

OFFICE OF THE MORRIS COUNTY CLERK

Ann F. Grossi, Esq.
Morris County Clerk

John Wojtaszek
Deputy Clerk



April 13, 2017

Dear Recording Customer,

Cover Sheet or Electronic Synopsis Requirement Effective May 1, 2017

In compliance with P.L. 2011, c. 217 (NJSA 46:26A-5), a cover sheet or an electronic synopsis will be required with all land documents submitted for recording. This requirement becomes effective on May 1, 2017.

For customers who record documents in hard copy format via U.S. Mail, express, courier or over the counter - a cover sheet is required. Here is a link to a cover sheet which may be used with your hard copy documents submitted for recording: <http://morriscountyclerk.org/index.php/forms/>. Please make sure that your documents are submitted with a cover sheet beginning May 1, 2017.

A \$10.00 recording fee will be assessed for the cover sheet, which becomes part of the recorded document.

\$20.00 Additional Fee Will Be Charged for Documents Submitted Without a Cover Sheet

NJSA 46:26A-5(c) provides that if no electronic synopsis or cover sheet is included, an additional fee of \$20.00 for the cost of indexing the document is charged.

All customers who submit land documents after May 1, 2017 without the required cover sheet will have their unrecorded documents returned with a letter requesting the additional fee.

eRecording Customers are Compliant with the Cover Sheet/Electronic Synopsis Requirement

For those customers who electronically record documents a cover sheet/electronic synopsis is an integrated part of the document submitted. A \$10.00 recording fee will be assessed for the cover sheet, which becomes part of the recorded document. If you are not currently an eRecording customer and you would like to register for an eRecording Account please visit: <http://morriscountyclerk.org/index.php/e-services/>.

Sincerely,

A handwritten signature in black ink that reads "Ann F. Grossi".

Ann F. Grossi, Esq.
Morris County Clerk

AFG

Enclosure