

**Office of the  
Suffolk County Clerk  
2012 Annual Report**



**February 1, 2013**

**Judith A. Pascale  
County Clerk**

# SUFFOLK COUNTY CLERK



JUDITH A. PASCALE

February 1, 2013

Honorable Steve Bellone  
Suffolk County Executive

Honorable Members of the  
Suffolk County Legislature

Ladies and Gentlemen:

In compliance with Section 406 of County Law, I hereby submit the Suffolk County Clerk's Annual Report for fiscal year 2012. The duties of the County Clerk's Office are mandated by the State Constitution and by state and local law. These duties are executed by a dedicated staff that works diligently to serve the public.

The work of the Clerk's Office affects and services more residents of Suffolk County than any other county office. Every deed, mortgage, lien, judgment, business certificate or incorporation, U.C.C. document, civil and criminal court record, notary public and veteran discharge is filed or recorded with the Clerk's Office.

The Suffolk County Clerk's Office is the busiest Clerk's Office in New York State. Hundreds of thousands of vital property, business and court documents are filed or recorded annually. These records must be maintained in perpetuity. In addition, the County Clerk is responsible for safeguarding the vital historical records of the County, as well as the records of other county departments stored in our Records Center at the BOMARC facility in Westhampton.

Despite the current economic climate, my office continues to be the one of the largest revenue generating offices in the County, delivering **\$17.8 million to the General Fund in 2012** as compared to \$17.1 million in 2011.

The Clerk's Office collected **\$260,316,415** in revenue for 2012 as compared to \$244 million in 2011. The County Treasurer received from this amount the following: **\$17,801,470** County Clerk fees; **\$9,369,640** in Real Property verification fees and **\$1,450,648** from the Court Fund. Thus, **\$28,621,758** in revenue was turned over to the County. In addition, the County Treasurer received **\$3,671,092** Prepaid and **\$63,176,998** in Community Preservation Funds. The total expenditures for the operation of the Clerk's Office are more than offset by user fees generated and revenue collected.

Of the remaining amounts, **\$57,116,561** of Real Estate Transfer Tax was paid to the New York State Department of Taxation and Finance; **\$11,315,567** collected from Court Revenue was paid to the New York State Comptroller; **\$44,283,731** from Mortgage Tax was distributed to the ten towns of Suffolk County; **\$25,524,030** from Mortgage Tax was forwarded to the Metropolitan Transit Authority; **\$17,261,253** was forwarded to the State's Special Assistance accounts; **\$1,960,076** was forwarded to the State of New York Mortgage Agency; **\$941,868** was paid to the Commissioner of Taxation for the New York Commissioner of Education; **\$2,825,609** was paid to the Commissioner of Taxation and Finance for the New York State Cultural Fund; **\$3,322,964** was paid to the New York State Equalization and Assessment Office; **\$81,240** was paid to the New York State Department of State for notaries and **\$82,066** in interest earnings was paid to various agencies.

In 2012, the Clerk's Office was awarded the "**Best of New York**" award from the Center for Digital Government for Best Advancing Service to the Public. This is an annual award that recognizes excellence and outstanding contributions in the area of Information Technology. **This is the third time that the "Best of New York" award has been bestowed on the Suffolk County Clerk's Office.**

In 2012, the Clerk's Office won the "**National Achievement Award**" from the National Association of Counties (NACo) for the design and implementation of the Suffolk County "Public Assistance Real Property Repayment System" calling it one of the Nation's Most Innovative County Government Programs at their National Association of Counties Award Ceremony in Pennsylvania. Working in concert with the Suffolk County Department of Social Services, the Clerk's Office designed and initiated the "DSS Registry Match System Program" in 2011 which identified all pre-1987 DSS bonds and mortgages, prompting their re-recording into the public record and thereby securing all such future claims owed to Suffolk County.

In 2012, the Clerk's Office continued with the "**Deed Alert Notification Program**" informing the public that, if requested, the Clerk would provide a certified deed of their property at the official government fee of \$5.00. This program was implemented when private deed service companies solicited homeowners offering a certified copy of their deed at costs well above the current County Clerk fee of \$5.00 (in some cases twenty times the amount).

In 2012, the County Executive and Legislature approved funding for the upgrade of the **Clerk's Court Minutes System**. This funding has allowed us to take the next step in complying with the New York State's E-Filing Program. In fact, in March of this year, the Office of Court Administration will commence mandatory electronic filing of select court cases.

In 2012, the County Executive and Legislature approved funding for the upgrade of the **Clerk's Record Retrieval System**. Due to New York State mandates and legislation moving forward related to the electronic recording of land documents, it is critical that the Clerk's Office has the tools necessary to effectuate such a task.

My goals for the Suffolk County Clerk's Office continue to be *privacy protection*, the continued pursuit of *innovative technology*, *responsive constituent service*, *efficiency*, *productivity* and *revenue generation*. These goals have been strategically implemented in all work flow processes and employee culture.

As the State moves forward with legislation allowing for the *electronic filing and recording of documents*, my office continues to be at the forefront of this new technology and will continue to work closely with NYSACC to ensure that County Clerks have the tools and resources necessary to accept the electronic transmission of documents in the most efficient, proper, and cost effective manner.

