

**PLEASE FORWARD DOCUMENTS TO THE APPLICABLE OFFICE FOR RECORDING:**

BRAZORIA COUNTY CLERK	111 E. Locust, Suite 200, Angleton, TX 77515	(979) 864-1355
CAMP COUNTY CLERK	126 Church St., Room 102, Pittsburg, TX 75686	(903) 856-2731
CHEROKEE COUNTY CLERK	P O Drawer 420, Rusk TX 75785	(903) 683-2350
COOKE COUNTY CLERK	100 Dixon St., Gainesville TX 76240	(940) 668-5420
FRANKLIN COUNTY CLERK	P O Box 68, Mount Vernon, TX 75457	(903) 537-4252
FREESTONE COUNTY CLERK	P O Box 1010, Fairfield TX 75840	(903) 389-2635
GREGG COUNTY CLERK	101 E. Methvin, Suite 200, Longview TX 75601	(903) 236-8430
GRIMES COUNTY CLERK	P O Box 209, Anderson TX 77830	(936) 873-4410
HARRISON COUNTY CLERK	200 West Houston, Ste 143, Marshall TX 75670	(903) 935-8403
HENDERSON COUNTY CLERK	P O Box 632, Athens, TX 75751	(903) 675-6140
HIDALGO COUNTY CLERK	P O Box 58, Edinburg TX 78540	(956) 318-2100
HOPKINS COUNTY CLERK	128 Jefferson, Ste C, Sulphur Springs TX 75482	(903) 438-4074
HOUSTON COUNTY CLERK	P O Box 370, Crockett, TX 75835	(936) 544-3255, ext. 240
JACKSON COUNTY CLERK	115 W. Main, Rm. 101, Edna TX 77957	(361) 782-3563
LAVACA COUNTY CLERK	P O Box 326, Hallettsville TX 77964	(361) 798-3612
LEON COUNTY CLERK	P O Box 98, Centerville TX 75833	(903) 536-2352
LIMESTONE COUNTY CLERK	P O Box 350, Groesbeck TX 76642	(254) 729-5504
NACOGDOCHES COUNTY CLERK	101 W. Main, Nacogdoches TX 75961	(936) 560-7733
PANOLA COUNTY CLERK	110 S Sycamore, Rm. 201, Carthage TX 75633	(903) 693-0302
RAINS COUNTY CLERK	P O Box 187, Emory TX 75440	(903) 473-5000, ext. 103
ROBERTSON COUNTY CLERK	P O Box 1029, Franklin TX 77856	(979) 828-4130
RUSK COUNTY CLERK	P O Box 758, Henderson TX 75653	(903) 657-0300
SMITH COUNTY CLERK	P O Box 1018, Tyler TX 75702	(903) 590-4670
UPSHUR COUNTY CLERK	P O Box 730, Gilmer TX 75644	(903) 843-4015
VICTORIA COUNTY CLERK	P O Box 1968, Victoria TX 77902	(361) 575-1478
WOOD COUNTY CLERK	P O Box 1796, Quitman TX 75783-1796	(903) 763-2711

**INSTRUCTIONS FOR THE RECORDING OF DOCUMENTS**

**NOTE:** When the requested legal documents have been signed, notarized and are ready for recording, contact the County Clerk's office in the county where the well is located and advise them of the type of document that you will be submitting for recordation, the page size (letter or legal) and the number of pages contained within the document. At that time, you will be advised of the fee that will be charged in order for the document to be filed of record in that county and a check in the specified amount may then be mailed to the County Clerk's office, along with the original legal document and a current mailing address in order to facilitate the return of the document to you after recording. The original, recorded document should be returned to you within 12-14 days, at which time, we ask that you furnish Valence Operating Company a recorded copy for our files. It is also suggested that a copy of the recorded documents be given to the Appraisal District for the county(ies) in which any wells may be located in order to insure that the tax roles are updated to reflect the new and current ownership.