



REGISTER OF DEEDS AND MORTGAGES
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Hall of Records
Room 130
Newark, NJ 07102

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Register

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February 24, 2020

Dear Recording Customer/Submitter

Requirement of Cover Sheet or Electronic Synopsis since May 1, 2017

In compliance with P.L. 2011/, c.217 (NJSA 46:26A-5), a cover sheet or an electronic synopsis is required with all land documents submitted for recording. This requirement became effective May 1, 2017.

- A. *HARD COPY FORMAT:* For customers/submitters seeking to record documents in hard copy format via U.S. Mail, express, courier or over the counter – a cover sheet is required. The cover sheet contains mandatory indexing fields which are to be completed by the submitter and, effective immediately, all cover sheets should list as Essex County Register of Deeds & Mortgages, the name of the individual currently holding that Office, Honorable Juan M. Rivera, Jr. Here is a link to a current cover sheet which may be used with your hard copy documents submitted for recording: <http://essexregister.com> Please make sure that your hard copy documents are submitted with a cover sheet as N.J.S.A. 46:26a-5 provides that if no cover sheet is included, an additional fee of \$20.00 will be charged for the additional cost of indexing. All customers/submitters who submit land documents without the required cover sheet will have their unrecorded documents returned with a letter requesting the additional fee,

A \$10.00 recording fee will be assessed for the cover sheet, which becomes part of the recorded document.

- B. *E-RECORDING FORMAT:* For customers/submitters who electronically record documents, a cover sheet-electronic synopsis is an integrated part of the document submitted.