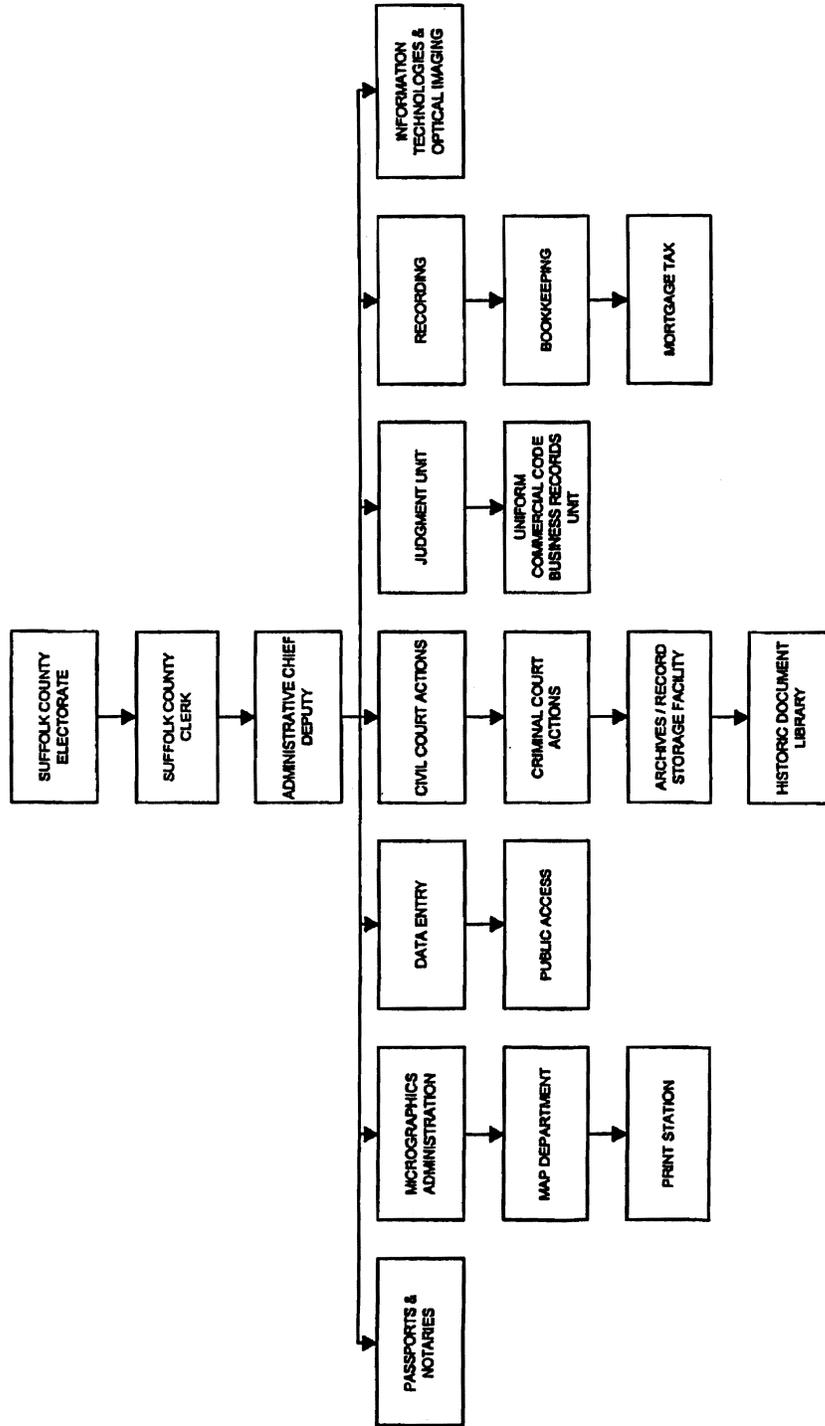
I am confident that the County Executive and the County Legislature will continue to provide sufficient resources to allow the Clerk's Office to meet its' mandates and fulfill its' fiduciary responsibilities on behalf of the residents of Suffolk County. The Clerk's budget should be tied to revenue collection so that we may continue our mission of utilizing technology to streamline processes and fulfill our commitment of doing more with less.

Respectfully submitted,



Judith A. Pascale  
Suffolk County Clerk

# OFFICE OF THE SUFFOLK COUNTY CLERK ORGANIZATIONAL CHART



# FAST STATS . . . 2012

- ◆ **The ten townships received \$44.3 million in mortgage tax revenues, as compared to \$44.3 million in 2011.**
- ◆ **County Clerk contributed \$17.8 million to the General Fund, as compared to \$17.1 million in 2011.**
- ◆ **137,221 Judgments were filed as compared to 152,844 in 2011.**
- ◆ **Recorded 133,739 mortgage documents, as compared to 127,930 in 2011.**
- ◆ **38,163 Civil Court Index Numbers were issued, as compared to 39,633 in 2011.**
- ◆ **40,473 Small Claim Assessment Review petitions were filed, as compared to 34,045 in 2011.**
- ◆ **\$63.2 million was distributed to the five eastern Towns from the Community Preservation Fund, as compared to \$58.2 million in 2011.**
- ◆ **8,706 Lis Pendens were filed, as compared to 7,210 in 2011.**
- ◆ **589 Judgments of Foreclosure were filed, as compared to 722 in 2011.**

