

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

COUNTY	ADDRESS	MAILING	PHONE / FAX	WEBSITE / EMAIL
BRAZORIA	110 E LOCUST SUITE 200 ANGELTON TX 77515	110 E LOCUST SUITE 200 ANGELTON TX 77515	979-864-1355	Brazoria County Clerk Home
CAMP	126 Church Street Pittsburg, Texas, 75686	126 Church Street Pittsburg, Texas, 75686	903-856-2731	Camp County Clerk
CHEROKEE	135 S MAIN ST RUSK TX 75785	P O BOX 420 RUSK TX 75785	903-683-2350 Fax: 903-683-2457	Cherokee County - County Clerk
COOKE	101 South Dixon, Room 108 Gainesville, Texas 76240	101 South Dixon, Room 108 Gainesville, Texas 76240	940-668-5474	Cooke County, Texas PAM.HARRIS@CO.COOKE.TX.US
FRANKLIN	200 North Kaufman Street Mount Vernon, TX 75457	PO Box 1047 Mount Vernon Tx 75457	903-537-8357 FAX: 903-537-2962	Franklin County Clerk Texas countyclerk@co.franklin.tx.us
FREESTONE	103 E Main St. Fairfield Tx 75840	P O Box 1010 Fairfield, TX 75840	Phone: 903-389-2635 Fax: 903-389-6956	Freestone County, Texas
GREGG	101 E. Methvin, Suite 200 Longview, TX 7560	101 E. Methvin, Suite 200 Longview, TX 7560	903-236-8430 FAX 903-236-8430	County Clerk Gregg County Debbie.Noble@co.gregg.tx.us
GRIMES	270 FM 149 W. Anderson, Texas 77830	270 FM 149 W. Anderson, Texas 77830	Phone: 936-873-4410 Fax: 936-873-3308	Grimes County countyclerk@grimescountytexas.gov
HARRISON	200 W. Houston STE 143 Marshall, Texas 75671	P. O. Box 1365 Marshall, Texas 75671	903-935-8403 fax 903-935-4877	County Clerk « Harrison County
HENDERSON	125 N. Prairieville St. Room 101 Athens, Texas 75751	125 N. Prairieville St. Room 101 Athens, Texas 75751	903-675-6140 Fax: 903-675-6105	County Clerk Henderson County
HIDALGO	100 N. Closner Edinburg, TX 78539	P.O. Box 58 Edinburg, Texas 78540	(956) 318-2100 FAX (956) 318-2105	Hidalgo County Clerk's Office countyclerk@co.hidalgo.tx.us
HOPKINS	128 Jefferson St., Suite C Sulphur Springs, TX 75482	128 Jefferson St., Suite C Sulphur Springs, TX 75482	(903) 438-4074	Hopkins County Clerk
HARRIS	201 Caroline, Suite 310 Houston, TX 77002	Harris County Clerk P.O. Box 1525 Houston, TX 77251-1525	713-274-6390	Harris County Clerk's Office ccinfo@cco.hctx.net
JACKSON	115 W. Main, Room 101 Edna, TX 77957	115 W. Main, Room 101 Edna, TX 77957	361-782-3563 Fax: 361-782-3132	Jackson County Clerk k.brooks@co.jackson.tx.us

LACAVA	412 N. Texana Hallettsville, TX 77964	P.O. Box 326 Hallettsville, TX 77964	(361) 798-3612 (361) 798-1610 fax	Lavaca County, Texas
LEON	155 N. Cass Street, 1ST Floor Centerville, TX 75833	P. O. Box 98 Centerville, TX 75833	903-536-2352 Fax: 903-536-7581	Leon County, Texas
LIMESTONE	200 W State St, Ste 102 Groesbeck TX 76642	PO Box 350 Groesbeck TX 76642	254.729.5504 Fax 254.729.2951	Limestone County, Texas coclerk@co.limestone.tx.us
NACOGDOCHES	101 W Main St, Ste 110 Nacogdoches, TX 75961	101 W Main St, Ste 110 Nacogdoches, TX 75961	936-560-7733 Fax: 936-559-5926	Nacogdoches County, Texas county.clerk@co.nacogdoches.tx.us
PANOLA	110 S Sycamore St, Rm 201, Carthage, TX 75633	110 S Sycamore St, Rm 201, Carthage, TX 75633	Phone: (903) 693-0302 Fax: (903) 693-0328	Panola County, Texas
RAINS	167 Quitman St. Emory, TX 75440	167 Quitman St. Emory, TX 75440	Phone: (903) 473-5000	Rains County, Texas
ROBERTSON	103 E. Morgan St Franklin, TX 77856	P.O. Box 1029 FRANKLIN TX 77856	Phone: 979-828-4130	Robertson County, Texas
RUSK	115 North Main, Suite 206 HENDERSON TX 75653	P O BOX 758 HENDERSON TX 75653	Phone: 903-657-0330 Fax: 903-657-2387	Rusk County, Texas
SMITH	200 East Ferguson Street Tyler, Texas, 75702	200 East Ferguson Street Tyler, Texas, 75702	(903) 590-4697	County Clerk Smith County, TX
UPSHUR	100 W. Tyler Street 2nd Floor Gilmer, TX 75644	P. O. Box 730 Gilmer, TX 75644	Phone: 903-843-4015 Fax: 903-843-4504	County of Upshur Terri.Ross@countyofupshur.com
VICTORIA	115 N. Bridge Street Room 103 Victoria, Texas 77901	PO Box 1968 Victoria, Texas, 77902	Phone: 361-575-1478 Fax: 361-575-6276	Victoria County, Texas vcc@vctx.org
WOOD	100 S. Main Street QUITMAN TX 75783	100 S. Main Street QUITMAN TX 75783	903-763-2711	Wood County Texas kprice@mywoodcounty.com