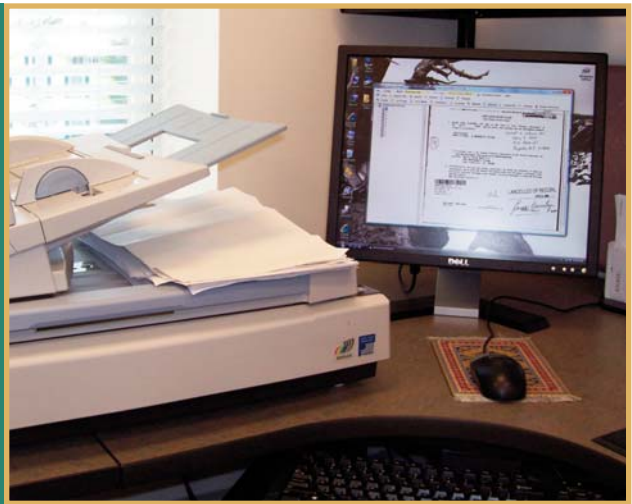


**Register now to  
begin recording  
your documents  
electronically**



## **e-Recording Service**

**(Level 2)**

**All you need is a PC, scanner,  
and Internet connection**

### **A Message about e-Recording from your County Clerk**

The Office of County Clerk has been responsible for maintaining a record of real property transfers in the county since 1794.

Over the years, the types of records have evolved, as has the method for recording these documents.

Today, with the implementation of new imaging technology and an updated electronic land records management system, the Sussex County Clerk's office is proud to be able to offer its customers Level 2 e-Recording.



**Erma Gormley  
County Clerk**

The Clerk first introduced e-filing in June of 2005 when it began accepting electronic submissions of a document summary sheet for real estate transactions.

Now, in 2008, customers can benefit from

Level 2 e-Recording, which includes the electronic submission of entire documents, along with electronic payment transfers.

Read on to learn more about e-recording and how you can benefit from this new exciting service!

## Sussex County Clerk upgrades to Level 2 e-Recording

As part of our ongoing effort to provide the public with the most efficient and accurate service in the recording and filing of documents, the Sussex County Clerk's Office is pleased to announce the upgrading of its Level I e-Filing capability to Level II e-Recording.

### What is e-recording?

E-recording is the recordation of documents via an electronic transfer system (Web portal). Parties submitting documents for recording need only a computer, scanner, and Internet connection.

### What are the benefits of e-recording?

E-recording will improve the recording process from the point of origin (title company, bank, attorney office, etc.) to the County Clerk's Office. It will improve work flow, increase productivity, speed up the recording process, improve data accuracy, and reduce rejections (specifically, rejections due to incorrect fees, missing party names or signatures, missing tax lot & block information, missing marginal notations, etc. will be eliminated because the information is required *prior* to submission of the documents for recording).

### What types of document can be e-recorded?

Deeds & Mortgages  
Notices of Settlement  
UCCs  
Tax Liens & Tax Sale Certificates

# STOP your documents from being returned unrecorded ...

How many times have you had documents returned *unrecorded*, because:

- Your **escrow account** was short on funds
- Documents were sent to the **wrong county** for recording
- **Incorrect fees** were calculated, and your check was short or over
- Failure to include marginal **notations**
- **Block & lot** information was missing
- **Party names** were not typed in, were not signed, or were missing entirely

Avoid these problems in the future — register today with your County Clerk and begin e-Recording your documents!

## What is the cost to use the Level 2 e-Recording service?

There is no **subscriber fee** for this service or for the Clerk's **Level 1 e-Filing** service. Registration with the Sussex County Clerk's Office is all that is required to use the Web portal that facilitates both of these services.

Standard recording fees and realty transfer taxes will apply as usual. (A fee schedule is available from our Home Page, select "Fees" from the menu selection in left banner.)

