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Monmouth County Clerk

*“Keeper Of
The Records”*

1989

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 27, 1990

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 1989.

Our recording department provides a 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. In 1989 the total amount of revenue for the County Clerk's Office was \$10,157,002.69.

As you can see from the Revenue Section Comparison, there has been a decrease in total revenue from 1988 to 1989 of \$2,893,853.92. Considerably less Deeds and Mortgages were recorded in 1989, and I fully expect this declining trend to continue through 1990.

Work in the Archives has progressed rapidly. During 1989, a two-phase inventory was completed; 5,700 boxes, received from various County departments and stored in the Archives, were listed and assigned locations on inventory control sheets.

The second phase of the inventory operation consisted of a listing of ancient documents held in the Archives; 1,000 boxes were inventoried, categorized and assigned locations. The inventory of the ancient documents also included deed books, mortgage books, chattel mortgage books and miscellaneous old documents.

Once the inventory was completed, attention was focused on the ancient documents. By the end of 1989, approximately 30,000 documents were sorted by series, unfolded, restored and, in some cases, encapsulated in mylar to prevent further deterioration. As each category was completed, the documents were indexed.

Throughout 1990, eight (8) high priority categories will be processed (approximately 30,000 documents), with more attention focused on the encapsulation of super sensitive documents. The computer will be installed in the early part of 1990. At that time, all data from the completed categories will be entered into a main file in the computer. The computer program will be set up so that when a genealogist requests information on a specific individual, we will be able to provide them with a listing of all records stored under the various categories in the Archives regarding that individual.

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.

In addition, the Microfilm section continues to provide daily assistance to the various departments which use their facilities.

The increase in new cases in the Judicial Section is continuous. Every year programs are initiated by the Supreme Court and the Administrative Office of the Courts that require emergency application of personnel. Additionally, vacant positions are not filled promptly and because of statutory time limitations, personnel are required to pick up additional work to meet scheduling mandates.

It is anticipated that in 1990 the Law Division will be required to backload approximately 12,000 cases into the State's Automated Case Management computer system. This backlog will have to take place during off hours in order to keep up with the current workload. The State's estimate is that the backloading of a Superior Court case will average 20 minutes per case; which breaks down to approximately 4,000 man hours, and more than \$20,000 in overtime. We are attempting to reduce this cost by delaying the backloading for a period of six months, thereby reducing the number of cases required to be entered as part of the backloading, as well as the overtime required.

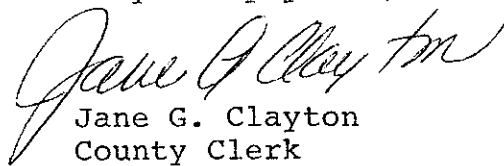
This year the County Clerk's County Election Section processed over 14,000 absentee ballots. For the first time year we used the new computer system to enter all of the information necessary in processing absentee ballots. The daily lists which are supplied to Voter Registration were computerized, as well as the labels for sending out absentee ballots, and the lists which are supplied on a daily basis to both Republican and Democrat Headquarters. This resulted in less overtime for the County Clerk's Election personnel, and for the first time it was not necessary to hire outside temporaries to assist during the Primary and General Elections.

County Clerk's Office
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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.

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 (3)

REVENUE SECTION

Realty Transfer Fees (State)	\$5,470,678.29*
Realty Transfer Fees (County)	2,100,675.71
Judicial Section Fees	63,431.80
Cash Bail Forfeitures	89,425.00
Interest of Investment of Bail Account Funds	85,956.63
Recording Fees	1,564,085.39
Filing Fees	734,057.72
Interest - Recording Department	21,577.45
Interest - Judicial Department	<u>27,114.70</u>
 TOTAL REVENUE FOR 1989	 10,157,002.69

* The total revenue for Realty Transfer Fees (State) was \$5,470,678.29. Of this amount \$3,635,591.43 went directly to the State and \$1,835,086.86 went to Neighborhood Preservation Non-Lapsing Revolving Fund.

