

# County of Erie

CHRISTOPHER L JACOBS  
COUNTY CLERK

## Memorandum

DATE: November 30, 2012

TO: Cashiers and Customers of the Clerk's Office

FROM: Patricia L Fulwiler, Deputy County Clerk - Legal

RE: **Cover Page Requirements**

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As a result of the study conducted by the Registrar's Re-Engineering Working Group initiated by Christopher L. Jacobs, Erie County Clerk, the Erie County Clerk's Office has implemented the use of Cover Pages required for the filing of certain specific document forms, effective December 1, 2012. After January 1, 2013 no deeds, mortgages, or affidavits will be accepted without this cover page. This cover page will be limited to all deeds, mortgages, and affidavits and will replace the current cover page generated by the Clerk's Office for those document types.

Please note that the Cover Page is required for the actual document and not for every instrument recorded in that book type; i.e. a Warranty Deed rather than an Easement Agreement. Both documents are recorded in the Deed Books, but a Cover Page is required ONLY for the Warranty Deed. In addition, Affidavits attached to the primary document and not filed separately (such as Mortgage Tax Affidavits) will NOT require a cover page.

We anticipate that the required use of this COVER PAGE when presenting documents for recording will decrease the recording time, both waiting for a cashier as well as recording at the window and will decrease the work required to verify documents, thereby speeding the return of original documents. In addition, it will introduce a portion of the processes required in Electronic Recording of land records which was voted into law, effective September 22, but is not yet fully incorporated by many New York counties, including Erie.

The Fill-in .pdf forms can be obtained online at the Erie County Clerk's website (<http://www2.erie.gov/clerk/index.php?q=land-records>) or on the desktops of the public computers in the Registrar's Office.