

Land Recording: * Cover Page Generated Automatically - \$5.00 Fee

Court Filing:

Electronic Filing "E-file"

Attorneys are required to commence civil actions on the New York State Courts E-filing System, For all case types but the ones listed below:

Case Types Exempt from Efiling (paper or electronic filings are acceptable)

- CPLR Article 70 proceedings
- CPLR Article 78 proceedings
- Election Law proceedings
- Matrimonial matters
- Mental Hygiene Law matters

Hard Copy Filing:

PAPER CASE: (Index # is not prefixed by an "E")

Pro-Se Plaintiff / Exempt Case Type / Case started prior to Feb 2021

Original filed Court Documents are retained in the County Clerk's Office. Send additional copy(s) of your document for Supreme Court and/or your records, include instructions and SASE for returns when filing into a hard copy case.

ELECTRONIC CASE: (Index # is prefixed by an "E")

Pro-Se Defendant: drop off or mail in paper filing to clerk's office. Must include index number on document.

Returned Check Fee: \$35.00

Current Fee

BUILDING LOAN AGREEMENT filing fee	\$ 25.00
BUILDING LOAN DISCHARGE	No fee
CERTIFIED COPIES – Judgment of Divorce -see below for all others	\$ 5.00
Customer's copy certified (can only be certified at same time as recording or filing) \$5.20 minimum: up to 8 pages included – additional \$.65 per page 9+ pages	\$ 5.20/+
Clerk prepares certified copy \$5.00 minimum: up to 4 pages included – additional \$1.25 per page 5+ pages	\$ 5.00/+
CERTIFICATE OF DEPOSIT INTO COURT	\$ 3.00
CERTIFICATE OF NO EXCEPTION (\$5.00 Search fee & \$5.00 certificate fee)	\$ 10.00
COMMISSIONER OF DEEDS	\$ 10.00
COPIES	
Per Page (minimum \$1.30) Mail requests: \$5.00 search fee and copy fees both apply Self-addressed, stamped envelope is required	\$.65/page
DBA AND PARTNERSHIP - photo ID required to notarize application	
FILE – you will receive two certified copies for your records	\$ 35.00
Amendment – two certified copies included	\$ 35.00
Discontinuance	No Fee
Report: monthly compilation list of business filings	\$ 20.00
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DEATH CERTIFICATE	*cover page additional \$5.00	
Record: certified copy with seal		\$ 40.00
Per page (each side)		\$ 5.00
DEEDS	*cover page additional \$5.00	
Record		\$ 40.00
Per page (each side)		\$ 5.00
Cross Reference – corrective deed		\$.50
TP584 Capital Gains Tax Affidavit	On-line Form	\$ 5.00
IT2663 Out of State Grantor	On-line Form	No fee
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00		
EA RP 5217	On-line Form	
BOX 7a, 7b, 7e, or both 7g & 8	Filing Fees	\$ 125.00
Notice of Transfer of Sale – Residential 1 family, 2-3 family, condo units only		\$ 10.00
ALL OTHERS		\$ 250.00
1. If multiple parcels are being transferred on one deed, the primary use, at the time of sale should be identified in Item 7 and 18 of the RP5217 and the appropriate fee would apply. 2. If either item 7a, 7b or 18 indicate it is residential, the fee is \$125.00 3. If either item 7e or 18 indicate farm/agricultural, the fee is \$125.00		
DEFAULT JUDGMENT		\$ 45.00
DIVORCE – CERTIFICATE OF DISSOLUTION		\$ 5.00
EASEMENT	*cover page additional \$5.00	
Record		\$ 40.00
Per page (each side)		\$ 5.00
Cross Reference(s)		\$.50
TP584 Capital Gains Tax Affidavit	On-line Form	\$ 5.00
INDEX NUMBER: **	Application	\$ 210.00
INDEX NUMBER FORECLOSURE **	Application – see Lis Pendens	\$ 400.00
INDEX NUMBER THIRD PARTY **	Application	\$ 210.00
LAND CONTRACT	*cover page additional \$5.00	
Record		\$ 40.00
Per page (each side)		\$ 5.00
TP584 Capital Gains Tax Affidavit	On-line Form	\$ 5.00
Capital gain or transfer tax rate: \$4.00 per \$1,000 consideration \$2.00 per \$500.00 or fraction thereof above \$1,000.00		
RP5217 not required until deed transfer is recorded		
Mortgage Tax: See Mortgage Tax Computation		SEE BELOW PAGE 7

