

FILING FEES

21-6-403

For initiating a cause of action in Circuit Court or an appeal from an inferior court. \$165.00
Foreign Judgments must be authenticated. (A cover sheet must accompany all cases (when opening and closing a case.)
Confidential form 35 must accompany all decrees involving children and must be completely filled out. (This form will not be open for public inspection.)

To re-open an existing case involving the same parties \$50.00

*******Baxter County is a mandatory e-filing county as of January 2, 2019**

21-6-402

If any cause of action in Circuit Court becomes unusually lengthy additional fees may be assessed for each additional filing in accordance with the schedule of fees.

21-6-306

Issuance of writs of garnishments/execution (must be prepared by requesting attorney/party.) \$20.00
Signature/seal of summons/subpoenas. \$2.50 each
The summons/subpoenas must be prepared by requesting party.

RECORDING FEES

21-6-306

Recording fees for land records (including Lis Pendens) \$15.00 for first page
\$5.00 each additional page
Notary Bonds \$15.00 for first page
\$5.00 each additional page
Plats & surveys must have required number of copies. Plats 8, Surveys 1 original \$15.00 for first page
Measurements 8.5" X 14" or smaller \$5.00 each additional page
Materialman's Lien and Certificate of Assessment \$15.00 for first page
\$5.00 each additional page
Foreign Judgments (must be certified within Arkansas) \$15.00
\$5.00 each additional

For mortgage assignments, mortgage releases, and other instruments listed in a single document, an additional fee of fifteen (\$15.00) per instrument listed not to exceed three hundred (\$300) shall be charged.

For recording minister's credentials	\$5.00
For recording death certificates	\$15.00

4-9-501

UCC Search (per name)	\$6.00
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Copies faxed in/out (must be paid in advance)	\$5.00 first page \$1.00 each additional page
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Copies mailed or in office	\$0.25 per page
Certified copies	\$5.00 plus \$0.25 per page

RECORDING STANDARDS

Ark Code 14-15-402

- **(b) (1)** To be accepted by the county recorder for recording purposes, all documents shall:
 - **(A)** Be on eight and one-half by eleven inch (8 1/2"x11") paper;
 - **(B)** Have a two and one-half inch (2.5") margin at the right top of the first page, one-half inch (0.5") margin on the sides and bottoms of all pages, and a two and one-half inch (2.5") margin at the bottom of the last page;
 - **(C)** Have an area reserved on the top right of the first page for the file mark of the recorder;
 - **(D)** Contain the following information:
 - **(i)** The title of the document; and
 - **(ii)** The name of the grantor and grantee, when applicable;
 - **(E)** Be acknowledged or otherwise executed as permitted by § 16-47-107 or § 18-12-208; and
 - **(F)** Be legible.
 - **(2) (A)** The county recorder shall have the discretion to waive the requirements of subdivision (b)(1) of this section for:
 - **(i)** Good cause; and

- (ii) Any document that complies with the Uniform Real Property Electronic Recording Act, § 14-2-301 et seq.
 - (B) All documents and instruments executed before January 1, 2004, shall be exempt from the requirements of subdivision (b)(1) of this section.
 - (C) All surveys and plats shall be exempt from the requirements of subdivision (b)(1) of this section.
- (3) A county recorder shall not refuse to record a document that has been executed in a manner permitted by § 16-47-107 or § 18-12-208.
- If the recorder waives the requirements of 14-15-402 (b)(1) for good cause and records your document, an additional \$25.00 fee will apply. Said fee is in addition to the regular recording fees.

Ark Code 14-15-403

- The name and address of the person who prepared the instrument must appear on the first page. The name must be either printed, typewritten, or stamped in a legible manner.

Ark Code 14-15-408

- Fees for recording must be tendered before the document is recorded.

Documents must have original signatures or be certified by a court or agency of competent jurisdiction.

All deeds must have one of the following affidavit statements: **“I certify under penalty of false swearing that documentary stamps or a documentary symbol in the legally correct amount has been placed on this instrument.”** OR **“This instrument is exempt from real property transfer tax.”** OR **a substantially similar statement. The statement shall be signed by the grantee or grantee’s agent.** The grantee’s address shall be clearly shown on the instrument.

All deeds must have the address for the tax statement or the document will be returned.

We find that legal descriptions that have been copied and then taped onto the document are not legible when reproduced. Legal descriptions that have been reduced to "fit" into the document are many times illegible. Any font less than eleven (11) could cause the document to be illegible as well. Please do not fold your documents when mailing to this office, but instead mail them in large envelopes. The creases that are made when folding can result in blacked out lines across the document when scanned. This

sometimes falls across the land description or the names of the parties, which is necessary information for proper indexing purposes. Non-textured 20 lb. bond paper is preferred for best scanning results. **Enclose a self-addressed, stamped envelope for return of documents.** If your original document does not meet the above standards in allowing space for the File mark, you may add a cover sheet. Additional charges will apply. Cover sheet must have a top margin of 2 1/2". List the type of document, grantor(s) and grantee(s) in the middle of the document. (Example: Death Certificate)

Re-recordings: This office is not re-recording instruments unless pre-approved. Especially under the new guidelines, it makes it difficult to re-record as once the 2 1/2" margins have been filled; there is no more space available to put our recording information. If it is necessary to re-record, you may be required to add a cover page to your document with the information as to why it is being re-recorded and allowing additional space for the file mark as well as Certificate of Record at the end of the document. Generally, re-recorded documents will have to have new signatures and new notary acknowledgement.