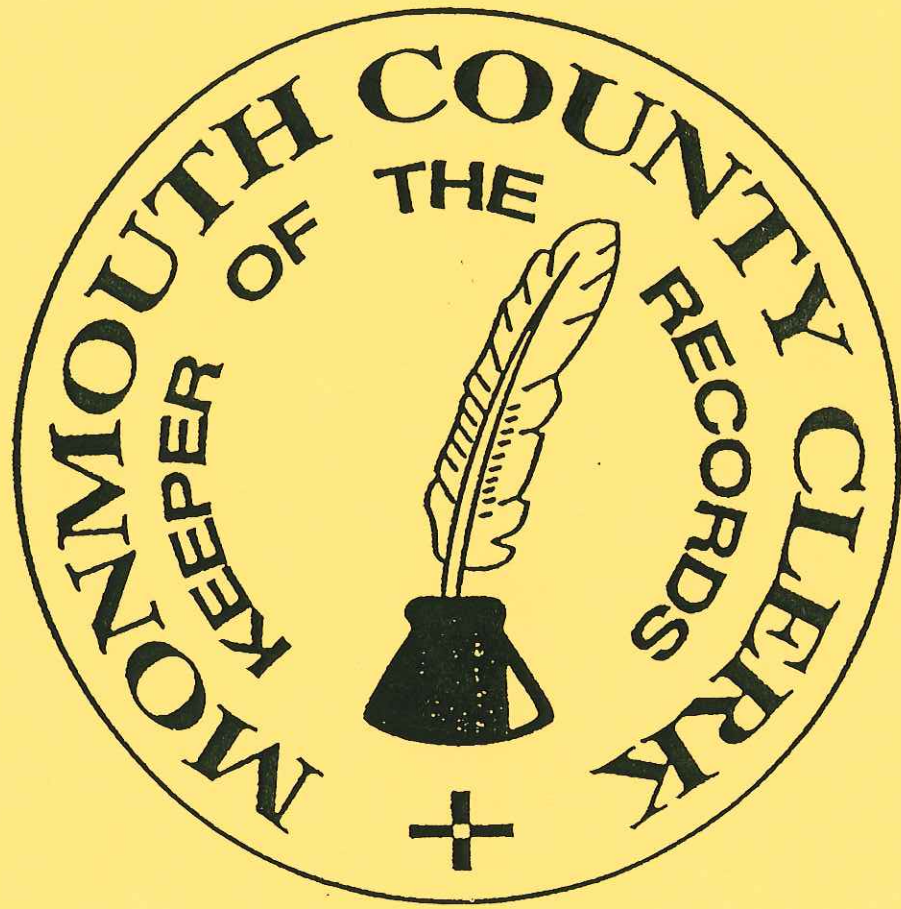


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# ANNUAL REPORT

COUNTY DOCUMENTS  
MONMOUTH COUNTY LIBRARY

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

April 16, 1991

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 1990.

As you can see from the cover of this report, we have a new seal here in the Monmouth County Clerk's Office. It was designed by Vincent Schiuto of the Planning Board, at no cost to the County. The plates on our stamp machines had to be replaced and it was no longer feasible to use the "Scales of Justice", since the State will eventually be taking over the County Clerk's Judicial section.

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 1990 the total amount of revenue for the County Clerk's Office was \$8,292,697.39.

The Revenue Section Comparison, indicates there has been a decrease in total revenue from 1989 to 1990 of 1,864,305.30. The amount of Deeds and Mortgages recorded continued to decline through 1990.

The Archives and Central Microfilm section of the County Clerk's office continue to work in conjunction with one another to reach their final goal of preserving for posterity all County records of historical value.

The overall goals of the Monmouth County Clerk's Judicial section are to maintain Court records for both private and public use. The processing of Court pleadings, recording of fees and the prompt scheduling of Court matters is an ongoing goal. Management continues to monitor caseload and implement alternative dispute resolution programs in order to maximize efficiency without adding additional personnel resources.


