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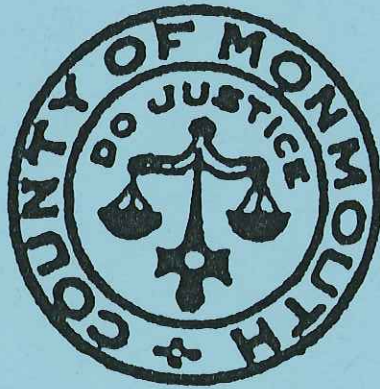
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Jane G. Clayton

**COUNTY CLERK
MONMOUTH COUNTY**

AUG 1 1988

COUNTY DOCUMENTS
MONMOUTH COUNTY LIBRARY



*“Keeper Of
The Records”*

THE OFFICE OF COUNTY CLERK
COUNTY OF MONMOUTH

JANE G. CLAYTON
COUNTY CLERK



HALL OF RECORDS
FREEHOLD, NEW JERSEY

April 9, 1986

01728

Freeholder Director Harry Larrison, Jr.
Hall of Records
Main Street
Freehold, New Jersey

Dear Mr. Larrison:

It gives me great pleasure to submit to you and your fellow Board members the Annual Report of the County Clerk's Office for the year 1985. It is filled with numbers and statistics, which represent the various volumes of activity in which we are engaged on a daily basis. By far, the most interesting figure in the report is that of total revenue, \$7,470,208.65. This represents an increase over the 1984 figure of \$1,715,489.67 or an increase of 23%. This year was the busiest year in the history of the County Clerk's Office, which was established in the 1600's.

We are continuing to provide the treasurers office with a sizable surplus each year due to the increased volume and prudent investing of custodial funds.

More important than the printed figures, however, is the human aspect of the operation of our office. We are a very public-oriented office, and we are continuing to provide more than the statutory assistance to every individual dealing with the various sections within our office. I am continually heartened by the communications I receive from both the professionals who deal with our office on a daily basis, as well as the general public, regarding the cheerful and efficient cooperation they receive from my staff.

Our recording department provides the major portion of the revenue transmitted to the Treasurer monthly. We anticipate that this will continue due to the increase in both recording fees and realty transfer fees that went into effect in January of 1986. The increase in the number of property transfers, as reflected in the deed figures, is directly related to our sound economy and the desire of many people to move to Monmouth County. In addition to recording deeds and mortgages; we also administer oaths to notaries public, file tax liens, register trade names (another large increase attesting to Monmouth County's economy), issue ABC Identification cards and record veterans licenses. The increase in microfilming has been staggering, as is evidenced by the attached comparative. Our tremendous volume has prohibited us from making re-creations of some of our older books, which we had hoped to accomplish during the year. Hopefully this year, with the new system of producing books for permanent record, we will be able to start on this very important time-consuming project.

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

We have been on line with the computer for our indexing of records for some time. We are presently in the process of completing the program for computerized bookkeeping with the able assistance of Pierce Capell, Director of Data Processing. This new system will enable us to produce very comprehensive reports of varying degrees, that we have not been able to do with the present system. Many of these reports have a marketable value, which will also increase our revenue.

Our Judicial Section continually experiences increases in all types of cases; Civil, Criminal, Juvenile, Domestic Relations and Chancery. Backlogs occasionally occur, due to the shortage of Judges at the present time. It is anticipated that the Legislature will recognize our problem, and grant an increase in Monmouth County's Judiciary.

The workload in the Election Section remains constant with Municipal, Cap, School, Special Primary and General Elections, which we have each year. Although the absentee ballots are counted on election day by an in-house computer, the complete computerization of Voter Registration would greatly benefit all three election sections. It is anticipated that this will be completed prior to the next Presidential election.

Passport activity this year has been high. Our second and fourth evening hours have been a huge success, and continue to be completely filled year-round. We are still dependent on the Department of Naturalization and Immigration for assistance in reducing the backlog which exists for Naturalization. They have been very busy in establishing their new computer system, but have been most cooperative in working with our office.