## **Services Provided**

- ◆ Notaries Public
- ◆ D.B.A.(Doing Business As), and Business Certificate and Partnership Certificate Filings
- ◆ Filing of Supreme Court Cases and Related Papers
- ◆ Filing of Major Felony Indictments and Criminal Court Papers
- ◆ Recording of All Land Transactions
- ◆ Filing of All Subdivision Maps
- ◆ Hazardous Waste Site Information
- ◆ Federal and State Tax Liens
- ◆ Storage of County Records
- ◆ Storage of Supreme and County Court Records
- ◆ Filing of Small Claims Assessment Review Petitions
- ◆ All Notary Renewals
- ◆ Filing of Oaths of Office
- ◆ Registry of All Land Transactions
- ◆ Powers of Attorney Filings
- ◆ Filing of Veterans Discharges
- ◆ Issuance of Veterans Peddlers Permits
- ◆ Filing of Uniform Commercial Code Forms Related to Real Property
- ◆ Filing of Money Judgments
- ◆ Senior Citizen Identification Cards
- ◆ Internet Access to Land Records and Images
- ◆ Indexes of Judgments, Liens, Court Minutes, Federal Tax Liens and Mechanic's Liens available at the Clerk's Web-site
- ◆ Certified Copies of all Filed and Recorded Documents
- ◆ Domestic Partnership Registry

## **NEW, IMPROVED AND/OR CONTINUED SERVICES**

### **Website**

The “Virtual Suffolk County Clerk’s Office” website has been enhanced to include a subscription component that allows access to images of records for a fee using credit cards. This new added enhanced service has allowed convenient off site access in addition to contributing to the \$1.3 million revenue stream for printing purposes. New upgrades to the Assessor website have made it easier for the assessing agencies to download real time data associated with real property transactions.

### **Technical Accomplishments**

Completion of the Data Center in the County Center has allowed server consolidation and virtualization of user work stations by the use of “thin clients” and VMware software tools. This has greatly reduced overall maintenance and operational costs in addition to eliminating first level help desk calls by allowing complete management of all applications through a unified backend infrastructure. The new infrastructure allows for scalability of a complete disaster recovery/business continuity architecture to be finalized in 2014.

### **New Imaging System**

Replacement of the existing legacy imaging system is scheduled to be completed by 2014. The new system affords the ability to easily integrate e-filing and e-recording functionality in addition to complete electronic workflow of images which will lead to greater intra-agency efficiencies and real time delivery of information to our constituents, businesses and real estate industry.

### **New Tax Map and Sub-Division Viewer**

Implemented a new application to allow for the viewing of all current and legacy tax maps dating back to 1977. This has yielded additional print revenue and also has reduced foot traffic in the Real Property Tax Service Agency thereby allowing for greater process efficiency.

### **Court Actions E-File Integration**

The first phase of the unified court actions application has been completed which will ultimately consolidate the state e-filing system with the Suffolk County Clerk’s Office Minutes application. The primary benefit to this new system is that it will facilitate the end result of paperless transactions using credit cards.

### **Red Light Camera Application**

Implemented a new program that incorporates red light camera judgments into the existing public index.

### **State of the Art Public Access Room/Call Center/VOIP System**

This state-of-the-art environment has created open access and user friendly help desk resources for members of the public and title industry. Calls are routed to a fully functioning “Call Center” environment via the Public Access Room and are handled in an efficient and expeditious manner. External access to our Retrieval System via the VOIP phone system allows the public to query land and/or court records at the touch of their fingertips. This revenue-generating facility brought in \$1.3 million this year.

## **OFFICE DESCRIPTIONS OF THE SUFFOLK COUNTY CLERK**

### **Administration**

This division processes and maintains all personnel and payroll records. Purchases, expenditures, the planning and preparation of the budget, public information, constituent services and intergovernmental affairs are also the responsibility of the Administrative Division, overseen by the Chief Deputy County Clerk.

### **Accounting**

The County Clerk's Office has a centralized accounting function that is managed by this unit. It is responsible for all accounting records, including issuing of receipts, the maintenance of general ledgers and all journals. It is also responsible for recording and depositing all fees and taxes that are collected by all the departments of the County Clerk's Office.

Within the Accounting Department is the Mortgage Tax Unit, which is responsible for ensuring that the proper tax is collected on every mortgage recorded as provided for by Article II of the Tax Law, Sections 250-267. It is this unit's responsibility to see that the proper tax is collected and all affidavits submitted are in proper order. Court revenue is also accepted in this department and concise bookkeeping records are kept.

### **Business Certificate Department**

The Business Certificate Unit is responsible for filing and maintaining all records concerning corporations, business certificates and assumed business names (DBA).

### **Court Actions Department**

The Court Actions Division is divided into two units, Civil Court Actions and Criminal Court Actions, both governed by Article 12 of County Law, Section 530 of the Court and Trust Fund Register and Section 8018 of the C.P.L.R.

#### **Civil Court Actions**

The primary function of this unit is to index and maintain all court actions received from the Supreme and County Courts. These records are indexed and filed in accordance with the Suffolk County Index Number System. After entry, court documents are stored in the record storage facility to be retrieved on demand. Other documents filed by this unit include Oaths of Office, Veterans' Discharge Papers, Certificates of Election, County Resolutions and Exempt Fireman Certificates. Additionally, this unit processes all Confessions of Judgment, Judgments of Foreclosure and Judgments of Divorce. Court requisitions, subpoena responses, requests by mail, transfer orders, commissions to committee, Lis Pendens and other recordables are also processed by this division.

