

County Clerk's Office

77 Fairfax Street, Suite 1A
Berkeley Springs, WV 25411

Phone: (304) 258-8547

Fax: (304) 258-8545

Morgancountyclerk@hotmail.com

County Clerk: Debra A. Kesecker

County Clerk – 8 years

Chief Deputy County Clerk – 14 years

Deputy Assessor – 13 years

Office Services:

Document Recordings

Marriage Licenses and Certifications

Birth Certificates

Death Certificates

Hunting and Fishing Licenses

Voter Registration

Administering of Estates

County Financing

County Payroll

Delinquent Land

Justification of Surety

Departments:

Recording

Voter Registration

Finance/Payroll

Schedule of Recording Fees

Deed	
Deed of Trust	
Security Agreements	
Large Plats	\$11.00 for all documents up to five (5) pages
Small Plats	
Right of Ways w/ consideration	
Power of Attorney	
Substitute Trustee	
Lease Agreement	
Land Contract	
Right of Ways	
Releases	
Assignments	
Certificates of Incorporation	
Church Trustees	\$6.00 for all documents up to five (5) pages
Abstract Judgments	
Judgment Liens	
Mechanic Liens	
Lis Pendens	
Writ of Execution	
Trustee's Report of Sales	
Amendments Deed of Trust	
Subordination Agreement	
Court Orders and Affidavits	
VCC's (financing statement, termination, continuations, amendments, etc.)	\$11.00 (must include three (3) copies and a return envelope)
Marriage License	\$36.00
Birth Certificates	
Marriage Certificates	\$5.00 per certified copy
Death Certificates	
Justification of Surety	\$2.50
Copies	\$1.50 first two (2) pages \$1.00 each additional page
Certificate of Acting	\$2.50 per certified copy
True Attest	\$1.00
DD-214	Free To obtain copies, ID is required

- All documents containing more than five (5) pages will be \$1.00 per each additional page. In addition, document containing more than 10 pages will be charged an additional \$1.00 per every 10th page. Examples: An eleven page document would be \$18.00. A twenty page document would be \$28.00.
- All documents must have a 2" margin at the top and bottom for validation or extra pages will be charged.

Department: Voter Registration

1. Registering Voters
 - A. Address Changes
 - B. Party Changes
 - C. Name Changes
 - D. Precinct Changes
2. Printing out new registration cards and pocket cards
3. Absentee Voting
 - A. By mail
 - B. In person

Department: Finance/Payroll

- Issue checks for County invoices approved by County Commission
- Maintain records of account balances
- Maintain payroll information
- Issue payroll checks
- Produce financial reports as needed by various offices
- Maintain delinquent land records
- Maintain voter information and reports
- Poll-worker training
- Organize elections and supplies for election day