

# FEE SCHEDULE

EFFECTIVE May 11, 2023



Jefferson  
County  
Recorder

## **Standard Recording Fee:**

**\$75.00** for documents that follow all Standardization Rules\*, regardless of the number of pages.

*(Deeds, Mortgages, Mortgage Releases, Assignments, Leases, Affidavits, Liens, Lis Pendens, Oil & Gas Leases, Monument Records, Powers of Attorney, etc.)*

Fee for documents **not subject to the state-imposed surcharge (R.H.S.P)** that comply with standardization rules:

**\$66.00** regardless of the number of pages. ***NON-Standard are \$150.00.*** *(Articles of Incorporation, Memorandum of Judgement and Releases of Memorandum of Judgment)*

**Non-Standard Document Fee:** *(Non-compliant with 1995 ILLINOIS STANDARDIZATION RULES\*)* **\$150.00**

**Non-Standard documents include:** documents that create a division of a then active existing tax parcel identification number; a document making specific reference to **more than 5 tax parcel identification numbers** and/or legal descriptions in the county in which it is presented for recording; or a document making specific reference to **more than 5 other document numbers and/or legal descriptions** recorded in the county in which it is presented for recording.

**Subdivision Plats** (approved by County or Municipality): **\$98.00**

**Assumed Name Certificate:** Initial Filing: **\$15.00.** Supplemental Filing (Address change, name removal): **\$10.00**

**UCC filing:** assignment, amendment, continuation: **\$64.00** *(No extra fees for attachments)*

**UCC Full Termination:** **\$29.00**

## **Copy/Printing/Faxing Fees**

**\$1.00** per sheet printed: Photocopy, Computer Printed or Microfilm Print, etc.

**Certified Copies:** **\$10.00** per copy in addition to regular copy fee (\$1.00)

**Copy requests - \$10.00 + \$1.00** per sheet for Mailing (S.A.S.E) & E-mailing.

You must provide Document Number.

## **\*1995 ILLINOIS STANDARDIZATION RULES**

**8 ½ inch X 11-inch letter paper** not permanently bound or continuous form

*(White paper only and not less than 20-pound wt.)*

Typed or printed in **black ink** *(Signatures and Dates may be in Blue Ink)*

**3 X 5 inch (minimum) Blank Space in Upper Right Corner** of first page

**½ inch margins** top, bottom, right and left sides.

*(Margins may be used only for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.*

**No labels, tape, or stickers.**

**Name of Individual Preparer (Person) and Address** (see 55 ILCS 5/3-5022)

Recording Requests, Copy Requests and Payments should be sent to:

**Jefferson County Recorder**

**100 South 10<sup>th</sup> Street - Room 105 - Mount Vernon, Illinois 62864**

**(618) 244-8020 ext. 3, opt. 2**

**A self-addressed stamped envelope (SASE) is required with all Recording and Copy Requests.**

**PLEASE MAKE CHECKS PAYABLE TO: "JEFFERSON COUNTY RECORDER"**