REVENUE SECTION

1985-1989 COMPARISON

	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
Realty Transfer Fees (State)	\$3,626,333.53	\$5,348,053.50	\$5,724,496.80	\$7,366,138.78	\$5,470,678.29
Realty Transfer Fees (County)	2,124,787.97	2,997,652.70	3,260,840.14	2,857,614.72	2,100,675.71
Judicial Section Fees	37,225.40	50,356.90	68,459.30	66,496.97	63,431.80
Cash Bail Forfeitures	100,253.64	72,750.00	105,102.55	55,000.00	89,425.00
Interest of Investment Bail Account Funds	45,081.42	60,921.20	59,445.28	56,719.17	85,956.63
Recording Fees	1,031,210.98	2,094,616.77	2,183,277.34	1,836,769.48	1,564,085.39
Filing Fees	472,765.64	800,531.59	863,165.61	768,950.12	734,057.72
Interest - Recording Department	14,956.77	31,922.81	27,975.90	23,174.91	21,577.45
Interest - Judicial Account	<u>17,593.30</u>	<u>12,891.87</u>	<u>18,803.40</u>	<u>19,992.46</u>	<u>27,114.70</u>
	7,470,208.65	11,469,697.34	12,311,566.32	13,050,856.61	10,157,002.69

COMPARISON 1985-1989

<u>RECORDING SECTION</u>	<u>1985</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>
Deeds	24,408	26,735	26,293	21,939	17,882
Mortgages	34,572	50,221	51,721	39,287	35,980
Miscellaneous	<u>15,737</u>	<u>19,869</u>	<u>22,908</u>	<u>21,127</u>	<u>18,447</u>
TOTAL	74,717	96,825	100,922	82,353	72,309

MACHINE ROOM

Abstracts Furnished to Tax Board, State Tax Equalization Program and the 53 Municipalities	61,196	69,216	60,888	53,670	40,917
Total Pages Microfilmed	321,065	369,012	518,809	403,711	359,100
Rolls of Film Processed for Security	243	245	179	151	156
Cancellations Filmed	40,692	60,518	72,736	51,400	43,314
Books Printed	<u>301</u>	<u>382</u>	<u>404</u>	<u>380</u>	<u>380</u>
	423,497	499,373	653,016	509,312	443,867

PASSPORTS

Passport Applications	12,137	7,923	9,728	10,012	9,480
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LAND RECORDS SECTION

1. Recording Operations

Deeds	17,882
Mortgages	35,980
Miscellaneous	<u>18,447</u>
TOTAL FOR 1989	72,309

2. Filing Operations

Notice of Settlements	14,716
Financing Statements	2,899
Miscellaneous Papers	3
Termination Statements (Financing Statements, Continuations & Assignments) Amended & Partial Releases	2,627
Mechanics Notice of Intention	583
Discharges of Mechanics Notice of Intention, Partial Releases, Stop	745
Stop Notices	13
Discharges of Stop Notices	4
Reimbursement Agreements & Discharges	11
Physician's & Hospital Lien & Discharges	128
Institutional Liens Filed & Discharges	129
Federal Tax Liens & Discharges	3,195
Real Estate & Chattel Mortgages Cancelled	20,622
Inheritance Tax Waivers	743
Miscellaneous Records	4
Release of Judgments	16
Vacating of Roads	14
Trade Names Filed	2,158

Stream Encroachment Permits	83
Building Contracts Filed & Discharges	139
Lis Pendens Filed	987
Lis Pendens Recorded	260
Lis Pendens Discharges	459
Maps Filed	99
Exempt Firemen Certificates Filed	103
Medical License	<u>43</u>
TOTAL FOR 1989	50,783

3. Machine Room

Abstracts furnished to Tax Board and State Tax Equalization Program and the Assessors of all 53 Municipalities	40,917
Total Pages Microfilmed plus all filed papers, notices of settlements	359,100
Xerox Copies Furnished (Certified Copies and Plain Copies)	5,180
Rolls of Film Processed for Security	156
Rolls of Film, Cancelled Mortgages	23
Cancellations Filmed	43,314
Books Printed	<u>380</u>
TOTAL FOR 1989	449,070

4. Miscellaneous

Revolver Permits Issued	44
Maps to American Blueprint Co.	719

Maps Printed in-house	1,572
Veterans Licenses Issued	33
Documents Returned To Sender for Correction	<u>11,018</u>
TOTAL FOR 1989	13,386

ELECTION SECTION

1. Absentee Ballots Mailed

Primary Election	1,077
General Election	10,105
School Elections	2,263
Special School Elections	213
Fire Elections	110
CAP Elections	42
Municipal Elections	<u>483</u>
 TOTAL	 14,293

In 1989, the Election Section performed the following functions under Title 19:

Assisted the Monmouth County Board of Education in the preparation and revision of all school election absentee ballots to the updated computer data card form.

