

Hunterdon County Clerk's Office

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Please read the following Information Regarding Changes to the New Jersey County Clerks' Recording Law:

Effective May 1, 2017 all land recordings submitted in paper format must be accompanied by a paper cover sheet. The new cover sheet contains mandatory indexing fields which are to be completed by the submitter.

The cover sheet is part of the submitted land record and is included in the calculation of recording fees for documents with booking and paging fees **ONLY**. **There is no additional fee when recording flat fee instruments.**

Failure to submit a paper cover sheet with all paper land recordings will result in a \$20.00 indexing charge per N.J.S.A 46:26A-5.

Paper cover sheets are not to be submitted with e-recordings (electronic submissions) as an electronic synopsis will be created during the e-recording process per the change in the recording law. If you are not currently an eRecording customer and would like to eRecord, please contact Supervisor Karla Lamendola at (908)788-1217 for information on how to eFile.

The cover sheet can be found under **Forms** on the Hunterdon County Clerk's website by going to www.co.hunterdon.nj.us/countyclerk.htm. The form is available as a fillable PDF titled *Data Recording Page*. It is important to note that the cover sheet is specific to the county where the document is being recorded.

Please contact the Hunterdon County Clerk's Office at 908-788-1217 if you need further information regarding the submission of the paper cover sheet or any other questions regarding these recording changes. Thank you.

Mary H. Melfi
Hunterdon County Clerk

Key Legal References on Required Use of Cover Sheets by County Recorders

N.J.S.A. 46:26A-5. Form of documents and maps; cover sheet or electronic synopsis.

a. To be accepted for recording, a document or its image shall be either:

(1) legibly printed on paper no larger than 8 1/2 inches by 14 inches; or

(2) in compliance with regulations on the form of documents promulgated by the Division of Archives and Records Management in the Department of State.

b. A document or its image accepted for recording may be accompanied by a cover sheet or an electronic synopsis separate from the document or integrated with the document. The Division of Archives and Records Management in the Department of State shall establish forms for cover sheets and formats for electronic synopses. The form for a separate cover sheet shall be available at every recording office and on a web site maintained by the Division of Archives and Records Management. The cover sheet or electronic synopsis shall include:

(1) the nature of the document;

(2) the date of the document;

(3) the names of the parties to the document and any other names by which the document is to be indexed;

(4) if the document is a deed conveying title to real property:

(i) the lot and block number or other real property tax designation of the real property conveyed or a statement that the information is not available;

(ii) the consideration for the conveyance;

(iii) the mailing address of the grantee; and

(5) if the document is an assignment, release or satisfaction of a mortgage or an agreement respecting a mortgage, it states the book and page number or the document identifying number of the mortgage to which it relates if the mortgage has been given such a number.

c. If the person submitting the document for recording does not include a cover sheet or electronic synopsis, the recording office shall charge an additional fee of \$20 for the additional cost of indexing.

d. To be accepted for recording, a map shall be clearly and legibly drawn in black ink on translucent tracing cloth, translucent mylars at least 4 mils thick or its equivalent, of good quality, with signatures in ink, or as an equivalent reproduction on photographic fixed line mylar 4 mils thick with signatures in black ink or its equivalent and accompanied by a cloth print or photographic fixed line mylar 4 mils thick duplicate; and one of six standard sizes: 8 1/2" x 13", 30" x 42", 24" x 36", 11" x 17", 18" x 24" or 15" x 21" as measured from cutting edges. If one sheet is not of sufficient size to contain the entire territory, the map may be divided into sections to be shown on separate sheets of equal sizes, with references on each sheet to the adjoining sheets.

e. The regulations of the Division of Archives and Records Management specifying the form of documents shall comply with rules, standards and procedures authorized by the State Records Committee pursuant to its authority under section 6 of P.L.1994, c.140 (C.47:1-12) and the "Destruction of Public Records Law (1953)," P.L.1953, c.410 (C.47:3-15 et seq.).

f. A county recording office shall not be required to accept for recording a cover sheet or

electronic synopsis pursuant to subsections b. and c. of this section until five years after the effective date of P.L.2011, c.217 (N.J.S.46:26A-1 et al.). This provision shall not operate to prevent or preclude any county recording officer from adopting the use of the document summary form or electronic synopsis prior to that date.

Source: New; 46:19-3; 46:23-9.11.

N.J.A.C. 15:3-9.13 Standards and use of electronic synopsis and cover sheets

(a) Use of electronic synopsis. Effective May 1, 2017, or as implemented by individual county recorders prior to that date, electronic documents and electronic document packages may include an electronic synopsis that is consistent with this section.

1. The following data fields shall constitute an electronic synopsis and shall meet PRIA attribute and technical standards. The data fields shall state:

- i. The nature of the document;
- ii. The date of the document;
- iii. The names of the parties to the document and any other names by which the document is to be indexed;
- iv. If the document is a deed conveying title to real property:
 - (1) The lot and block number or other real property tax designation of the real property conveyed or a statement that the information is not available;
 - (2) The consideration for the conveyance; and
 - (3) The mailing address of the grantee; and
- v. If the document is an assignment, release, or satisfaction of a mortgage or an agreement respecting a mortgage, it states the book and page number or the document identifying number of the mortgage to which it relates if the mortgage has been given such a number.

(b) Standards and use of image submissions without electronic synopsis. Effective May 1, 2017, or as implemented by individual county recorders prior to that date, document images without electronic synopses that are submitted to the county recorder may include an image of a cover sheet that is consistent with (c) below.

(c) Standards and use of printed cover sheets. The Division shall issue a common schematic format that shall serve as the basis for cover sheets. The format shall include the following elements that shall be used by individual county recorders in preparing individual cover sheets for their office.

1. The following data fields shall be included in a printed cover sheet:

- i. The nature of the document;
- ii. The date of the document;
- iii. The names of the parties to the document and any other names by which the document is to be indexed;
- iv. If the document is a deed conveying title to real property:
 - (1) The lot and block number or other real property tax designation of the real property conveyed or a statement that the information is not available;
 - (2) The consideration for the conveyance; and
 - (3) The mailing address of the grantee; and

v. If the document is an assignment, release, or satisfaction of a mortgage or an agreement respecting a mortgage, it states the book and page number or the document identifying number of the mortgage to which it relates if the mortgage has been given such a number.

2. Each county recorder shall adopt a form of cover sheet based on the Division-adopted schematic that is formatted to meet the needs of recordation procedures established by each county recorder and that is compliant with this subsection. Each county recorder shall obtain validation from the Division of its compliance with this section. Once validated, each county recorder shall post each on their website and shall provide the web address of each item to the Division to post on the Division's website.

3. The cover sheet shall be treated as part of the submitted document and the appropriate fee, based on the page-based display, shall be calculated as part of the transaction.