#### **Criminal Court Actions**

This unit handles the records and indices for every indictment and conviction, as well as court actions on highway takings and the applicable maps filed with the actions.

### **Data Entry Department**

This department has the responsibility of indexing all deeds, mortgages, contracts, leases, appropriations, powers of attorney documents and the numerous other conveyances affecting real property in Suffolk County.

### **Information Technology Department**

The Information Technology Department is responsible for maintaining the County Clerk's computers, its Public Access Room, servers, operation of the office's scanners and document processors as well as the troubleshooting of all systems. It is also responsible for working with DOIT as it pertains to the Riverhead Data Center. Additionally, the department is responsible for re-engineering and process improvement to ensure that the office is in a continuous improvement culture with the supporting technology to make the office more efficient.

### **Judgments/U.C.C. Department**

In addition to judgments, this division also indexes all other liens filed with the Clerk's Office. Such other liens include Federal Tax Liens, Mechanics Liens, Lis Pendens, Hazardous Waste Liens, Vessel Liens, Welfare Liens and a variety of miscellaneous liens. Also processed and indexed are all U.C.C. instruments for Suffolk County lienors. The Unified Commercial Code Unit is mandated by the Uniform Commercial Code of the State of New York and Section 8018 of the C.P.L.R. All chattels, Conditional Bills of Sale and Security Agreements are filed with the division.

### **Historic Documents Library**

The County Clerk Archivist heads the Historic Documents Library, whose function is to catalogue, maintain and preserve Suffolk County's historic documents. The Archivist also serves the general public in researching genealogy, land divisions, naturalization petitions and other related research. The Clerk's Office continues to digitize, archive and preserve many historic documents, some dating back to 1650. The Office started digitizing the historic atlas maps that were used in the 20<sup>th</sup> century as a means to determine land ownership.

### **Micrographic/Optical Imaging Department**

The Micrographic Division is responsible for the microfilming and digitizing of paper records as well as the operations of the optical imaging and scanning equipment.

### **Notary Public Department**

This division is responsible for notary renewals as well as maintaining files for notary signature cards for every notary qualified in Suffolk County. In addition, notary signatures are authenticated.

### **Record Room and Map Department**

This division handles the filing and/or abandonment of all subdivision maps in the County of Suffolk. The notation of all transactions involving real property in Suffolk County, i.e. mortgage assignments, satisfactions and releases are also under the auspices of the Record Room.

### **Recording Department**

This department of the County Clerk's office operates pursuant to numerous sections of the Real Property Law and the C.P.L.R. The functions include the recording of deeds, mortgages, easements, covenants, powers of attorney, etc. Recording fees and taxes are collected as required by law.

### **Record Management Center**

The Record Management Center is located in Westhampton at BOMARC and was transferred to the Office of the Suffolk County Clerk by resolution in 1990. The department is responsible for maintaining more than sixty million inactive county records from all county agencies and departments, except the District Attorney's Office, Police Department and Probation Department.

**SUFFOLK COUNTY CLERK**  
**TOTAL FUNDS COLLECTED AND DISTRIBUTED BY THE COUNTY CLERK**

FOR FISCAL YEAR ENDING 12/31/2012

<u>COUNTY CLERK FEES</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$17,801,469.72
<u>MORTGAGE TAX</u>	
\$1,765,876.97 WAS RETAINED BY THE COUNTY OF SUFFOLK FOR ADMINISTRATIVE EXPENSES.	
THE REMAINING \$89,160,693.84 WAS ALLOCATED AS FOLLOWS:	
47.99% TO THE METROPOLITAN TRANSIT AUTHORITY	
2.20% TO THE STATE OF NEW YORK MORTGAGE AGENCY	
49.81% TO TEN TOWNSHIPS OF SUFFOLK COUNTY	
	\$89,160,693.84
<u>REAL ESTATE TRANSFER TAX</u>	
PAID TO THE NYS DEPARTMENT OF TAXATION & FINANCE	\$57,116,560.78
<u>COURT REVENUE</u>	
PAID TO THE NEW YORK STATE COMPTROLLER	\$11,315,567.00
<u>REAL PROPERTY TAX MAP VERIFICATION</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$9,369,640.00
<u>COURT FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$1,450,648.31
<u>COMMISSIONER OF EDUCATION</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$941,868.00
<u>NEW YORK STATE CULTURAL FUND</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$2,825,608.75
<u>EQUALIZATION &amp; ASSESSMENTS</u>	
PAID TO NEW YORK STATE EQUALIZATION & ASSESSMENT	\$3,322,964.00
<u>COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$63,176,997.57
<u>PREPAID COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$3,671,091.83
<u>INTEREST EARNED</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$82,065.62
<u>NOTARY</u>	
PAID TO NEW YORK STATE DEPARTMENT OF STATE	\$81,240.00
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TOTAL REVENUE	\$260,316,415.42

