

# ONTARIO COUNTY CLERK'S OFFICE

*John H. Cooley*  
*Ontario County Clerk*

20 Ontario Street  
Canandaigua, New York 14424

Phone: (585) 396-4200

Fax: (585) 393-2951

[www.co.ontario.ny.us](http://www.co.ontario.ny.us)

## SCHEDULE OF FEES

June 1, 2009

References: CPLR 8018 - 8021

### KEY PHONE NUMBERS:

Motor Vehicle Customer Service.....(800) 225-5368  
County Treasurer.....396-4422  
Supreme and County Court Clerk.....396-4239  
Real Property Tax Office.....396-4382  
Sheriff's Office.....396-4560  
    Civil Office.....396-4666  
Records Center & Archives.....396-4376

## ASSUMED NAME OR PARTNERSHIP

File Certificate.....	25.00
File Amended Certificate.....	25.00
File Discontinuance.....	no fee
To <b>prepare and</b> certify a copy	
\$1.25 per page, with minimum charge of.....	5.00
To certify a <b>prepared copy</b>	
\$.65 per page, with minimum charge of.....	\$5.20

## CERTIFICATES

To issue (Other than covered by Special Law).....	5.00
Tax Redemption (City property only).....	50.50
plus \$5.00 for each additional page	

## CIVIL ACTION

Index Number, Issuance.....	210.00
Index Number must be obtained from this office prior to submitting documents to County or Supreme Court.	

*Original and 1 copy required for the following (\*):*

* Request for Judicial Intervention (RJI).....	95.00
* File motion, cross motion, order to show cause, or petition.....	45.00
* File Stipulation of settlement or voluntary discontinuance.....	35.00
* Note of Issue: Jury Trial.....	95.00
Non Jury Trial.....	30.00
* Jury Demand.....	65.00
* Notice of Appeal.....	65.00

File Decree or Order .....	no fee
Dissolution of Marriage(Certificate of Department of Health)....	5.00

Judgments:

Default .....	45.00
Others - Docket and Enter, Taxing costs, Assignment of, Satisfaction of.....	no fee
Transcript of Judgment: Filing .....	10.00
Issue a Transcript.....	5.00

Certificate of:

Disposition, Cancellation, Assignment, Change to issue.....	5.00
to file.....	no fee

Separation Agreements.....	5.00
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## COPIES

Of Recorded or Filed Documents	
\$.65 per page, with minimum charge of.....	1.30
Of UCC's and Federal Tax liens- each filing .....	5.00
To <b>prepare and</b> certify a copy	
\$1.25 per page, with minimum charge of.....	5.00
To certify a <b>prepared copy</b>	
\$.65 per page, with minimum charge of.....	5.20
Certified copy of a map.....	5.00
Exemplified-minimum charge of.....	15.00

## NOTARY PUBLIC

File Certificate of appointment.....	60.00
File Certificate of official character.....	10.00
Issue Certificate of appointment.....	5.00
Certificate authenticating notary.....	3.00

## OATH OF OFFICE

To file or administer (except for Notary).....	no fee
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## PASSPORT PHOTO (set of 2).....

10.00

## PISTOL PERMITS

Application Packet.....	3.00
When submitting Application include money order payable to: N.Y.S. Dept. of Criminal Justice Service (NYSD of CJS).....	105.25
Permit Issuance.....	10.00
Duplicate Permit.....	5.00
Amendment to Permit.....	3.00
Transfer to or from another County.....	10.00
(\$5.00 for each County)	

## SEARCH

Ontario County Felony Criminal history : 1990 to the present.....	5.00
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## SURVEY MAPS

Filing.....	10.00
Requirements: linen or mylar original plus 2 paper copies, ( <b>Subdivision Maps</b> require local planning board approval, signed within <u>62</u> days of filing, plus a certified tax search and paid tax receipts for <u>all</u> taxes levied at time of filing)	
Certified copy of a map .....	5.00

## UCC-UNIFORM COMMERCIAL CODE

**\*Only realty related filings can be accepted\***

UCC-1 Original Financing Statement with Addendum.....	40.00
UCC-3 Amendment (to continue, assign, amend, or terminate) with Addendum.....	40.00
UCC-11 Written Search Request.....	25.00
Copies - each filing.....	5.00
Certified copies - each filing.....	10.00

**DEEDS, Release of lien of Estate Tax, Agreements, Bankruptcy Court Orders, Declarations, Leases, Certificates, Easements, Power of Attorney, etc**

Record a one-page document.....	50.00
plus \$5.00 for each additional page	
plus \$.50 for each document noted	
Corrections of above - one page.....	50.50
plus \$5.00 for each additional page	

TRANSFER TAX = \$4.00/\$1000.00 OF CONSIDERATION

**FAX DOCUMENTS**

Preparation and fax charge.....	\$2.00 per page
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**FILING**

Transfer Tax Affidavit (TP-584).....	5.00
Real Property Transfer Report (RP-5217)	
If 7A, 7B, or 7E checked on form.....	125.00
OR any other box checked in section 7.....	250.00
Small Claims Assessment Review.....	30.00
Any other instrument.....	5.00
(other than those covered by Special Law or an action or proceeding having an Index Number)	

**LIENS**

Assignment - (Notice of), filing.....	25.00
Attachment - (Notice of)	
File and record in addition to index # fee.....	20.00
Cancel.....	3.00
Building Loan Contract (Agreement)	
File original or amendment.....	25.00
Discharge.....	no fee
Common Charge Lien, filing.....	5.00
Crime Victim Lien.....	no fee
Federal Tax Lien - all filings.....	40.00
Hospital Lien.....	no fee
Lis Pendens	
File and record in addition to index # fee.....	35.00
plus \$.50 per mortgage noted	
Mechanic's Lien, Notice of Public Service Lien, and Public Improvement Lien	
Filing.....	15.00
Discharge by payment into court.....	10.00
Affidavit of Service.....	5.00
Notice or Order to continue, amendment.....	no fee
Satisfaction or cancel.....	no fee
Notice of Lending, filing.....	15.00
Public Welfare Lien.....	no fee

**MORTGAGES**

Record a one-page document.....	50.00
plus \$5.00 for each additional page	
MORTGAGE TAX = ¾ OF 1% OF MORTGAGE AMOUNT (mortgage amount rounded to the nearest \$100)	
Assignment - one page.....	50.50
plus \$5.00 for each additional page	
plus \$3.50 for each additional mortgage assigned after the first.	
Consolidations, Extensions, Modifications, Subordinations, Corrections etc.	
Record a one-page document.....	50.50
plus \$5.00 for each additional page	
plus \$.50 for each additional mortgage after the first	
Affidavits filed with Correction, Modification, Extension, Consolidation, Spreader Agreements (in duplicate) .....	5.00
Discharge or Satisfaction	
Record a one-page document.....	50.50
plus \$5.00 for each additional page	
plus \$50.50 for each additional related mortgage discharged after first.	
plus \$.50 for each assignment on each mortgage	
Release of Part of Mortgage Premises	
Record a one-page document.....	50.50
plus \$5.00 for each additional page	
plus \$.50 for each additional mortgage after the first	
Estoppel Certificate	
Record a one-page document.....	50.50
plus \$5.00 for each additional page	
plus \$.50 for each additional related mortgage after the first	

**NOTE:** A self-addressed, stamped, envelope is required for all returning documents -  
Includes all land, civil and criminal documents