

CLAYTON COUNTY SUPERIOR COURT

FILING & RECORDING FEES

2023

FORMS OF PAYMENT ACCEPTED: CASH, MONEY ORDER OR COMPANY CHECK (#200 or higher)

VISA & MASTERCARD

PERSONAL CHECKS WILL NOT BE ACCEPTED

Make all company checks payable to **Chanae Q. Clemons, Clerk Superior Court of Clayton County.**

REFUNDS WILL NOT BE GIVEN

REAL ESTATE DIVISION		
Assignment (Security Deed)	\$25.00 per deed assigned	Original book & page reference, original borrower(s)' name(s), recording date of original loan are required. Must have 2 witnesses (1 must be a notary). A 3" margin must be at the top of the 1 st page. The name & address to whom the document is to be returned must be at the top of the 1 st page.
Cancellation (pertaining to Real Estate) (includes satisfactions, releases, reconveyances)	\$25.00 per deed cancelled	Original book & page reference is required. The name & address to whom the document is to be returned must be at the top of the 1 st page.
Cancellation or Release (GED) (including Lis Pendens)	\$25.00 per lien cancelled	Original book & page reference is required.
Certificate of Authentication (Notary Public)		\$2.00 each
Certified Copies		\$2.50 (1 st page): \$.50 (each additional page)
Computer Printouts		\$2.50 (per page)
Copies		
Assisted (copy to be mailed)		\$1.00 per page
Unassisted (copy request in person)		\$.50 per page
Cross-Indexing		\$2.00 per cross-indexed entry
Deeds (includes instruments pertaining to Real Estate)	\$25.00 per instrument	Required to have 2 witnesses (1 must be a notary). Transfer tax form (PT-61) which has been submitted to the GSCCCA must be attached. A 3" margin is required at the top of the 1 st page. The name & address to whom the document is to be returned must be at the top of the 1 st page.
Exemplified Copies		\$2.50 (1 st page): \$.50 (each additional page)
Lien Recordings (including Lis Pendens)		\$25.00 per instrument
Limited Partnerships (includes certificates, amendments & cancellations)		\$212.00 per filing
Military Discharge (DD214)		No charge
Miscellaneous Recording	\$5.00 (1 st page); \$2.00 (each additional page)	Must be a legible, authentic, legal document.
Notary Public (new or renewal)	\$49.00	Must be a Clayton County resident. Must be at least 18 years of age. Applicant must present verification of their Clayton County residency. Applicant must provide criminal background and score at least 90 on the GSCCCA Notary Training program.
Plats (includes maps & condominium floorplans)	\$10.00 each	Plats must be e-filed.
Trade Name Filings		\$169.00 per name
UCC-1 Financing Statement	\$25.00	Must be e-filed through GSCCCA
UCC-1 Financing Statement w/ Assignment	\$25.00	Must be e-filed through GSCCCA
UCC-1 Real Estate Notice filing	\$25.00	Can be e-filed through GSCCCA or filed in/mailed to Clerk's office
UCC-3 Form	\$25.00	Must be e-filed through GSCCCA