



COUNTY OF MERCER

OFFICE OF THE COUNTY CLERK

P.O. Box 8068

Trenton, New Jersey 08650-0068

Phone: 609-989-6464 • Fax: 609-989-1111



PAULA SOLLAMI COVELLO
County Clerk

WALKER M. WORTHY, JR.
Deputy County Clerk

April 6, 2017

RE: **IMPORTANT NOTICE**/*Cover Sheet/ Electronic Synopsis Required*

Dear Recording Customer:

Cover Sheet or Electronic Synopsis Requirement Effective May 1, 2017

In compliance with P.L. 2011, c. 2017 (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. See County Clerk webpage for link to an acceptable cover sheet <http://www.mercercounty.org/government/county-clerk>. Please make sure that your documents are submitted with a cover sheet after May 1, 2017.

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

NJSA 46:26A-5 (c) provides if no electronic synopsis or cover sheet is included an additional fee of \$20-for the cost of indexing the document is charged.

Escrow Account Customers who submit land documents after May 1, 2017 without the required cover sheet will have their recording account debited the additional \$20.00 fee per document.

Customers paying by check who submit land documents after May 1, 2017 without the required cover sheet or fee 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 intergraded part of the document submitted. There is no further requirement for customers who eRecord. If you are not currently an eRecording customer and you would like to register for an eRecording Account go to <http://www1.njcountyrecording.com/njer/Account/Home.aspx>.

You may also email epagano@mercercounty.org for additional information.

Sincerely,

Paula Sollami Covello
Mercer County Clerk

PSC
Enclosure