

NOTICE

SUBJECT: CROSS-INDEXING FEE, MULTI-DOCUMENT CANCELLATIONS & MULTI-DOCUMENT ASSIGNMENTS

CROSS INDEXING FEE – O.C.G.A. 15-6-77(o)(1)

When any instrument that is statutorily required to be cross-indexed, canceled, satisfied, or released or when a party requests the clerk to cross-index an instrument that is not otherwise required by law to be cross-indexed to any other previously recorded or affected document, the clerk of superior court shall charge an additional fee of \$2.00 for each additional cross-indexed entry.

Instruments required to be cross-indexed by statute include:

- Corrective Instrument
- Cancellation or Release (including partials and quit claim deeds of release)
- Deed Under Power (foreclosure deed) or Deed in Lieu of Foreclosure
- Assignment
- Affidavit (affecting title)
- Nulla Bona
- Notice of Suit Filed
- Tax Sale Deed by Judicial Foreclosure
- Satisfaction of Bond for Title
- Re-filed Deed or Lien in response to change in county line
- Order Vacating Judgment
- Non Conforming Lien Removal
- Personal Property Lien Extension Affidavits
- Settlement or Final Judgment (cross index to Lis Pendens)
- Notice of Contest Lien

MULTI-DOCUMENT CANCELLATIONS/RELEASES – O.C.G.A 15-6-77(o)(2) & O.C.G.A. 47-14-51 (b)

For recording any instrument that includes a request for cancellation, satisfaction, or release of more than one instrument as described in division (f)(1)(a)(i) of this Code Section, the filing fee specified in division (f)(1)(A0(i) of this Code section [& in O.C.G.A. 47-14-51(b)] shall be charged for each such instrument which is to be canceled, satisfied, or released.

For recording any instrument that includes a request to *cancel, satisfy, or release* more than one real estate instrument, the fee shall be as follows:

\$10 per instrument cancelled, satisfied or released
 \$ 2 per cross-indexing of each instrument [O.C.G.A. 15-6-77(o)(1)]
 \$ 2 for each additional page

For recording any instrument that includes a request to *cancel, satisfy, or release* more than one lien instrument, the fee shall be as follows:

\$ 5 per instrument cancelled, satisfied or released
 \$ 2 per cross-indexing of each instrument [O.C.G.A. 15-6-77(o)(1)]
 \$ 2 for each additional page

MULTI-DOCUMENT ASSIGNMENTS - O.C.G.A. 15-6-77(f)(3) & O.C.G.A. 47-14-51(b)

The standard Assignment of Security Deed Filing Fee is \$5.00 (\$4.50 plus \$0.50) per Security Deed Assigned, regardless of the number of pages. *[All other assignments are \$10 for the first page plus \$2 for each additional page – O.C.G.A. 15-6-77(f)(1)(A)(i) & O.C.G.A. 47-14-51(b).]*

For recording an assignment of security deed that includes assignments of more than one deed book & page reference, the fee shall be as follows:

\$ 5 per deed reference assigned
 \$ 2 per cross indexing of each deed reference [O.C.G.A. 15-6-77(o)(1)]