During 1990 the Judicial Section increased their number of dispositions, but the backload of cases was not reduced because of the increase in law suits filed. There has also been a reduction in the number of Judges available during 1990. It is anticipated that during the 1991 year, additional Judges will be appointed, which should greatly enhance the ability to implement new alternate dispute resolution programs and otherwise dispose of cases by increasing the number of cases scheduled for trial.

This year the County Clerk's County Election Section processed over 12,000 absentee ballots. The overtime in this section was reduced substantially using the computer system which was initiated in 1989.

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

REVENUE SECTION

Realty Transfer Fees (State)	\$4,302,642.25*
Realty Transfer Fees (County)	1,548,427.00
Judicial Section Fees	70,638.97
Cash Bail Forfeitures	117,711.46
Interest of Investment of Bail Account Funds	94,894.68
Recording Fees	1,374,806.50
Filing Fees	730,249.24
Interest - Recording Department	31,293.09
Interest - Judicial Department	<u>22,034.20</u>
 TOTAL REVENUE FOR 1990	 8,292,697.39

\* The total revenue for Realty Transfer Fees (State) was \$4,302,642.25. Of this amount \$2,850,771.73 went directly to the State and \$1,451,870.52 went to Neighborhood Preservation Non-Lapsing Revolving Fund.

REVENUE SECTION

1986-1990 COMPARISON

	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
Realty Transfer Fees (State)	\$5,348,053.50	\$5,724,496.80	\$7,366,138.78	\$5,470,678.29	\$4,302,642.25
Realty Transfer Fees (County)	2,997,652.70	3,260,840.14	2,857,614.72	2,100,675.71	1,548,427.00
Judicial Section Fees	50,356.90	68,459.30	66,496.97	63,431.80	70,638.97
Cash Bail Forfeitures	72,750.00	105,102.55	55,000.00	89,425.00	117,711.46
Interest of Investment Bail Account Funds	60,921.20	59,445.28	56,719.17	85,956.63	94,894.68
Recording Fees	2,094,616.77	2,183,277.34	1,836,769.48	1,564,085.39	1,374,806.50
Filing Fees	800,531.59	863,165.61	768,950.12	734,057.72	730,249.24
Interest - Recording Department	31,922.81	27,975.90	23,174.91	21,577.45	31,293.09
Interest - Judicial Account	<u>12,891.87</u>	<u>18,803.40</u>	<u>19,992.46</u>	<u>27,114.70</u>	<u>22,034.20</u>
	11,469,697.34	12,311,566.32	13,050,856.61	10,157,002.69	8,292,697.39

LAND RECORDS SECTION

1. Recording Operations

Deeds	16,477
Mortgages	29,193
Miscellaneous	<u>17,119</u>
TOTAL FOR 1990	62,789

2. Filing Operations

Notice of Settlements	13,289
Financing Statements	4,190
Termination Statements (Financing Statements, Continuations & Assignments) Amended & Partial Releases	2,496
Mechanics Notice of Intention	854
Discharges of Mechanics Notice of Intention, Partial Releases, Stop & Subornations	733
Stop Notices	12
Discharges of Stop Notices	3
Reimbursement Agreements & Discharges	
Physician's & Hospital Lien & Discharges	143
Institutional Liens Filed & Discharges	154
Federal Tax Liens & Discharges	3,975
Real Estate & Chattel Mortgages Cancelled	19,572
Inheritance Tax Waivers	762
Miscellaneous Records	7
Release of Judgments	34
Vacating of Roads	17
Trade Names Filed	2,753

Stream Encroachment Permits	63
Building Contracts Filed & Discharges	87
Lis Pendens Filed	1,716
Lis Pendens Recorded	228
Lis Pendens Discharged	443
Maps Filed	138
Exempt Firemen Certificates Filed	188
Medical License	<u>23</u>
TOTAL FOR 1990	51,880

3. Miscellaneous

Revolver Permits Issued	63
Maps to American Blueprint Co.	190
Maps Printed in-house	1,797
Veterans Licenses Issued	33
Documents Returned to Sender for Correction	9,814
County Clerk Certificates	2,154
Notaries Public	<u>1,674</u>
TOTAL FOR 1990	15,725

