTICES & RELEASES, MISCELLANEOUS LIENS
- SURVEYS

\$52.00 for the first 4 pages, \$1.00 for each additional page:

- CORPORATION RECORDS/REPORTS, AMENDMENTS, LTD PARTNERSHIPS
- ARTICLES OF INCORPORATION FILE BY INDIVIDUALS
- JUDGEMENT MEMORANDUMS & RELEASES
- NOTICE OF PROBATE
- ORDINANCES (Annexations, De-annexations require map/plat to accompany ordinance with original and 3 copies minimum)

Other Fees:

• PLATS (Requires original Mylar, 11X14 minimum – 30x36 maximum)	\$85.00
• STATE/FEDERAL DISSOLUTIONS	\$18.00
• STATE/FEDERAL TAX LIENS	\$11.00
• CERTIFIED COPIES OF ALL DOCUMENTS (Excluding Military Records)	\$10.00
• UNCERTIFIED PHOTO COPIES	\$ 2.00
• UNCERTIFIED PHOTO COPIES OF PLATS	\$ 5.00
• MILITARY DISCHARGE RECORDS (filing or copies)	NO CHARGE

***Standard Form Fees =**

Base Recording Fee	\$27.00
Recorder's Record Storage Fund	\$ 4.00
GIS Fund	\$21.00
RHSP	<u>\$10.00</u>

TOTAL: \$62.00

Non-Standard Form Fees =

Base Recording Fee	\$37.00
Recorder's Record Storage Fund	\$ 4.00
GIS Fund	\$21.00
RHSP	<u>\$10.00</u>

TOTAL: \$72.00

DEED REQUIREMENTS:

- Statement of exemption or a transfer tax declaration
- By whom the deed was prepared
- To whom and where the future tax statements are to be sent
- Notary seal, date, and signature
- A complete legal description including:
 - a. A specific lot, block, and subdivision name
 - b. A specific Quarter Section, Section, Township and Range
 - c. Permanent Index Number of legal description (PIN
 - d. Complete Address
- Plat Act Affidavit