The completion of the new Archives and Record Retention Center in October of 1986 is of great joy not only to me, but to the many genealogists and historians that use our records. It is my intention to move all records prior to 1900 to the new facility. That in itself will not relieve our space problem here in the Hall of Records, but it will release many of our older records from various ill-suited storage areas throughout the county.

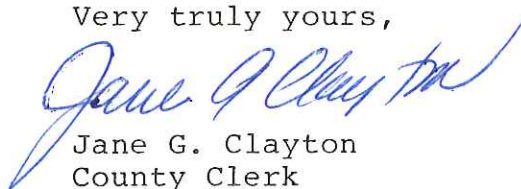
The movement of the Central Microfilm Department, under the direction of Martha Krawec, will facilitate the restoration work on some of the damaged records. Dr. William Wright and his staff at the State Archives, have been most helpful to us in planning for the future of Monmouth County's records. I am indebted to them for their very able assistance.

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Director
Board of Chosen Freeholders

I am most grateful for the cooperation my office receives from the other departments in the county. My sincere appreciation also goes to the Board of Freeholders, not only for the inclusion of the Archives and Retention Center in conjunction with the Library building, but for the anticipated additional contiguous space, which is so desperately needed in the Hall of Records.

As one of the major revenue producing offices in County Government, I am happy to say that we expect to exceed our 1985 revenue in the coming year.

Very truly yours,



Jane G. Clayton
County Clerk

JGC/ndc
attach.

cc: Members, Board of Chosen Freeholders
Judge Alvin Y. Milberg, Assignment Judge
County Administrator
Clerk of the Board
Director, Economic Development
Director, Public Information
Monmouth County Library

REVENUE SECTION

Realty Transfer Fees (State)	\$3,626,333.53
Realty Transfer Fees (County)	2,124,787.97
Judicial Section Fees	37,225.40
Cash Bail Forfeitures	100,253.64
Interest of Investment of Bail Account Funds	45,081.42
Recording Fees	1,031,210.98
Filing Fees	472,765.64
Interest - Recording Department	14,956.77
Interest - Judicial Department	<u>17,593.30</u>
 TOTAL REVENUE FOR 1985	 7,470,208.65

REVENUE SECTION

1984-1985 COMPARISON

	<u>1984</u>	<u>1985</u>
Realty Transfer Fees (State)	\$2,695,818.89	\$3,626,333.53
Realty Transfer Fees (County)	1,615,771.36	2,124,787.97
Judicial Section Fees	33,570.95	37,225.40
Cash Bail Forfeitures	56,065.26	100,253.64
Interest of Investment Bail Account Funds	27,685.01	45,081.42
Recording Fees	912,585.24	1,031,210.98
Filing Fees	380,370.03	472,765.64
Interest - Recording Department	17,083.79	14,956.77
Interest - Judicial Account	<u>15,768.42</u>	<u>17,593.30</u>
	5,754,718.95	7,470,208.65

LAND RECORDS SECTION

1. Recording Operations

Deeds	24,408
Mortgages	34,572
Miscellaneous	<u>15,737</u>
TOTAL FOR 1985	74,717

2. Filing Operations

Notice of Settlements	18,462
Financing Statements	3,733
Miscellaneous Papers	27
Termination Statements (Financing Statements, Continuations & Assignments) Amended & Partial Releases	3,099
Mechanics Notice of Intention	609
Discharges of Mechanics Notice of Intention, Partial Releases, Stop & Subornations	707
Stop Notices	15
Discharges of Stop Notices	9
Reimbursement Agreements & Discharges	20
Physician's & Hospital Lien & Discharges	320
Institutional Liens Filed & Discharges	249
Federal Tax Liens & Discharges	1,852
Real Estate & Chattel Mortgages Cancelled	20,196
Inheritance Tax Waivers	903
Miscellaneous Records	16
Release of Judgments	24
Vacating of Roads	33
Sheriff's Bonds	4
Trade Names Filed	3,069

