



**Julie Coe**  
**Coles County Clerk and Recorder**  
651 Jackson Avenue, Room 122  
Charleston, Illinois 61920

Phone: (217) 348-0525 / (217) 348-7325  
Email: [jcrail@colesco.illinois.gov](mailto:jcrail@colesco.illinois.gov)  
Email: [ebaji@colesco.illinois.gov](mailto:ebaji@colesco.illinois.gov)

Effective January 1, 2025

*"Classification of documents to be recorded is the Sole Discretion of the Coles County Clerk/Recorder"*

**ALL RECORDING FEES ARE \$70 WITH THE NOTED EXCEPTIONS:**

**DOCUMENTS THAT ARE EXEMPT FROM RENTAL HOUSING = \$51**

AFFIDAVIT W/O LEGAL

ARTICLES OF INCORPORATIONS

MEMORANDUM OF JUDGMENT

CITY ORDINANCE

POWER OF ATTORNEY W/O LEGAL

PROBATE

CEMETERY DEED

BIRTH/DEATH CERTIFICATE

STATE LIENS/RELEASE OF STATE LIENS

**FEDERAL LIENS/RELEASE OF FEDERAL LIENS = \$18**

**NON STANDARD DOCUMENTS = \$85**

ANY DOCUMENT THAT CREATES A DIVISION OF LAND (PLAT ACT WILL BE MARKED "B")

ANY DOCUMENT MAKING SPECIFIC REFERENCE TO MORE THAN 5 TAX PARCEL ID #'S

ANY DOCUMENT MAKING SPECIFIC REFERENCE TO MORE THAN 5 DOCUMENT #'S

**SUBDIVISION PLATS =\$85**

**ALL UCCS (NEW, AMENDED, TERM, ECT) = \$51**

**COPIES = \$1 PER PAGE / CERTIFIED = \$10 PER DOCUMENT**

PLEASE NOTE: ALL Land Related Documents must have parcel ID #'s and Plat Act Affidavit.

PLEASE NOTE: Upper 3x5 right hand corner must be clear for our recording information. Cover sheet required if corner is not free.



PRESERVING ★ PROTECTING ★ PROVIDING  
*your history*                      *your legacy*                      *your records*