Prepared all Municipal Petitions for Mayors, Members of Borough Council, Township Committee and County Committee.

Assisted Municipal Clerk's in their various Municipal and Special Municipal Elections.

Prepared the 1989 Primary Election sample ballots, machine ballots and computerized absentee ballots.

Prepared the 1989 General Election sample ballots, machine ballots and computerized absentee ballots.

Designed, prepared, printed and packaged the 1989 General Election emergency ballots.

Processed in excess of 14,293 absentee ballots requests.

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

Verified petition signatures for both Republican and Democratic county candidates and all Independent candidates.

Totally revised the 1989 General Election result sheet to the present NCR forms.

JUDICIAL SECTION

Law Division of the Superior Court, Monmouth County

Total Superior Court Cases on calendar pending as of
January 1, 1989 10,985

Cases Added

New cases added to calendar between January 1,
1989 and December 31, 1989 9,081

Cases transferred from Special Civil Part 123

Cases transferred from Chancery, other County, etc. 193

Cases Reinstated 2,045

TOTAL NUMBER OF CASES ADDED 11,442

Cases Disposed of between January 1, 1989 and
December 31, 1989

Disposed of by trial, settlement, dismissal or
discontinuance 9,944

Transferred to Special Civil Part 63

Other Disposition (to Chancery, other County, etc.) 124

TOTAL NUMBER OF CASES DISPOSED OF 10,131

Cases Pending as of January 1, 1990

Active cases pending 11,994

Inactive cases pending 97

TOTAL NUMBER OF CASES PENDING 12,091

Non Dissolution Division (Domestic, Abuse and Neglect, Criminal
transfers, Termination of Parental Rights, and Domestic Violence)

Complaints pending as of January 1, 1989 723

Complaints added 7,567

Complaints disposed of 7,541

Complaints pending as of December 31, 1989 749

Juvenile Division (Delinquency and Crisis)

Cases pending as of January 1, 1989	1,043
Complaints added	6,565
Complaints disposed of	6,955
Complaints pending as of December 31, 1989	653

Dissolution

Complaints pending as of January 1, 1989	1,416
Complaints added	2,173
Complaints disposed of	2,217
Complaints pending as of December 31, 1989	1,372

Criminal Division

Indictments & Accusations filed in 1989	2,333
Municipal Court Appeals	377
Miscellaneous cases filed	3,213

PASSPORT AND NATURALIZATION SECTION

1.	<u>Passports</u>	
	Applications	9,480
2.	<u>Naturalization</u>	
	Citizenship Papers Filed	106
	Certificates Issued	115
	Applications Pending	34
3.	<u>Notaries Public</u>	1,700
4.	<u>NJ State ID's Issued</u>	1,539
5.	<u>County Clerk Certificates Issued</u>	1,515

MICROFILM SECTION

COUNTY CLERK JUDICIAL

<u>Criminal Files</u>	<u>1989</u>
Files Processed	2,327
Rolls of Film Processed	46
All Criminal Files are Jacketed	

<u>Criminal Up-Dates</u>	
Up-Dates	659
Rolls of Film Processed	28

SURROGATES OFFICE

New Estates	20
Miscellaneous	20

COUNTY CLERK ARCHIVES

Monmouth County Pleas Court Files	16,436
Rolls of Film Processed	98
Monmouth County Freeholders Minute Books	152
Rolls of film processed	38

Black Birth Book

Files	44
Film Processed	1

Expungements - 1956-1972

Files	157
Rolls of film processed	2

SHERIFF'S OFFICE

I.D. Updates

Files processed	714
Rolls of film processed	4

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

ARCHIVES

In 1989 the following boxes, each containing approximately 300 papers, were unfolded and put in chronological order. In some cases, if the papers were in poor condition. They were immediately encapsulated to prevent further deterioration.

	<u>BOXES COMPLETED</u>
Business Names	10
Civil War Papers	4
Condemnations of Property	5
Exempt Fireman Certificates	12
Inquests & Coroners Certificates	23
Marriage Records	12
Applications for Marriage	1
Oaths of Office	9
Oyer Terminar	8
Physicians Certificates	3
Revolutionary Papers	1
Roads	26
Tavern Applications	<u>18</u>
	132