Trade Name Discharges	89
Building Contracts Filed & Discharges	238
Lis Pendens Filed	503
Lis Pendens Recorded	153
Lis Pendens Discharges	102
Maps Filed	283
Exempt Firemen Certificates Filed	15
Medical License	<u>42</u>
TOTAL FOR 1985	54,770

3. Machine Room

Abstracts furnished to Tax Board and State Tax Equalization Program and the Assessors of all 53 Municipalities	61,196
Total Pages Microfilmed plus all filed papers, notices of settlements	321,065
Xerox Copies Furnished (Certified Copies and Plain Copies)	6,725
Rolls of Film Processed for Security	243
Rolls of Film, Cancelled Mortgages	23
Cancellations Filmed	40,692
Books Printed #1824 Machine	<u>301</u>
TOTAL FOR 1985	430,245

4. Miscellaneous

Revolver Permits Issued	66
Notary Public Oaths	1,675
County Clerk's Certificate attached to documents mailed out of State	73
Maps to American Blueprint Co.	1,657
ABC I.D. Cards Issued	494
Veterans Licenses Issued	25
Medical Licenses	<u>42</u>
TOTAL FOR 1985	4,032

COMPARISON 1984-1985

RECORDING SECTION

	<u>1984</u>	<u>1985</u>
Deeds	21,467	24,408
Mortgages	28,208	34,572

MACHINE ROOM

Abstracts Furnished to Tax Board, State Tax Equal- ization Program and the 53 Municipalities	57,556	61,196
Total Pages Microfilmed	248,573	321,065
Rolls of Film Processed for Security	208	243
Cancellations Filmed	36,462	40,692

PASSPORTS

Passport Applications	11,002	12,137
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ELECTION SECTION

1. Absentee Ballots Mailed

Primary Election	553
General Election	5,578
Special School Elections	2,149
Fire Elections	58
<u>Municipal Elections</u>	
Commissioner Elections	409
Cap Elections	25

2. Sample Ballots

Primary Election	281,011
General Election	285,136

3. Election Districts

Total for 1985	387
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In 1985, the Election Section performed the following functions under Title 19:

Canvassed the Primary and General Election for 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 the 1985 Primary Election Sample Ballots, Machine Ballots and computerized Absentee Ballots.

Prepared the 1985 General Election Sample Ballots, Machine Ballots and computerized Absentee Ballots.

JUDICIAL SECTION

Law Division of the Superior Court, Monmouth County

Total Superior Court Cases on calendar pending as of
January 1, 1985 5,658

Cases Added

New cases added to calendar between January 1,
1985 and December 31, 1985 5,658

Cases transferred from Special Civil Part 17

Cases transferred from Chancery, other County, etc. 111

Cases Reinstated 739

TOTAL NUMBER OF CASES ADDED 6,525

Cases Disposed of between January 1, 1985 and
December 31, 1985

Disposed of by trial, settlement, dismissal or
discontinuance 5,195

Transferred to Special Civil Part 3

Other Disposition (to Chancery, other County, etc.) 57

TOTAL CASES DISPOSED OF 5,255

Cases Pending as of January 1, 1986

Active cases pending 6,143

Inactive cases pending 7

TOTAL NUMBER OF CASES PENDING 6,150

Domestic Relations Division

Complaints pending as of January 1, 1985 430

Complaints filed 5,827

Complaints disposed of 5,952

Complaints pending as of January 1, 1986 305

Juvenile Division (Delinquency and Crisis)

Cases pending as of January 1, 1985	504
Complaints filed	6,110
Complaints disposed of	6,270
Complaints pending as of January 1, 1986	344

Criminal Division

Indictments & Accusations filed in 1985	1,875
Municipal Court Appeals	351
Miscellaneous cases filed	678

PASSPORT AND NATURALIZATION SECTION

1.	<u>Passports</u>	
	Applications	12.137
2.	<u>Naturalization</u>	
	Citizenship Papers Filed	371
	Certificates Issued	346
	Applications Pending	232
	Declarations of Intentions Pending	0
	Declarations of Intentions Issued	0
	Transfers	0