**RECORDED AND OR FILED DOCUMENTS  
AND  
COUNTY CLERK FEES COLLECTED**

<u>NUMBER OF DOCUMENTS</u>	<u>INSTRUMENTS</u>	<u>FEES</u>
25,963	RECORDABLE DEEDS	\$1,300,680.50
8,571	OTHER DEED PAPERS	\$478,296.00
43,477	RECORDED MORTGAGE PAPERS	\$4,533,387.00
90,262	OTHER MORTGAGE PAPERS	\$5,650,770.50
16,723	BUSINESS CERTIFICATES	\$148,988.00
4,395	NOTARY REVENUE	\$60,909.00
245	PASSPORTS	\$6,125.00
25,654	MICROGRAPHICS	\$157,752.90
45,124	SUBSCRIPTIONS	\$1,298,744.74
3,410	CHATEL MORTGAGES - UCC	\$135,880.00
3,500	INTERNAL REVENUE SERVICES	\$139,960.00
137,221	JUDGMENTS	\$235,950.00
9,811	COURT ACTIONS - RIVERHEAD	\$185,942.30
178	MAPS	\$1,840.00
8	COURT FUND REVENUE	\$24.00
102	INTERIM REVENUE	\$2,550.00
112	NSF - SPECIAL REVENUE	\$2,240.00
86	PREPAID CPF REVENUE	\$430.00
81	DOMESTIC PARTNERSHIP	\$1,620.00
309	OTHER INCOME	\$1,681.46
40,102	CERTIFIED COPIES	\$189,554.10
136	SEARCH REVENUE	\$860.00
7,776	APPROPRIATIONS	\$59,547.82
12	STALE DATED CHECKS	\$5,497.93
<b>463,258</b>	<b>FEES COLLECTED BY CLERK</b>	<b>\$14,599,231.25</b>
12	NYS CULTURAL	\$141,397.50
12	COE REVENUE	\$56,890.50
12	MORTGAGE TAX REVENUE	\$1,765,876.97
12	TRANSFER TAX REVENUE	\$21,367.25
12	INDEX NUMBERS REVENUE	\$781,430.25
10	SMALL CLAIM ASSESS/REVENUE	\$202,365.00
12	EQUALIZATION & ASSESSMENTS	\$232,911.00
<b>82</b>	<b>FEES RECEIVED FROM AGENCIES</b>	<b>\$3,202,238.47</b>
<b>463,340</b>	<b>TOTAL ANNUAL FEES COLLECTED</b>	<b>\$17,801,469.72</b>

OFFICE OF THE SUFFOLK COUNTY CLERK  
2012 OPERATING EXPENSE

	<u>COUNTY CLERK</u>	<u>MICROGRAPHIC</u>	<u>COURT RELATED</u>	<u>ARCHIVES</u>
SALARIES and PERSONNEL EXP'S	\$3,303,649	\$886,438	\$894,268	\$263,932
EQUIPMENT	50,078	0	34,460	0
SUPPLIES, MATERIALS, & OTHER EXPENSES	341,959	143,605	24,922	7,289
CONTRACTUAL EXPENSES	625,540	0	0	0
<b>TOTAL</b>	<b>\$4,321,226</b>	<b>\$1,030,043</b>	<b>\$953,650</b>	<b>\$271,221</b>
<b>TOTAL OPERATING EXPENSE ESTIMATES</b>		<b>\$6,576,140</b>		

**Monies Earned from Interest on Money Market Accounts**

	Mortgage Tax	Transfer Tax	Commissioner of Education	Real Property	Equalization & Assessment	Community Preservation	NYS CULTURAL
January	\$0.99	\$0.00	\$37.23	\$6.80	\$0.00	\$40.77	\$0.00
February	\$1.29	\$0.00	\$0.00	\$13.95	\$0.00	\$55.42	\$0.00
March	\$2.05	\$0.00	\$0.00	\$3.53	\$0.00	\$27.09	\$0.00
April	\$1.67	\$0.00	\$0.00	\$3.17	\$0.00	\$30.86	\$0.00
May	\$1.16	\$0.00	\$0.00	\$16.60	\$0.00	\$83.52	\$0.00
June	\$0.55	\$0.00	\$0.00	\$5.93	\$0.00	\$59.64	\$0.00
July	\$5.05	\$0.00	\$0.00	\$6.55	\$0.00	\$91.06	\$0.00
August	\$5.55	\$0.00	\$0.00	\$23.96	\$0.00	\$62.56	\$0.00
September	\$5.70	\$0.00	\$0.00	\$11.29	\$0.00	\$25.49	\$0.00
October	\$14.04	\$0.00	\$0.00	\$11.18	\$0.78	\$64.33	\$0.00
November	\$11.04	\$0.00	\$0.00	\$12.55	\$0.90	\$107.52	\$0.00
December	\$10.82	\$0.00	\$0.00	\$6.57	\$0.00	\$45.31	\$0.00
<b>Total</b>	<b>\$59.91</b>	<b>\$0.00</b>	<b>\$37.23</b>	<b>\$122.08</b>	<b>\$1.68</b>	<b>\$693.57</b>	<b>\$0.00</b>

