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1981 OFFICE OF COUNTY CLERK
COUNTY OF MONMOUTH

JANE G. CLAYTON
COUNTY CLERK



HALL OF RECORDS
FREEHOLD, NEW JERSEY
07728

March 10, 1982

Mr. Harry Larrison, Jr.
Director
Board of Chosen Freeholders
Hall of Records
Freehold, New Jersey

Monmouth County Library
Eastern Branch

STATE DOCUMENT DEPOSITORY

Dear Director Larrison:

Attached you will find a copy of the Annual Report for the Monmouth County Clerk's Office for the year 1981. As is customary with such reports, it is filled with statistics and numbers representing various volumes of activity and amounts of money derived as revenue.

More important than these printed figures, however, is the human aspect of the operation of the office. The various sections are currently being run efficiently and without dramatics by veteran supervisors, and we have managed to develop a superior work force by integrating senior employees with the newer ones.

Our people currently serve the judiciary in the courts of law. They administer oaths of office to Notary Publics. They take in bail money. They produce microfilm and bind books. They count money and give change. They greet aliens and guide them through the process that sees them become citizens. They issue ABC ID cards and record Doctor's licenses. Our staff serves a vast segment of the population of the County daily and assumes the responsibility that our records are safe and are accurately recorded and filed for future generations to use.

Our land records section has for the second year shown a slight decrease in activity, as does the revenue generated. Our total revenue still is very close to three million dollars for the year. The work load of the judicial section seems to maintain a slow steady growth, as the court activity continues to increase. Several mandated procedures and re-assignments of duties have actually increased the day to day activity in this section. We are very pleased with the performance of the Data Vote System of electronic voting which was used for the first time in the 1981 General Election. It will be difficult to assess actual savings until we have experienced a full year of elections done in this manner, however, a prime example of savings was very apparent in the overtime required to mail the absentee ballots to the voter.

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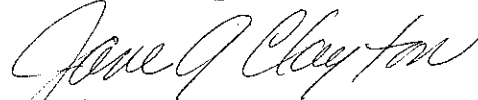
Mr. Harry Larrison, Jr.
Director
Board of Chosen Freeholders

I am happy to see that a project of interest and concern to this office has been expanded upon by the Board of Freeholders, with the official establishment of the Document Preservation Committee. You all know of my feelings on this subject, and I commend you for addressing the problem of record management and historical preservation.

The County Microfilm Department, under the direction of Mrs. Krawec, has been microfilming documents for this office since February, 1981. Included in this are Criminal Court Records from 1956 through 1975, and more importantly, Naturalization Records, which include a block from 1808 through the 1900's. It will be necessary for these records to be physically handled only in rare exceptions and only by our staff, thereby preserving them for the future. Mrs. Krawec and her staff are continuing to film for our department, and we are grateful for the efficiency in which these projects have been handled.

I appreciate the constant cooperation which our office receives from the Board and Mr. Narozanick. Such team work can only result in better and speedier service to the residents of our county.

Sincerely,



Jane G. Clayton
County Clerk

JGC/ndc

cc: Members, Board of Chosen Freeholders
County Assignment Judge
Director of Finance, Management and Administration
County Administrator
Clerk of the Board
Director, Public Information
Monmouth County Library

LAND RECORDS SECTION

1. Recording Operations

Deeds	14,768
Mortgages	15,373
Notice of Settlements	4,480
Miscellaneous	<u>7,962</u>
Total for 1981	42,583

2. Filing Operations

Financing Statements	1,988
Termination Statements (Financing Statements, Continuations & Assignments)	929
Mechanics Notice of Intention	442
Discharges of Mechanics Notice of Intention	619
Stop Notices	20
Discharges of Stop Notices	13
Reimbursement Agreements & Discharges	27
Physician's & Hospital Liens	396
Institutional Liens Filed & Discharges	234
Federal Tax Liens & Discharges	2,048
Real Estate & Chattel Mortgages Cancelled	10,150
Inheritance Tax Waivers	798
Assignment of Judgment	4
Roads	2
Miscellaneous Records	9
Release of Judgments	37
Vacating of Roads	23
Sheriff's Bonds	2