## Are documents secure upon transfer?

In 2006, Sussex County joined a number of other New Jersey counties in a shared-services initiative to develop a backup site for the counties' shared e-recording Web portal. In the event of a natural or other disaster, the clerks and registers have a system in place to safeguard their public records using an off-site backup vehicle equipped with the infrastructure and connectivity to provide mirror capacity for the operation of the portal, if the primary portal should become disabled.

### ERMA GORMLEY, SUSSEX COUNTY CLERK



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## What is the difference between Level 1 e-Filing and Level 2 e-Recording?

Level I e-Filing allows a submitter to create a document summary sheet (containing information about the document to be recorded), which is transmitted electronically to the Clerk's Office, ahead of the actual paper document. When the paper document arrives, because the recording information is already available on this site, it is recorded (together with its summary sheet) and indexed almost immediately. The original documents are then scanned and verified, and returned to the sender.

Level II e-Recording includes a scanned image of the actual document, in addition to the summary sheet. All documents are supplied electronically by the submitter to the Clerk's Office. Recording and Indexing take place as usual, and the recorded image is returned electronically to the sender with all recording information electronically stamped on it. Submitters have the benefit of viewing the status of their documents from the day they are submitted to the day they are returned.

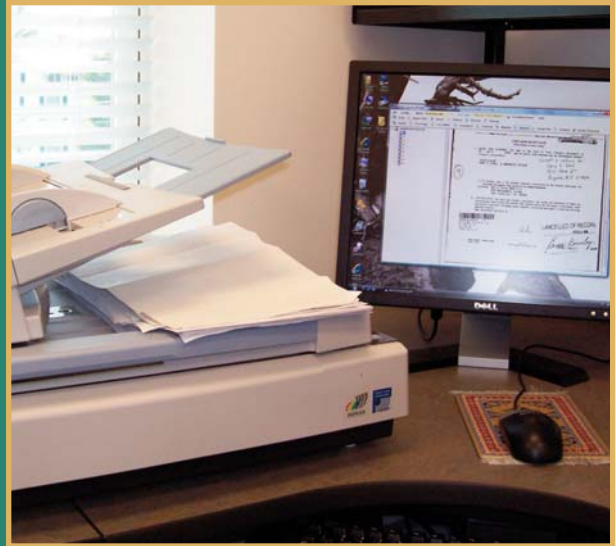
## Electronic Recording across New Jersey

There are 11 out of 21 counties in New Jersey currently operating through the e-recording portal. Since they all use the same interface, submitters only need to learn one system. The system tightly conforms to state law and adheres to standards set by the New Jersey Div. of Archives and Records Management (NJDARM) and Property Records Industry Association (PRIA).

**If you are ready to begin e-recording your documents with Sussex County, return to the NJ County Recording Home Page and register online today! (Just register as a "new user" in the Login box.) If you would like more information on e-recording prior to registering, consider attending our FREE e-Recording Seminar on August 21 in Newton. Registration form follows.**

## Are You e-Recording Yet?

See how over 200 National and Local Companies are saving time and money, while simultaneously increasing accuracy by e-Recording.



The Sussex County Clerk's Office and Sunrise Systems invite you to attend an informative seminar for both managers and their employees, demonstrating Sussex County's e-Recording portal. This free seminar is perfect for companies new to e-Recording, as well as for companies already using the service, which could benefit from a refresher. Complete the registration form below to secure seating for your company.

- What:** Sussex County's e-Recording Seminar  
**When:** Thursday, August 21  
**Where:** Sussex County Administrative Center, One Spring St., Freeholder Meeting Room, Newton, NJ 07860  
**Agenda:** 8:30 - 9 a.m. Sign-in & Continental Breakfast  
9 - 11:30 a.m. Presentation  
11:30 a.m. - noon Question & Answer period

## e-Recording Seminar Registration Form

Please complete this form and fax to Angela Thies @ 973-383-7493. **RSVP by August 14, 2008.**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

e-mail \_\_\_\_\_

Number of persons attending: \_\_\_\_\_

Questions?

email Angela:  
[angela@nac.net](mailto:angela@nac.net)