**GRAND TOTAL:**  
**Interest Income**  
**TOTAL INTEREST EARNED**

**\$914.47**  
**\$81,151.15**  
**\$82,065.62**

SUFFOLK COUNTY CLERK  
DISTRIBUTION OF MORTGAGE TAX  
FISCAL YEAR ENDING 12/31/12

	<b>BASIC</b>	<b>SONYMA</b>	<b>MTA</b>	<b>MTA SPEC ASSIST</b>
JANUARY	\$3,338,036.54	\$225,290.98	\$1,912,484.68	\$1,255,065.77
FEBRUARY	\$3,309,993.96	\$83,489.92	\$1,894,656.08	\$1,337,560.68
MARCH	\$3,556,952.93	\$134,914.03	\$2,033,457.76	\$1,347,637.97
APRIL	\$3,874,694.20	\$265,984.85	\$2,239,006.45	\$1,404,265.43
MAY	\$3,840,022.65	\$167,870.70	\$2,211,105.31	\$1,526,371.35
JUNE	\$3,888,438.53	\$124,834.44	\$2,209,137.71	\$1,481,548.81
JULY	\$3,733,451.80	\$88,003.36	\$2,143,727.51	\$1,506,797.61
AUGUST	\$4,373,852.89	\$220,997.06	\$2,519,571.31	\$1,703,796.68
SEPTEMBER	\$3,752,181.31	\$192,745.61	\$2,153,421.35	\$1,425,279.79
OCTOBER	\$3,596,279.76	\$94,541.98	\$2,075,603.68	\$1,498,102.06
NOVEMBER	\$3,250,935.71	\$124,100.80	\$1,870,732.96	\$1,271,514.64
DECEMBER	\$3,900,523.58	\$237,303.32	\$2,261,134.18	\$1,503,317.95
<b>TOTAL</b>	<b>\$44,415,363.86</b>	<b>\$1,960,077.05</b>	<b>\$25,524,038.98</b>	<b>\$17,261,258.74</b>
LESS INTEREST	\$29.76	\$0.58	\$8.57	\$5.88
NET PROCEEDS	\$44,415,334.10	\$1,960,076.47	\$25,524,030.41	\$17,261,252.86
<b>TOTAL MORTGAGE TAX DISTRIBUTION</b>			<b>\$89,160,693.84</b>	

**Basic Tax Distribution by Township**

	<b>COLLECTED</b>	<b>INTEREST</b>	<b>DISTRIBUTION</b>
BABYLON.....	\$3,874,398.32	\$6,384.88	\$3,880,783.20
BROOKHAVEN.....	\$9,785,958.72	\$16,179.09	\$9,802,137.81
EAST HAMPTON.....	\$4,311,363.36	\$7,082.58	\$4,318,445.94
HUNTINGTON.....	\$7,076,160.06	\$11,702.80	\$7,087,862.86
ISLIP.....	\$6,661,391.74	\$10,977.99	\$6,672,369.73
RIVERHEAD.....	\$921,268.81	\$1,528.53	\$922,797.34
SHELTER ISLAND.....	\$235,652.40	\$384.02	\$236,036.42
SMITHTOWN.....	\$4,010,375.15	\$6,619.97	\$4,016,995.12
SOUTHAMPTON.....	\$6,485,214.83	\$10,670.90	\$6,495,885.73
SOUTHOLD.....	\$1,053,550.71	\$1,729.16	\$1,055,279.87
<b>TOTAL</b>	<b>\$44,415,334.10</b>	<b>\$73,259.92</b>	<b>\$44,488,594.02</b>

## BUSINESS CERTIFICATE DIVISION

Assumed Business Names Filed	4,727
Discontinuance of Assumed Business Names	550
Certificate of Incorporation	7,330
Verification Certification	1
Certified copies of Business Certificates	9,662
Business Searches	0
Assumed Business Names - State	816
State Insurance Fund - Banking	4
Discontinuance of Corporations	1,596
Living Wages	140
Certificates of Amendments	402
Certificate of Change / Merger	1,094
Restated Corporations	54
Surrender of Authority	9
<b>TOTALS</b>	<b>26,385</b>

## NOTARY

Notary Public of Suffolk County Filed	2,031
Notarial Certificates Issued	4,243
Issuing Certificate of Appointment (Character Card)	70
Certificate File (Another County)	39
Verification Certification	28
<b>Total Number Filed</b>	<b>6,411</b>

## DOMESTIC PARTNERSHIP

Filed	77
Terminated	4
Re-issued	0
<b>Total Number Filed</b>	<b>81</b>

## PASSPORT DIVISION

1st Quarter	139	\$3,475
2nd Quarter	106	\$2,650
3rd Quarter	0	\$0
4th Quarter	0	\$0
<b>Annual Total</b>	<b>245</b>	<b>\$6,125</b>

**DATA ENTRY / JUDGMENT DIVISIONS**

<b>Computer Entries</b>	INDEXED	VERIFIED
Deeds	33,997	33,819
Mortgages	129,790	129,661
Marital	3,941	3,940
Judgments	135,729	135,739
Court Actions	14,113	14,085
Lis-Pendens	8,656	8,696
<b>Total Entered Documents</b>		<b>652,166</b>

*Judgement Dept. Written Documents*

Certificates of Disposition	879
Transcripts	81,911
Executions	8,099
Exemplified Transcript	128
Certified Copies	18,126
Liens	1,891
Federal Tax Liens / Releases	3,592
Bonds	1
Building Loan Agreement	174
Termination of Building Loan Agreement	8
Notice of Lending	26
Releases/Satisfaction	42,665
Assignment of Judgment	26
Certificate of Disposition (S/J)	1023
Judgment of Bankruptcy	217
Order Discharging Mechanics Liens	15
Order Continuing Mechanics Liens	54
Order Amending Mechanics Liens	1
Broker's Affidavit	11
<b>Total Written Documents</b>	<b>158,847</b>

