

Jennifer S. Maghan, Jefferson County Clerk
P.O. Box 208
Charles Town, WV 25414
304-728-3215 (phone) & 304-728-1957 (fax)

RECORDING FEES

Effective Date: 03/11/2009

(Per West Virginia Code §59-1-10)

Deed (with or without plat)	\$15.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages and \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.) A plat attached to a deed is considered a page. If the deed is not tax exempt, a fee of \$20.00 will be added for the Affordable Housing Fund.
Deed of Trust	\$15.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.) If pages are duplex, each side is considered as one page.
Real Estate Fixture Filing /Uniform Commercial Code (UCC) - §46 WV Code Financing, Continuation, Termination, Assignment, Amendment & Partial Release	\$11.00 for the 1 st 5 pages; \$1.00 ea. additional page
Real Estate Fixture Filing/Uniform Commercial Code (UCC) - §46 WV Code Being recorded in real estate records	\$15.00 for the 1 st 5 pages; \$1.00 ea. additional page (plus) \$ 1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW)
Security Agreement (real estate lease)	\$15.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
Plat (24" x 18") or (8 ½" x 14")	\$10.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
ALL OTHER DOCUMENTS (not mentioned above)	\$10.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.) A plat attached to a document in the 'ALL OTHER' category is considered a page. There is no additional charge for a document that has more than one lien to be assigned or released.
Annexing the seal of the commission or clerk to any paper	\$1.00
Certification of a document	\$1.00
Justification of Surety	\$2.50, plus \$1.50 for copy and \$1.00 for annexing the seal
Copies of any (1) document	\$1.50 for 2 pages; \$1.00 ea. additional page
Faxing of any (1) document	In addition to the cost of copies, \$1.00 will be added for each document faxed.
Probate Cost (Wills and Estates):	
Administering an Oath	\$5.00 per oath
Appraisalment	\$5.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
Bond	\$6.00
Certification of Qualification	\$2.50 per certificate
Final Accounting	\$10.00, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
List of Heir (ROF)	\$11.00 (includes the cost of administering an oath)
Probate Order	\$6.00
Qualification Order	\$11.00 (includes the cost of administering an oath)
Waiver of Final Settlement	\$10.00, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
Will	\$5.00 for the 1 st 5 pages; \$1.00 ea. additional page, plus \$1.00 for the 1 st 9 pages; \$1.00 for every 10 pages thereafter (SEE NOTE BELOW.)
Vital Statistic Records:	
Certified copy of a birth, death or marriage certificate	\$ 5.00
Issuing a marriage license	\$ 36.00
Service Discharge & Certified Discharge Copy	NO CHARGE

Note: §5A-8-15(i) - Public Records Management & Preservation Act

In addition to the fees charged by the county clerk recited in §59, the clerk shall charge & collect an additional \$1.00 for every document containing less than 10 pages & an additional \$1.00 for each 10 pages thereafter.