

## **INSTRUCTIONS FOR THE RECORDING OF DOCUMENTS AT THE COUNTY CLERK'S OFFICE**

When the requested document(s) have been signed, notarized and are ready for recording, contact the County Clerk's office in the appropriate county and advise them of the type of document(s) that you will be submitting for recordation. In order to receive an accurate pricing for the cost of recording the document(s), you must provide the following information:

Type of document(s) (Deed, Heirship Affidavit, Power of Attorney, etc)

Page size of the document(s) (Letter or Legal sized pages)

Number of pages contained within the document(s)

At that time, you will be advised of the fee that will be charged in order for the document(s) to be filed of record in that county and a check or money order, in the specified amount, may then be mailed to the County Clerk's office, along with the ORIGINAL legal document(s) and a current mailing address in order to facilitate the return of the document(s) to you, after recording.

The original, recorded document(s) should be returned to you within 12-14 days. Each document should now have a cover page, the Volume and Page Numbers, which specify where each document is filed within the county records, as well as the stamp from the county clerk's office, which will certify the date and time of recording.

***PLEASE REMEMBER that there is only one (1) ORIGINAL document; consequently, if your document(s) pertain to property or persons in multiple counties, the original document(s) must then be filed of record in each individual county.***

Once you are in receipt of the recorded document(s), we ask that you furnish us a copy for our files.

### **IMPORTANT**

It is suggested that a COPY of the recorded document(s) be given to the Appraisal District for the county(ies) in which any wells or property may be located in order to ensure that the tax rolls are updated to reflect the new and current ownership.

**PLEASE NOTE THAT VALENCE OPERATING COMPANY  
DOES NOT PROVIDE OWNER INFORMATION  
TO THE VARIOUS COUNTY TAX OFFICES**

# TEXAS COUNTY CLERKS' OFFICES

## **NOTE THE FOLLOWING:**

Once your legal documentation has been filed of record in the County Clerk's office, a COPY should be forwarded to the Tax Appraisal District office in each county in which your wells may be located. Providing this information to the appropriate appraisal district office will allow the tax roles to be updated to reflect the change of ownership. Please note that Valence Operating Company DOES NOT provide owner information to the various tax offices.

<b><u>County</u></b>	<b><u>Street Address</u></b>	<b><u>Mailing Address</u></b>	<b><u>Phone/ Fax</u></b>
<b>BRAZORIA</b>	111 E. Locust, Suite 200 Angleton, TX 77515	Same	(979) 864-1355
<b>CAMP</b>	126 E Church St., #102 Pittsburg, TX 75686	Same	(903) 856-3221
<b>CHEROKEE</b>	135 S Main St Rusk, TX 75785	P O BOX 420 Rusk, TX 75785	(903) 683-2350
<b>COOKE</b>	112 S. Dixon St., #117 Gainesville, TX 76240	Same	(940) 668-5421
<b>FRANKLIN</b> <a href="mailto:bcrane@co.franklin.tx.us">bcrane@co.franklin.tx.us</a>	502 E. Main St. Mt. Vernon, TX 75457	Same	(903) 537-4786
<b>FREESTONE</b> <a href="mailto:countyclerk@co.freestone.tx.us">countyclerk@co.freestone.tx.us</a>	103 E Main St Fairfield, TX 75840	P O Box 1010 Fairfield, TX 75840	(903) 389-2635
<b>GREGG</b> <a href="mailto:gladyce.carver@co.gregg.tx.us">gladyce.carver@co.gregg.tx.us</a>	101 E. Methvin, Suite 200 Longview, TX 75601	Same	(903) 236-8430
<b>GRIMES</b>	101 South Main Street Anderson, TX 77862	P O Box 209 Anderson, TX 77830	(936) 873-4410
<b>HARRISON</b> <a href="mailto:Patsy@co.harrison.tx.us">Patsy@co.harrison.tx.us</a>	200 West Houston, Suite 143 Marshall, Texas 75670	Same	(903) 935-8403