COMPARISON 1986-1990

<u>RECORDING SECTION</u>	<u>1986</u>	<u>1987</u>	<u>1988</u>	<u>1989</u>	<u>1990</u>
Deeds	26,735	26,293	21,939	17,882	16,477
Mortgages	50,221	51,721	39,287	35,980	29,193
Miscellaneous	<u>19,869</u>	<u>22,908</u>	<u>21,127</u>	<u>18,447</u>	<u>17,119</u>
TOTAL	96,825	100,922	82,353	72,309	62,789



ELECTION SECTION

1990

1. Absentee Ballots Mailed	
Primary Election	750
General Election	7,762
School Elections	2,937
Special School Elections	366
Fire Elections	195
CAP Elections	32
Municipal Elections	579
Special Municipal	41
Recall Election	<u>125</u>
TOTAL	12,787

In 1990, 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 1990 Primary Election sample ballots, machine ballots and computerized absentee ballots.

Prepared the 1990 General Election sample ballots, machine ballots and computerized absentee ballots.

Designed, prepared, printed and packaged the 1990 General Election emergency ballots.

Processed in excess of 12,787 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 1990 Primary 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, 1990 11,994

Cases Added

New cases added to calendar between January 1,  
1990 and December 31, 1990 9,621

Cases transferred from Special Civil Part 124

Cases transferred from Chancery, other County, etc. 150

Cases Reinstated 535

TOTAL NUMBER OF CASES ADDED 10,430

Cases Disposed of between January 1, 1990 and  
December 31, 1990

Disposed of by trial, settlement, dismissal or  
discontinuance 8,564

Transferred to Special Civil Part 49

Other Disposition (to Chancery, other County, etc.) 111

TOTAL NUMBER OF CASES DISPOSED OF 8,724

Cases Pending as of January 1, 1991

Active cases pending 13,945

Inactive cases pending 114

TOTAL NUMBER OF CASES PENDING 14,059

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

Complaints pending as of January 1, 1990 749

Complaints added 9,484

Complaints disposed of 9,503

Complaints pending as of December 31, 1990 756

Juvenile Division (Delinquency and Crisis)

Cases pending as of January 1, 1990	653
Complaints added	6,527
Complaints disposed of	6,002
Complaints pending as of December 31, 1990	1,251

Dissolution

Complaints pending as of January 1, 1990	1,372
Complaints added	2,751
Complaints disposed of	2,416
Complaints pending as of December 31, 1990	1,736

Criminal Division

Indictments & Accusations filed in 1990	2,010
Municipal Court Appeals	388
Miscellaneous cases filed	1,527

MICROFILM SECTION

COUNTY CLERK JUDICIAL

Criminal Files

1990

Files Processed 3,749  
Rolls of Film Processed 84

All Criminal Files are Jacketed

Criminal Up-Dates

Up-Dates 984  
Rolls of Film Processed 12

SURROGATES OFFICE

New Estates 24  
Miscellaneous 24  
Adoption Files 15

COUNTY CLERK ARCHIVES

Marriage Returns 16 Boxes  
Rolls of Film Processed 6

Tavern Applications 45 Boxes  
Rolls of Film Processed 17

Firemans Exempt Certificates  
Rolls of Film Processed 4

EXPUNGEMENTS - 1973-1983

Files 263  
Rolls of film processed 5

SHERIFF'S OFFICE

Summons and complaints 277 Books  
Rolls of film processed 8

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

ARCHIVES

In 1990 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.

BOXES COMPLETED

Exempt Fireman Certificates	14
Inquests & Coroners Certificates	47
Marriage Records	11
Oaths of Office	3
Roads	24
Tavern Applications	<u>37</u>
	136

PASSPORT AND NATURALIZATION SECTION

1.	<u>Passports</u>	
	Applications	10,475
2.	<u>Naturalization</u>	
	Citizenship Papers Filed	286
	Certificates Issued	289
	Applications Pending	30
3.	<u>NJ State ID's Issued</u>	1,984