2. Filing Operations (Con't.)

Trade Names Filed	1,235
Trade Names Discharges	108
Building Contracts Filed	40
Lis Pendens Filed	619
Lis Pendens Recorded	149
Lis Pendens Discharges	127
Maps Filed	227
Exempt Firemen Certificates Filed	123

3. Machine Room

Abstracts furnished to Tax Board & State Tax Equalization Program & the Assessors of all 53 Municipalities	26,300
Total Pages Microfilmed	158,507
Xerox Copies Furnished (Certified Copies & Plain Copies)	5,697
Rolls of Film Processed for Security	84
Rolls of Film, Cancelled Mortgages	12
Cancellations Filmed	10,150
Books Printed #1824 Machine	143

4. Miscellaneous

Revolver Permits Issued	106
Notary Public Oaths	1,291
County Clerk's Certificates attached to documents mailed out of State	90
Maps to American Blueprint Co.	983
ABC I.D. Cards Issued	384
Veterans Licenses Issued	25

REVENUE SECTION

Realty Transfer Fees (State)	\$1,267,771.61
Realty Transfer Fees (County)	727,958.38
Judicial Section Fees	32,941.54
Cash Bail Forfeitures	112,004.34
Interest of Investment of Bail Account Funds	40,841.32
Recording Fees	532,510.16
Filing Fees	<u>200,310.43</u>
TOTAL REVENUE FOR 1981	\$2,914,337.78

PASSPORT & NATURALIZATION SECTION

1.	<u>Passports</u>	
	Applications	5,822
2.	<u>Naturalization</u>	
	Citizenship Papers Filed	597
	Certificates Issued	401
	Applications Pending	235
	Declarations of Intentions Pending	0
	Declarations of Intentions Issued	1
	Transfers	
	In	1
	Out	4

JUDICIAL SECTION*

1. Law Division of the Superior Court, Monmouth County

Total Superior Court cases on calendar pending as of September 1, 1980	5,730
Cases Added	
New cases added to calendar between Sept. 1, 1980 and August 31, 1981	3,413
Cases transferred from District Court	32
Cases transferred from Chancery Division or other County, etc.	142
Cases reinstated during the month	<u>129</u>
Total number of cases added	3,716
Cases Disposed of between Sept. 1, 1980 and August 31, 1981	
Disposed of by trial, settlement, dismissal or discontinuance	4,475
Tranferred to District Court	0
Other Disposition (to Chancery Div. or other County, etc.)	<u>33</u>
Total Cases Disposed of	4,508
Cases pending as of August 31, 1981	
Active Cases pending	4,885
Inactive Cases pending	<u>53</u>
Total number of cases pending	4,938

2. Domestic Relations Division

Complaints pending as of August 30, 1980	591
Complaints filed	3,417
Complaints disposed of	3,636
Complaints pending as of August 30, 1981	386

*Please note that these figures are taken by the Court Calendar Year - September 1, 1980 through August 31, 1981

3. Juvenile Division

Cases pending as of August, 1980	1,193
Complaints filed	7,376
Complaints disposed of	7,789
Complaints pending as of August 30, 1981	773

4. Criminal Division

Indictments & Accusations filed	1,832
Municipal Court Appeals	267
Miscellaneous cases filed	406

ELECTION SECTION

1.	Sample Ballots Mailed	
	Primary Election	254,501
	General Election	260,287
2.	Absentee Ballots Mailed	
	Primary Election	690
	General Election	5,486
	Special School Elections	1,603
	Fire Elections	65
	Municipal Elections	
	Commissioner Elections	260
	CAP Elections	185
3.	Elections Districts	
	Total in 1981	393
	Added in 1981	8

In 1981, the Election Section performed the following functions under Title 19:

Canvassed the Primary and General Elections for the State, County and Municipal Candidates.

Prepared and revised all Municipal Petitions for County Committee, Mayors, Councilmen and Committeemen.

Prepared County Petitions for Group Candidates or Individual Candidates, Independent Petitions for Municipal Candidates and Independent Petitions for County Candidates.

Prepared all Primary Ballots for Absentee Voting, Sample Ballots and Machine Ballots.

Changed from paper absentee ballots to computer card absentee ballots for the General Election.

Prepared all General Ballots for Absentee Voting, Sample Ballots and Machine Ballots.

Prepared all instructions for new computer card absentee ballots for the General Election.