LEASE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page (each side)		\$ 5.00
Additional reference(s) after the first		\$ 3.00
TP584 Capital Gains Tax Affidavit	On-line Form	\$ 5.00
LIS PENDENS / new fee as of January 1, 2018		\$ 60.00
MAP Required: Two paper (At least one must be an original) with notarized Map Affidavit	Cayuga County Map Affidavit	\$ 10.00
MECHANICS LIEN		\$ 15.00
Affidavit of Service – to be filed within 30 days		\$ 5.00
Extension		No Fee
Cancellation		No Fee
MILITARY DISCHARGE:		
File DD214 – Veterans are eligible to participate in Cayuga County	Return the Favor Program	No Fee
Certified Copies available to Veteran, Spouse, Parent, Child – ID Required		No Fee
MISCELLANEOUS FILING		\$ 5.00
MISCELLANEOUS DEED RECORDING	*cover page additional \$5.00	
Record		\$ 40.00
Per Page (each side)		\$ 5.00
TP584 Capital Gains Tax Affidavit - when required	On-line Form	\$ 5.00
Cross Reference		\$.50
MORTGAGE	*cover page additional \$5.00	
Record		\$ 40.00
Per Page (each side)		\$ 5.00
Reference to prior mortgage or master mortgage: Book & Page required		\$ 3.50
Corrective Mortgage – reference to original mortgage		\$.50
255 Affidavit – Federal Credit Union		\$ 5.00
253 Affidavit – Person to Person		\$ 5.00
Mortgage Tax: See Mortgage Tax Computation – Page 7		
MORTGAGE ASSIGNMENT	*cover page additional \$5.00	
Record		\$ 40.50
Per Page (each side)		\$ 5.00
Each additional mortgage assigned after the first		\$ 3.50
MORTGAGE CONSOLIDATION, EXTENSION, MODIFICATION (CEMA) & SPREADER AGREEMENTS	*cover page additional \$5.00	
Record		\$ 40.50
Per Page (each side)		\$ 5.00
Reference to additional mortgage after the first		\$ 3.50
255 Affidavit		\$ 5.00
255 Affidavit		\$ 5.00
Page 3		

MORTGAGE DISCHARGE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page (each side)		\$ 5.00
Each Additional mortgage discharged on same document – PLUS \$5.00 PER PAGE		\$ 40.50
Consolidated Mortgages forming a single lien discharged on a single document to the same Extent as if separate discharges were submitted for each mortgage. RPL321 - Complete mortgage history required. No charge for assignments - A mortgage cannot be discharged by itself, when it has been consolidated with another mortgage. All previously consolidated mortgages MUST be discharged at the same time.		
MORTGAGE DISCHARGE CONTINUED - We do not discharge consolidations. - No additional charge for reference discharging a “corrective mortgage”.		
MORTGAGE RELEASE	*cover page additional \$5.00	
Record		\$ 40.50
Per Page (each side)		\$ 5.00
Additional mortgage(s) released after first		\$ 3.50
MORTGAGE SUBORDINATION	*cover page additional \$5.00	
Record		\$ 40.50
Per page (each side)		\$ 5.00
Additional mortgage(s)		\$ 3.50
MOTION/CROSS MOTION	** SEE NOTE AT TOP OF SCHEDULE Application	\$ 45.00
NYS NOTARY		
Certificate of Official Character – Commission in other County cross filed in Cayuga County		\$ 10.00
Certificate of Official Character – Prepared by us to cross file commission in other County		\$ 5.00
Certificate of County Clerk – Clerk’s certification of Notary on file		\$ 3.00
Notarizing A Document - Valid Photo Id Required		No Fee
NYS Notary Renewal		\$ 60.00
NOTE OF ISSUE		\$ 30.00
ADD TRIAL BY JURY DEMAND		\$ 65.00
NOTICE OF APPEAL		
Supreme to Appellate		\$ 65.00
Lower court to Supreme		No Fee
NOTICE OF LENDING		
File		\$ 15.00
Discharge		No Fee
PASSPORT FEES	additional information at travel.state.gov	SEE BELOW
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OIL & GAS DOCUMENTS	*cover page additional \$5.00	
Record		\$ 40.50
Per page (each side)		\$ 5.00
Additional reference after the first		\$ 3.00
TP584 Capital Gains Tax Affidavit - when required	On-line Form	\$ 5.00
POWER OF ATTORNEY	*cover page additional \$5.00	
Record (Updated Durable Short Form required effective 6/13/2021 for NYS POA)		\$ 40.00
Per Page (each side)		\$ 5.00
(Durable Short Form required after 9/2010 for NYS POA)		
RELEASE OF ESTATE TAX LIEN	*cover page additional \$5.00	
Record		\$ 40.00
Per page (each side)		\$ 5.00
Deed reference; per book & page		\$.50
RJI (REQUEST FOR JUDICIAL INTERVENTION)		\$ 95.00
** SEE NOTE AT TOP OF SCHEDULE		
SEARCH:		
Mail Requests : Search on computer data base / fee per name Pre-electronic search (hard copy from books) / 5 year search per name See Copy Fees – minimum charge \$1.30/.65 cents per page & return stamped envelope		\$ 5.00
Walk In: self conducted search of electronic records or record books		No Fee
SEPARATION/PRENUPTIAL AGREEMENT		\$ 5.00
SCAR (SMALL CLAIMS ASSESSMENT REVIEW) Information & Instructions		\$ 30.00
STIPULATION OF SETTLEMENT OR VOLUNTARY DISCONTINUANCE		\$ 35.00
TRANSCRIPT OF JUDGMENT		
File Transcript of judgment from lower court		\$ 10.00
File satisfaction		No Fee
Prepare Transcript of Judgment		\$ 5.00
Prepare Exemplified Transcript		\$ 15.00
Prepare Certificate of Disposition		\$ 5.00
Prepare Income Execution Form		\$ 5.00
Report: Compilation of indexing for judgment filings - per month		\$ 75.00
UCC (UNIFORM COMMERCIAL CODE)		
File (UCC 1 or UCC 3 attached to Real Estate)		\$ 40.00
File amendment, continuation, termination		\$ 40.00
Search per name: fee includes copies		\$ 25.00

