



Finance Office

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MEMO

TO: Cass County Commission

FROM: Alicia Hildebrand, Treasury Manager

DATE: January 16, 2024

SUBJECT: Commission Policy Manual 14.11

Cass County adopted a Wedding Ceremony policy on April 15, 2019. This policy needs some minor updates regarding a price change on certified copies and a few operational procedures. Attached is the current policy with the changes we are proposing.

Suggested Motion:

Move to adopt Commission Policy Manual 14.11 with the proposed changes attached.

SUBJECT: WEDDING CEREMONIES

ADOPTED DATE: APRIL 5, 2021

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Marriage Ceremony/Solemnization at the Cass County Courthouse

In order to get married at the Cass County Courthouse, you must **reserve your ceremony date and pay the \$30.00 fee up front. A marriage license must also be obtained on or 60 days before your ceremony date.** ~~first obtain your marriage license. After the license has been obtained, you may make an appointment to have the ceremony at the Courthouse.~~

Marriage ceremonies/solemnizations are performed daily by appointment only at the Courthouse. Ceremonies are scheduled on a first come/first served basis, based on availability, and there may be a one to three week waiting period. The waiting period may be longer during busier times of the year (summer months).

The Cass County Finance Office will perform the civil ceremony, which lasts approximately 5 to 15 minutes. The cost of the wedding ceremony is set by statute at \$30.00.

On the day of the ceremony:

- You must bring all three copies of the marriage license **or obtain the license on the same day.**
- You must bring two people (related or non-related) to sign as witnesses on the marriage license. **There are no age requirements and they must be able to witness and sign their names.**
- You should arrive at the Finance Office, which is located on the main floor of the Cass County Courthouse, at least 15 minutes prior to your scheduled wedding ceremony, to allow for time to complete the Marriage License paperwork. **The ceremony fee was paid at the time the reservation was made so the only fee(s) to collect at this time are for the marriage license and/or certified copies.** ~~We will also collect the ceremony fee and fee for certified copies at this time.~~
- You must be here at the scheduled time for your ceremony or the ceremony will be cancelled **and no refunds will be issued.**
- You may obtain a certified copy of the marriage license after the ceremony is completed. The fee for this is \$10.00. At least one certified copy is required for any name changes or to legally prove the marriage. ~~If you need additional certified copies, they are \$5.00 each (2 copies = \$15.00).~~

Payment for ceremony fees and certified copies may be made by cash, check or credit card. Payments made by credit card will incur an additional convenience fee.

HISTORICAL REFERENCE: APRIL 15, 2019