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1988

Monmouth County Clerk

*“Keeper Of
The Records”*

1988

Annual Report

**THE OFFICE OF COUNTY CLERK
COUNTY OF MONMOUTH**

JANE G. CLAYTON
COUNTY CLERK
DEPUTY CLERK OF THE SUPERIOR COURT



**HALL OF RECORDS
FREEHOLD, NEW JERSEY
07728**

March 7, 1989

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 1988.

The County Clerk's office is a very public-oriented office, and the employees continue to provide more than statutory assistance to everyone dealing with the individual offices. I take great pride in the many compliments which I receive from both the professionals who deal with the various sections, and the general public regarding the cooperation they receive from my staff.

Our recording department provides the major portion of revenue transmitted to the Treasurer monthly. The numbers and statistics reflect the various functions in which this office is engaged on a daily basis. The most outstanding figure in this report is that of total revenue, \$13,050,856.61.

We continue to provide the treasurer's office with a sizable surplus each year due to the large volume of work and prudent investing of custodial funds.

The Map Room as well as the Passport and Naturalization Section have been relocated to the new addition in the Hall of Records. The employees now have easy access to all of the maps filed here in Monmouth County. This year all of the maps have been put on microfiche, which allows the searchers to view the map they require, and make their own copy for a nominal fee. In addition, we have purchased a large map copying machine which can only be operated by my staff. Both of these improvements contribute added revenue to Monmouth County.

The Passport office remains constantly busy throughout the year, processing passport applications, processing NJ State Identification cards, and swearing in notaries public. In addition, they receive in excess of 200 calls daily requiring information regarding these various services. I am anticipating installing a search telephone system, which will enable the caller to immediately receive recorded instructions for his/her individual needs; thereby allowing the employees to deal with the public without repeated interruptions.

The Archives continues to receive added documents and volumes from various locations in the County. All of these documents are being inventoried and classified in preparation for the opening of this facility to the general public. The user system which we established last year has proven to be invaluable in assisting the courts in receiving needed dockets and documents. This system is secured by a sign in/out sheet and inventory.

The Archives and Central Microfilm sections work in conjunction with one another. This enables us to facilitate the restoration work on some of the damaged records. Director Caesar Iacovone, and his staff at the State Archives, continue to provide us with guidance in planning for the future of Monmouth County's records.

The Microfilm section continues to provide daily assistance to the various departments which use their facilities.

The addition of new cases in the Judicial Section is continuous in all sections; Civil, Criminal, Juvenile, Domestic Relations and Chancery.

Additional responsibilities have been assigned to the County Clerk's Judicial section during 1988. Under N.J.S. 2A:158-A, there was an amendment that provided for the Courts to assume the responsibility for determining which criminal defendants are eligible for representation by the Public Defender. The act was approved on June 8, 1987 with an effective date of implementation 270 days after enactment, or March 4, 1988. While primarily a Probation Department function, the thousands of additional orders required to be recorded and filed are a function of the Criminal Assignment Clerk's office.

Under N.J.S. 2C:25-12, the jurisdiction for the filing of Domestic Violence Complaints was placed with the Family Part of the Chancery Division of the Superior Court. This act took effect on April 4, 1988.

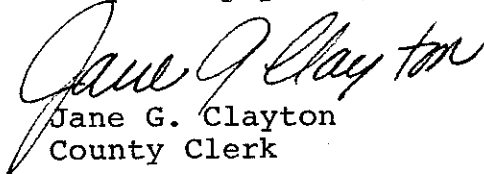
Regional teams have been formed in the Family Court as suggested by the Administrative Office of the Courts. That, coupled with increased Hearing Officer dates, has created a need for additional clerical support.

In order to keep pace with the growing workload in the course of regular business, the Judicial section has continued to meet this increase with enhanced computerization and the use of overtime as backlogs develop.

There was a sizeable increase in the workload in the County Clerk's County Election Section this year due to the Presidential election. In 1988 the Election Section processed and mailed over 26,000 absentee ballots.

I will be happy to discuss any aspect of this report with the Board at their convenience.