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<b>HENDERSON</b> <a href="mailto:jmoffeit@co.henderson.tx.us">jmoffeit@co.henderson.tx.us</a>	100 E Tyler St # 107 Athens, TX 75751-2562	P O Box 632 Athens, TX 75751	(903) 675-6140
<b>HILDALGO</b> <a href="mailto:acmuniz@hildalgocountyclerk.us">acmuniz@hildalgocountyclerk.us</a>	100 N. Closner Edinburg, TX 78540	P O Box 58 Edinburg, TX 78540	(956) 318-2100
<b>HOPKINS</b> <a href="mailto:cclerk@hopkinscountytexas.org">cclerk@hopkinscountytexas.org</a>	128 Jefferson, Suite C Sulphur Springs, TX 75482	Same	(903) 438-4074
<b>HOUSTON</b> <a href="mailto:Bridget.lamb@co.houston.tx.us">Bridget.lamb@co.houston.tx.us</a>	<b>401 East Houston Ave, 1st floor</b> <b>Crockett, Texas 75835</b>	P O Box 370 Crockett, TX 75835	(936) 544-3255
<b>JACKSON</b> <a href="mailto:jcclerk@co.jackson.tx.us">jcclerk@co.jackson.tx.us</a>	115 W Main, Rm 101 Edna, TX 77957	Same	(361) 782-3563
<b>LACAVA</b>	109 North La Grange Street Hallettsville, TX 77964-2723	P O Box 326 Hallettsville, TX 77964	(361) 798-3612
<b>LEON</b>	155 N Cass St # 1 Centerville, TX 75833	P O Box 98 Centerville, TX 75833	(903) 536-2352
<b>LIMESTONE</b> <a href="mailto:coclerk@co.limestone.tx.us">coclerk@co.limestone.tx.us</a>	200 W State St # 102 Groesbeck, TX 76642	P O Box 350 Groesbeck, TX 76642	(254) 729-5504
<b>NACOGDOCHES</b> <a href="mailto:county.clerk@co.nacogdoches.tx.us">county.clerk@co.nacogdoches.tx.us</a>	101 W Main St., Suite 110 Nacogdoches, TX 75961	Same	(936) 560-7733

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<u>County</u>	<u>Street Address</u>	<u>Mailing Address</u>	<u>Phone/ Fax</u>
<b>PANOLA</b> <a href="mailto:clara.jones@co.panola.tx.us">clara.jones@co.panola.tx.us</a>	110 S. Sycamore, RM 201 Carthage, TX 75633	Same	(903) 693-0302
<b>RAINS</b>	220 W. Quitman Street Emory, TX 75440	P O Box 187 Emory, TX 75440	(903) 473-2461
<b>ROBERTSON</b>	102 E Decherd St # 104 Franklin, TX 77856-3746	P O Box 1029 Franklin, TX 77856	(979) 828-4130
<b>RUSK</b> <a href="mailto:joyce.lewis-kugle@co.rusk.tx.us">joyce.lewis-kugle@co.rusk.tx.us</a>	115 North Main, Suite 206 Henderson, TX 75653	P O Box 758 Henderson, TX 75653	(903) 657-0330
<b>SMITH</b>	200 E Ferguson, Suite 300 Tyler, TX 75702	Same	(903) 590-4670
<b>UPSHUR</b> <a href="mailto:brandy.lee@countyofupshur.com">brandy.lee@countyofupshur.com</a>	100 W Tyler St # 2 Gilmer, TX 75644-2240	P O Box 730 Gilmer, TX 75644	(903) 843-4015
<b>VICTORIA</b>	115 N Bridge St # 103 Victoria, TX 77901-6544	P O Box 1968 Victoria, TX 77902	(361) 575-1478
<b>WOOD</b> <a href="mailto:kprice@co.wood.tx.us">kprice@co.wood.tx.us</a>	1 Main St Quitman, TX 75783	P O Box 1796 Quitman, TX 75783	(903) 763-2711