**UNIFORMED COMMERCIAL CODE DIVISION**

	<b>Real Estate</b>
New	1,317
Continuations	169
Terminations	174
Releases	765
Assignments	116
Amendments	868
Order	1
<b>TOTALS</b>	<b>3,410</b>

## RECORD STORAGE DIVISION

Cubic Foot File Boxes Received From County Agencies	500
Total Cubic Foot File Boxes Put Into System	500
Cubic Foot File Boxes Verified & Assigned Numbers	500
Files Returned and Refiled	363
Court Action Files & Boxes Retrieved	912
Cubic Foot File Boxes Destroyed & Purged	6,462
Phone Calls	833
Empty Banker Boxes Delivered Throughout the County	1,570

## Mailroom Monthly Mailings

January	11,681
February	13,245
March	9,816
April	11,853
May	7,383
June	8,764
July	9,837
August	10,169
September	10,765
October	6,759
November	11,559
December	7,646
<b>TOTAL:</b>	<b>119,477</b>

**SUFFOLK COUNTY CLERK  
YEARLY SUMMARY OF COMMUNITY PRESERVATION FUND**

Fiscal Year Ending 12/31/12

ITEMS	AMOUNTS
EAST HAMPTON	\$ 20,946,231.12
RIVERHEAD	\$ 2,170,314.57
SHELTER ISLAND	\$ 1,215,848.21
SOUTHAMPTON	\$ 35,295,919.62
SOUTHOLD	\$ 3,548,684.05
DUAL TOWN	\$ -
<b>TOTALS</b>	<b>\$ 63,176,997.57</b>

**DISTRIBUTION OF COMMUNITY PRESERVATION FUND**

Fiscal Year Ending 12/31/12

	EAST HAMPTON	RIVERHEAD	SHELTER ISLAND	SOUTHAMPTON	SOUTHOLD
JANUARY	\$827,135.00	109 \$181,914.50	52 \$33,500.00	21 \$2,154,528.44	241 \$174,096.68
FEBRUARY	\$489,317.26	101 \$116,174.88	71 \$20,124.89	8 \$2,370,649.62	192 \$298,670.00
MARCH	\$1,423,703.96	127 \$86,905.22	82 \$25,560.00	7 \$2,046,318.56	230 \$171,811.20
APRIL	\$2,256,063.76	115 \$80,376.42	43 \$70,600.00	16 \$3,455,611.49	224 \$233,590.32
MAY	\$2,390,985.00	141 \$204,576.86	57 \$105,200.00	18 \$4,127,332.00	253 \$427,974.24
JUNE	\$1,538,319.20	143 \$123,243.80	59 \$122,160.00	17 \$3,435,517.44	262 \$319,735.00
JULY	\$1,347,839.76	117 \$96,655.88	60 \$231,578.00	22 \$2,537,699.01	198 \$352,296.50
AUGUST	\$1,844,452.25	108 \$178,880.00	87 \$111,800.00	14 \$2,065,732.61	216 \$450,124.02
SEPTEMBER	\$1,306,572.48	100 \$147,701.30	66 \$89,950.00	9 \$2,873,580.64	228 \$277,628.43
OCTOBER	\$2,139,375.56	133 \$183,289.12	68 \$126,742.00	15 \$2,892,887.79	219 \$263,890.34
NOVEMBER	\$1,667,632.82	111 \$597,100.44	50 \$89,000.00	14 \$2,787,652.18	215 \$371,091.50
DECEMBER	\$3,714,834.07	261 \$173,496.15	64 \$189,633.32	35 \$4,548,409.84	400 \$207,775.82
<b>TOTALS</b>	<b>\$20,946,231.12</b>	<b>\$2,170,314.57</b>	<b>\$1,215,848.21</b>	<b>\$35,295,919.62</b>	<b>\$3,548,684.05</b>
	<b>1566</b>	<b>759</b>	<b>196</b>	<b>2878</b>	<b>971</b>

## CIVIL COURT ACTIONS DIVISION

AFFIDAVITS OF PUBLICATION/NAME CHANGES	401
APPOINTMENTS	144
CERTIFICATES OF CLAIM/NO EXCEPTION	22
CERTIFICATES OF DEPOSIT	155
CERTIFICATES OF DISSOLUTION TO ALBANY	3,962
CERTIFIED COPIES	18,126
CHILD SURRENDERS	76
COMMISSIONS ISSUED	143
FILES REQUESTED AT COUNTER	21,954
FILES SENT TO COURTS/JUDGES	1,203
FILES TRANSFERRED PER COURT ORDER	75
FIREMEN'S DISCHARGES	0
FIREMEN'S EXEMPT PAPERS	9
INDEX NUMBERS	38,163
INDEX NUMBERS-THIRD PARTY	318
JUDGMENTS OF FORECLOSURE	589
JURY DEMANDS	2,076
LIS PENDENS	8,706
MATRIMONIAL JUDGMENTS FROM COURT	4,049
MISCELLANEOUS DOCUMENTS	138
MOTIONS / CROSS MOTIONS STAMPED	22,175
NOTES OF ISSUE	6,627
NOTICES OF APPEAL-SUPREME COURT	1,102
OATHS OF OFFICE	660
RECORDABLE AFFIRMATIONS	501
RECORDABLE FAMILY COURT ORDERS	495
RECORDABLE JUDGMENTS	10,268
RECORDABLE STIPULATIONS FILED	1,621
RECORDABLE SUPREME COURT ORDERS	4,018
REQUESTS FOR JUDICIAL INTERVENTION	21,345
RESOLUTIONS	39
SEPARATION AGREEMENTS FILED	227
SMALL CLAIM ASSESSMENT REVIEW PETITIONS	40,473
STIPULATIONS OF DISCONTINUANCE STAMPED	10,037
STIPULATIONS OF SETTLEMENTS STAMPED	3,741
SUBPOENAED RECORDS	90
VETERANS' DISCHARGES FILED	28
<b>TOTALS</b>	<b>223,756</b>