Very truly yours,



Jane G. Clayton
County Clerk

JGC/ndc

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)	\$7,366,138.78*
Realty Transfer Fees (County)	2,857,614.72
Judicial Section Fees	66,496.97
Cash Bail Forfeitures	55,000.00
Interest of Investment of Bail Account Funds	56,719.17
Recording Fees	1,836,769.48
Filing Fees	768,950.12
Interest - Recording Department	23,174.91
Interest - Judicial Department	<u>19,992.46</u>
 TOTAL REVENUE FOR 1988	 13,050,856.61

* The total revenue for Realty Transfer Fees (State) was \$7,366,138.78. Of this amount \$4,752,835.60 went directly to the State and \$2,613,303.18 went to Neighborhood Preservation Non-Lapsing Revolving Fund.

REVENUE SECTION

1985-1988 COMPARISON

	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
Realty Transfer Fees (State)	\$3,626,333.53	\$5,348,053.50	\$5,724,496.80	\$7,366,138.78
Realty Transfer Fees (County)	2,124,787.97	2,997,652.70	3,260,840.14	2,857,614.72
Judicial Section Fees	37,225.40	50,356.90	68,459.30	66,496.97
Cash Bail Forfeitures	100,253.64	72,750.00	105,102.55	55,000.00
Interest of Investment Bail Account Funds	45,081.42	60,921.20	59,445.28	56,719.17
Recording Fees	1,031,210.98	2,094,616.77	2,183,277.34	1,836,769.48
Filing Fees	472,765.64	800,531.59	863,165.61	768,950.12
Interest - Recording Department	14,956.77	31,922.81	27,975.90	23,174.91
Interest - Judicial Account	<u>17,593.30</u>	<u>12,891.87</u>	<u>18,803.40</u>	<u>19,992.46</u>
	7,470,208.65	11,469,697.34	12,311,566.32	13,050,856.61

LAND RECORDS SECTION

1. Recording Operations

Deeds	21,939
Mortgages	39,287
Miscellaneous	<u>21,127</u>
TOTAL FOR 1988	82,353

2. Filing Operations

Notice of Settlements	17,770
Financing Statements	3,455
Miscellaneous Papers	8
Termination Statements (Financing Statements, Continuations & Assignments) Amended & Partial Releases	2,953
Mechanics Notice of Intention	580
Discharges of Mechanics Notice of Intention, Partial Releases, Stop	587
Aircraft Lien	2
Stop Notices	10
Discharges of Stop Notices	5
Reimbursement Agreements & Discharges	8
Physician's & Hospital Lien & Discharges	227
Institutional Liens Filed & Discharges	138
Federal Tax Liens & Discharges	3,126
Real Estate & Chattel Mortgages Cancelled	24,136
Inheritance Tax Waivers	813
Miscellaneous Records	9
Release of Judgments	19
Vacating of Roads	21
Sheriff's Bonds	1
Trade Names Filed	2,810

Stream Encroachment Permits	57
Trade Name Discharges	134
Building Contracts Filed & Discharges	147
Lis Pendens Filed	566
Lis Pendens Recorded	290
Lis Pendens Discharges	390
Maps Filed	263
Exempt Firemen Certificates Filed	102
Medical License	<u>27</u>
TOTAL FOR 1988	58,654

3. Machine Room

Abstracts furnished to Tax Board and State Tax Equalization Program and the Assessors of all 53 Municipalities	53,670
Total Pages Microfilmed plus all filed papers, notices of settlements	403,711
Xerox Copies Furnished (Certified Copies and Plain Copies)	4,473
Rolls of Film Processed for Security	151
Rolls of Film, Cancelled Mortgages	27
Cancellations Filmed	51,400
Books Printed	<u>380</u>
TOTAL FOR 1988	513,812

4. Miscellaneous

Revolver Permits Issued	90
Maps to American Blueprint Co.	1,058

Maps Printed in-house	1,034
Veterans Licenses Issued	27
Documents Returned To Sender for Correction	<u>13,117</u>
TOTAL FOR 1988	15,326

