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NOTICE

Dear Recorder,

Cover Sheet or Electronic Synopsis Requirement Effective May 1, 2017

In compliance with P.L. 2011, c. 217 (NJSA 45:26A-5) a cover sheet or an electronic synopsis will be required with all land documents submitted for recording.

Customers who record documents in hard copy format via U.S. Mail, express, courier or over the counter must have an attached cover sheet. The cover sheet is considered your first page.

\$20.00 Additional Fee Will Be Charged for Documents Submitted Without a Cover Sheet:

NJSA 45:26A-5(c) provides if no electronic synopsis or cover sheet is included an additional fee of \$20.00 for the cost of indexing the document is charged.

Escrow Account Customers: Who submit land documents without the required cover sheet will have their recording accounts debited the additional \$20.00 fee per document.

Customers Paying by Check: Those who submit land documents without the required cover sheet or fee will have their unrecorded documents returned with a letter requesting the additional fee. Please see the fee schedule for acceptable payment methods.

eRecording Customers who are Compliant with the Cover Sheet/Electronic Synopsis Requirements:

For those customers who electronically record documents, a cover sheet/electronic synopsis is an integrated part of the document submitted. There is no further requirement for customers who use eRecord. If you are not currently an eRecording customer and you would like to register for an eRecording account in Hudson County, please contact us.

Jeffrey Dublin
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