## CRIMINAL COURT ACTIONS DIVISION

APPELLATE ORDERS	511
APPELLATE REQUESTS	165
APPELLATE RETURNS	130
CLOSED FILES	4,752
COUNTER REQUESTS	3,562
COURT FILE RETURNS	463
COURT REQUESTS	587
MINUTES FILED	400
DISMISSALS	6
FINGERPRINTS FILED	651
GENERAL MAIL	498
INDICTMENTS	1,936
INMATE MAIL	176
MINUTES PROCESSED	420
MISC. PAPERS ENTERED	362
NEW CRIMINALS	226
SEALING ORDERS	235
YOUTHFUL OFFENDERS	332
<b>TOTALS</b>	<b>15,412</b>

## MICROGRAPHICS/OPTICAL IMAGING

### DEEDS

Original Reels of Microfilm Created (A&B)	84
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### MAPS

Subdivision Maps filed	65
Condominium Maps filed	41
Miscellaneous Maps filed	17
Certificates of Abandonment filed	55
Certified Copies filed	46
Paper Copies Produced	586
*Most copies made now by Public Access	

### MISCELLANEOUS PAPERS

Original Reels of Filmed Created	35
Duplicate Reels of Microfilm Created	93

### MORTGAGES

Original Reels of Microfilm Created (A&B)	642
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### OPTICAL IMAGING

No. of Documents Prepped, Scanned and Processed:	
Total	367,742
Backfile	0
Deed Documents	34,015
Mortgage Documents	129,819
Approx. No. of Images added to Imaging System	2,337,976

**TO THE COUNTY LEGISLATURE, COUNTY OF SUFFOLK**

In accordance with Section 406 of County law, I herewith transmit statement of all moneys received by my office during the fiscal year ended December 31,2012.

Recording Deeds	.....	\$1,778,976.50
Real Estate Transfer Tax	.....	\$57,116,560.78
Prepaid Community Preservation Fund	.....	\$3,671,091.83
Community Preservation Fund	.....	\$63,176,997.57
Recording Mortgages	.....	\$10,184,157.50
Mortgage Tax	.....	\$89,160,693.84
Uniform Commercial Code	.....	\$135,880.00
Recording other Documents and Papers	.....	\$2,011,425.04
Searches, Certifications, Copies & Exemplifications.....	.....	\$190,414.10
Clerk Fees, Filing and Other Services	.....	\$3,494,491.58
Passports	.....	\$6,125.00
Interest Earned	.....	\$82,065.62
Agency's Remittance:		
Suffolk County Treasurer	.....	\$10,820,288.31
NYS Comptroller	.....	\$11,315,567.00
Commissioner of Taxation & Finance	.....	\$3,767,476.75
NYS Equalization and Assessment	.....	\$3,322,964.00
NYS Department of State	.....	\$81,240.00
	<b>TOTAL:</b>	<b>\$260,316,415.42</b>

STATE OF NEW YORK  
COUNTY OF SUFFOLK

SS:

Judith A. Pascale, being duly sworn, says she is the County Clerk of the County of Suffolk; that the foregoing statement is in all respects a full and true statement of all moneys received by her as such clerk, to the best of her knowledge and belief.

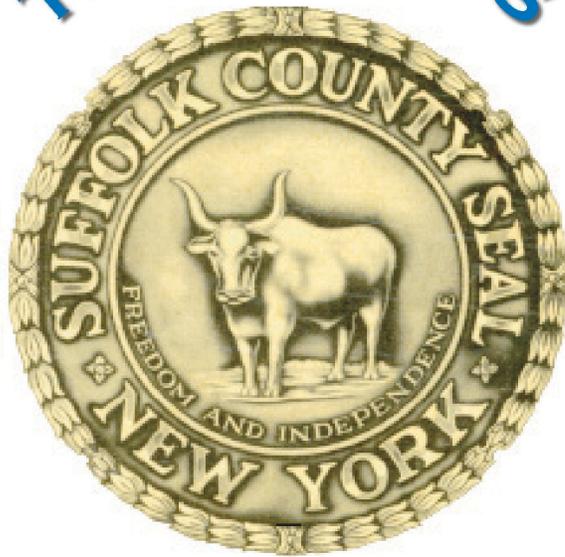
Sworn to me this **first day of February, 2013.**

Nicole De Luca  
Notary Public



NICOLE DeLUCA  
Notary Public, State of New York  
No. 01DE6020123  
Qualified in Suffolk County  
Commission Expires Feb. 22, 20 15

**TEN TOWNS**



**ONE SUFFOLK COUNTY**

**JUDITH A. PASCALE  
SUFFOLK COUNTY CLERK**