Credit Card Payments Made in Office Only: Cayuga County Clerk's Office offers the convenience of accepting MasterCard, Discover, American Express and Visa credit cards. The payment processing company charges a service fee of 2.65% or \$1.00 minimum to cardholders who use this service. Cardholder must be present to process charge. (rate change as of 4/28/2022)

Effective 12/27/2021

PASSPORT FEES	FORM	PASSPORT AGENCY*	COUNTY CLERK**
Passport Book Age 16 and over	DS-11	\$130.00	\$ 35.00
Passport Book Age 15 and under Parents with photo ID must be present with child	DS-11	\$100.00	\$ 35.00
Passport Card Age 16 and over	DS-11	\$ 30.00	\$ 35.00 ***
Passport Card Age 15 and under	DS-11	\$ 15.00	\$ 35.00
Passport Renewal Age 16 and over Previous adult passport	DS-82	\$130.00	
Passport Renewal Previous minor passport – now under age 15 -now 16 and above	DS-11	\$100.00 \$130.00	\$35.00 \$ 35.00
Expedite Fee		\$ 60.00	
Overnight Delivery Fee Mailed Out (optional)			\$ 26.95
Overnight Delivery Fee Mailed Back (optional)		\$ 18.32	
Passport Photo			\$ 15.00
Passport Photo – Veteran Discount			\$ 10.00

- See travel.state.gov for complete identification requirements
- **Original or Certified copy of US Birth Certificate must contain parent's names and raised seal.** Sent in with application and returned from passport agency.
- Passport Agency will accept payment in personal check or money order payable to: U S Department of State - cannot accept cash or credit card *
- County Clerk will accept payment in cash, personal check or money order, credit/debit card **
- The Execution Fee is not charged when Adults 16 and over with a valid passport apply for the passport card: Use Form DS-82 ***

MORTGAGE TAX COMPUTATION:

Commercial

Not a 1-6 / Commercial / Apartment

LENDER: Bank, Natural Person or Credit Union

Without Affidavit

Under or over \$10,000.00 - Full 1% tax.

Basic, Additional & Special Additional Tax

1-2 Family Home

1-2 family

LENDER: Bank, Natural Person or Credit Union

Without Affidavit

\$10,000.00 and over - Full 1% tax, -\$25.00 deduction*

Basic, Additional & Special Additional Tax

Under \$10,000: 3/4 %. Basic & Special Additional Tax

(no \$25 deduction because there is no Addl Tax)

1-2 Family Home Full Tax *

1-2 family – does not qualify for the deduction

LENDER: Bank, Natural Person or Credit Union

Without Affidavit

Under or over \$10,000.00 and over - Full 1% tax

Basic, Additional & Special Additional Tax

Credit Union - Ind / 1-2 Family

1-2 family

LENDER: Natural Person or Credit Union

With Affidavit – exempt from Special Additional *

\$10,000.00 & over 3/4% tax, -\$25.00 deduction.

Basic & Additional Tax

Under \$10,000.00 – 1/2% Basic Tax

Credit Union - Individual *

1-6 residential units – does not state 1-2 family

1-2 family – does not qualify for the deduction

LENDER: Natural Person or Credit Union

With Affidavit - exempt from Special Additional *

Under or over \$10,000.00 - 3/4 % Basic & Additional Tax

Exempt Exempt from ALL mortgage Tax

- **With Affidavit**

- **Cayuga County & New York State – automatically exempt**

- **Mortgage Tax Paid (certified copy from other county)**

IDA: 1/4 % with Affidavit – Additional Tax

Prior to July 2017 IDA's were exempt from all Mortgage Tax with
Tax Affidavit