



**KRYSTAL VALDEZ, COUNTY CLERK**

109 S. Jackson St., 2<sup>nd</sup> Floor, Waxahachie, Texas 75165

P.O. Box 250, Waxahachie, Texas 75168

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Phone: 972-825-5070 Fax: 972-825-5075 Email: [elliscountyclerk@co.ellis.tx.us](mailto:elliscountyclerk@co.ellis.tx.us)

**Fee Schedules – Effective 01/01/2024**

**OFFICIAL PUBLIC RECORD FEES**

**(all documents must have return address)**

**RECORDING FEES**

Documents

First Page ..... \$25.00

Additional Charges

Each additional page, part of page or rider ..... \$4.00

Each additional name, after the first five (5) names..... \$0.25

Maps/Plat

First Page ..... \$70.00

Each Additional Page..... \$25.00

Tax Certificate ..... \$4.00

UCC Financing Statement ..... \$35.00

UCC Financing Statement, 3 or more pages ..... \$50.00

Federal Tax Lien/Release ..... \$30.00

State Tax Lien/Release

First Page (filed by state agency) ..... \$15.00

First Page (all others) ..... \$25.00

Each additional page ..... \$4.00

Assumed Name Certificate

One Registrant/Owner..... \$22.00

Each additional Registrant/Owner ..... \$ .50

Assumed Name Certificate (Military Veteran) ..... No Charge

Abandonment of Assumed Name

One Registrant/Owner..... \$22.00

Each additional Registrant/Owner ..... \$ .50

Abandonment of Assumed Name (Military Veteran) ..... No Charge

Mark/Brand Registration (each location)..... \$25.00

Hospital Lien/Release ..... \$25.00

**Posting Fees:**

Posting Public Notices ..... \$2.00

**Copies/Miscellaneous Fees**

**Noncertified Papers**

Printed on Paper, for each page or part of a page .....\$1.00 (Local Gov. Code §118.0145)

Paper documented converted to electronic format, for each page or part of a page .....\$1.00 (Local Gov. Code §118.0145)

**Electronic Copy of an Electronic Document**

For each document up to 10 pages in length .....\$1.00 (Local Gov. Code §118.0145)

For each page or part of a page of document over 10 pages .....\$0.10 (Local Gov. Code §118.0145)

**Certified Papers**

Certification Fee.....\$5.00 (Local Gov. Code §118.014)

**Plats**

Full Size Copy of Plat/Map .....\$10.00 (Local Gov. Code §118.011)

**MAIL DOCUMENTS TO: KRYSTAL VALDEZ, COUNTY CLERK  
P.O. BOX 250  
WAXAHACHIE, TEXAS 75168**

**MAKE CHECKS PAYABLE TO: ELLIS COUNTY CLERK**

**Returned check fee: \$25.00**

**Checks older than 90 days will not be accepted  
All checks must clear bank before a refund will be issued**

**NOTE: A 2.4% or minimum \$1 processing fee will be applied to all credit and debit card transactions**