THE OFFICE OF THE COUNTY CLERK
COUNTY OF MONMOUTH

CHRISTINE GIORDANO HANLON
MONMOUTH COUNTY CLERK

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An Important Notice to NJCountyRecording.com Submitters

Dear NJCountyrecording.com Submitter,

Please be advised that starting July 1, 2016, all documents submitted via electronic transmission on njcountyrecording.com for recording or filing with our office will have a $2.00 per document convenience fee.

This convenience fee will automatically be calculated with the total fee to file or record the document and will be listed as a separate line item on your receipt following the successful electronic recording with our office.

The Monmouth County Clerk is authorized to establish a convenience fee on all documents filed and paid through electronic funds through the Document Summary Management System (DSMS Portal) or njcountyrecording.com pursuant to N.J.S.A. 40A:5-43 et seq., and N.J.A.C. 5:30-9.

In addition, the Monmouth County Clerk has been granted permission by the Director of the Division of Local Government Services within the New Jersey State Department of Community Affairs to collect this convenience fee and deposit and expend these collected fees through a dedicated trust fund.

All of the revenue received by our office from this convenience fee will be used to finance the ongoing maintenance and operational costs of the DSMS Portal or njcountyrecording.com.

We appreciate your cooperation and assistance in adhering to this new policy. It is our belief that the new convenience fee is a minimal charge which will assist our office in financing the costs to maintain the portal in exchange for providing you with tremendous benefits you derive from avoiding delays, eliminating errors and experiencing a fast and efficient experience in recording/filing critical documents for your customers.

We look forward to providing you the most efficient and accurate service in electronically recording and filing your documents with our office.