COMPARISON 1985-1988

<u>RECORDING SECTION</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>
Deeds	24,408	26,735	26,293	21,939
Mortgages	34,572	50,221	51,721	39,287
Miscellaneous	<u>15,737</u>	<u>19,869</u>	<u>22,908</u>	<u>21,127</u>
TOTAL	74,717	96,825	100,922	82,353
<u>MACHINE ROOM</u>				
Abstracts Furnished to Tax Board, State Tax Equal- ization Program and the 53 Municipalities	61,196	69,216	60,888	53,670
Total Pages Microfilmed	321,065	369,012	518,809	403,711
Rolls of Film Processed for Security	243	245	179	151
Cancellations Filmed	40,692	60,518	72,736	51,400
Books Printed	<u>301</u>	<u>382</u>	<u>404</u>	<u>380</u>
	423,497	499,373	653,016	509,312
<u>PASSPORTS</u>				
Passport Applications	12,137	7,923	9,728	10,012

ELECTION SECTION

1. Absentee Ballots Mailed

Special Election-11th Leg. Dist.	1,797
Primary Election	2,004
General Election	18,620
School Elections	3,133
Special School Elections	167
Fire Elections	35
CAP Elections	17
Municipal Elections	275
Special Municipal Election	<u>95</u>
TOTAL	26,143

2. Sample Ballots

Primary Election	280,250
General Election	305,382

3. Election Districts

Total for 1988	390
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In 1988, 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 1988 11th Legislative District Sample Ballots, Machine Ballots and computerized Absentee Ballots.

Prepared the 1988 Primary Election Sample Ballots, Machine Ballots and computerized Absentee Ballots.

Prepared the 1988 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, 1988 7,569

Cases Added

New cases added to calendar between January 1,
1988 and December 31, 1988 7,205

Cases transferred from Special Civil Part 101

Cases transferred from Chancery, other County, etc. 169

Cases Reinstated 1,573

TOTAL NUMBER OF CASES ADDED 9,048

Cases Disposed of between January 1, 1988 and
December 31, 1988

Disposed of by trial, settlement, dismissal or
discontinuance 8,361

Transferred to Special Civil Part 30

Other Disposition (to Chancery, other County, etc.) 77

TOTAL NUMBER OF CASES DISPOSED OF 8,468

Cases Pending as of January 1, 1989

Active cases pending 10,985

Inactive cases pending 90

TOTAL NUMBER OF CASES PENDING 11,075

Domestic Relations Division

Complaints pending as of January 1, 1988 227

Complaints added 7,578

Complaints disposed of 6,565

Complaints pending as of December 31, 1988 617

Juvenile Division (Delinquency and Crisis)

Cases pending as of January 1, 1988	514
Complaints added	6,826
Complaints disposed of	6,337
Complaints pending as of December 31, 1988	1,091

Criminal Division

Indictments & Accusations filed in 1988	2,383
Municipal Court Appeals	323
Miscellaneous cases filed	2,893

PASSPORT AND NATURALIZATION SECTION

1. PASSPORTS

Applications 10,012

2. NATURALIZATION

Citizenship Papers Filed 117

Certificates Issued 271

Applications Pending 42

Notary Public Oaths 1,882

ID Cards Issues 1,233

County Clerk Certificates 394

MICROFILM SECTION

COUNTY CLERK JUDICIAL

Criminal Files

1988

Files Processed	5,296
Rolls of Film Processed	96

All Criminal Files are Jacketed

Criminal Up-Dates

Up-Dates	565
Rolls of Film Processed	9

SURROGATES OFFICE

Receipts & Discharge Books

Books Microfilmed	76
Rolls of Film Processed	20

New Estates

Rolls of Film Processed	20
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All New Estates are jacketed

Miscellaneous

Grantor	20
Rolls of Film Processed	1

Marriage Books	6
Rolls of Film Processed	1

Miscellaneous Film Processed	20
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SHERIFF'S OFFICE

I.D. Bureau

Updates	1.518
Rolls of Film Processed	11

Summons & Complaints

Books Microfilmed	33
Rolls of Film Processed	5

COUNTY CLERK ARCHIVES

Monmouth County Pleas Court Files	8,654
Rolls of Film Processed	42

TOTAL NUMBER OF FILMS PROCESSED 225

Every roll of film which is processed must be proofread and all corrections made. This is a very long and tedious operation.

TOTAL NUMBER OF BOOKS MICROFILMED 135

