

# Office of the Suffolk County Clerk 2010 Annual Report



**Judith A. Pascale**  
**Suffolk County Clerk**

February 1, 2011

# SUFFOLK COUNTY CLERK



JUDITH A. PASCALE

February 1, 2011

Honorable Steve Levy  
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 2010. 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 \$16.6 million to the General Fund in 2010 as compared to \$16.3 million in 2009.

The Clerk's Office collected **\$249,079,178** in revenue for 2010 as compared to \$227 million in 2009. The County Treasurer received from this amount the following: **\$16,656,120** County Clerk fees; **\$5,284,360** in Real Property verification fees and **\$2,017,621** from the Court Fund. Thus, **\$23,958,101** in revenue was turned over to the County. In addition, the County Treasurer received **\$71,734** Prepaid and **\$58,718,904** 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, **\$55,869,280** of Real Estate Transfer Tax was paid to the New York State Department of Taxation and Finance; **\$12,520,713** collected from Court Revenue was paid to the New York State Comptroller; **\$45,022,430** from Mortgage Tax was distributed to the ten towns of Suffolk County; **\$25,604,735** from Mortgage Tax was forwarded to the Metropolitan Transit Authority; **\$18,119,623** was forwarded to the State's Special Assistance accounts; **\$1,891,711** was forwarded to the State of New York Mortgage Agency; **\$939,564** was paid to the Commissioner of Taxation for the New York Commissioner of Education; **\$2,818,693** was paid to the Commissioner of Taxation and Finance for the New York State Cultural Fund; **\$3,454,170** was paid to the New York State Equalization and Assessment Office; **\$426,840** was paid to the New York State Department of State for notaries and **\$178,595** in interest earnings was paid to various agencies.

As guardian of the public record, I continue my commitment to preserve the county's most vital records and have been recognized for providing an environmentally controlled Historic Documents Library for the storage of such records.

The Library is open to the public and is staffed by a certified Archivist who also assists with genealogical searches. In 2010, my office continued the in-house refurbishment of highly utilized land record books. The Archivist was provided the tools and training to accomplish this task in compliance with archival standards. In the past, this undertaking was done by outside vendors at an average cost of \$1,000.00 per book. To date, over 200 deed books have been restored by County Clerk staff, thereby saving thousands of taxpayer dollars.

In 2010, the Suffolk Clerk's Office was awarded the *Computerworld* Honors Program Laureate Award for successful implementation of information technology for the user community. This Award placed the Clerk as a Top Five finalist in the Government category with applicants from over 21 nations. Induction into *Computerworld's* Honors Program is yet another example of the creativity and innovation of the Suffolk County Clerk's Office and adds to an impressive array of awards that include Municipality of the Year by *InfoWorld*, Municipal Leader of the Year by *American City and County Magazine*, the Most Innovative IT Projects by *InfoWorld* and *Federal Computer Week*, and the NACo (National Association of Counties) Award for development and implementation of an electronic format which facilitates the filing of a Small Claims Assessment Review Petitions (SCARP) with the New York State Courts System.

In 2010, the New York State Local Government Records Management Improvement Fund Grant was awarded and completed which involved the scanning and imaging of heavily used and rapidly deteriorating deed transfer book indexes from 1969 to 1977. This grant has enabled the Clerk's Office to offset the operating costs associated with a project of this magnitude while preserving these irreplaceable county documents.

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 its proposed 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.

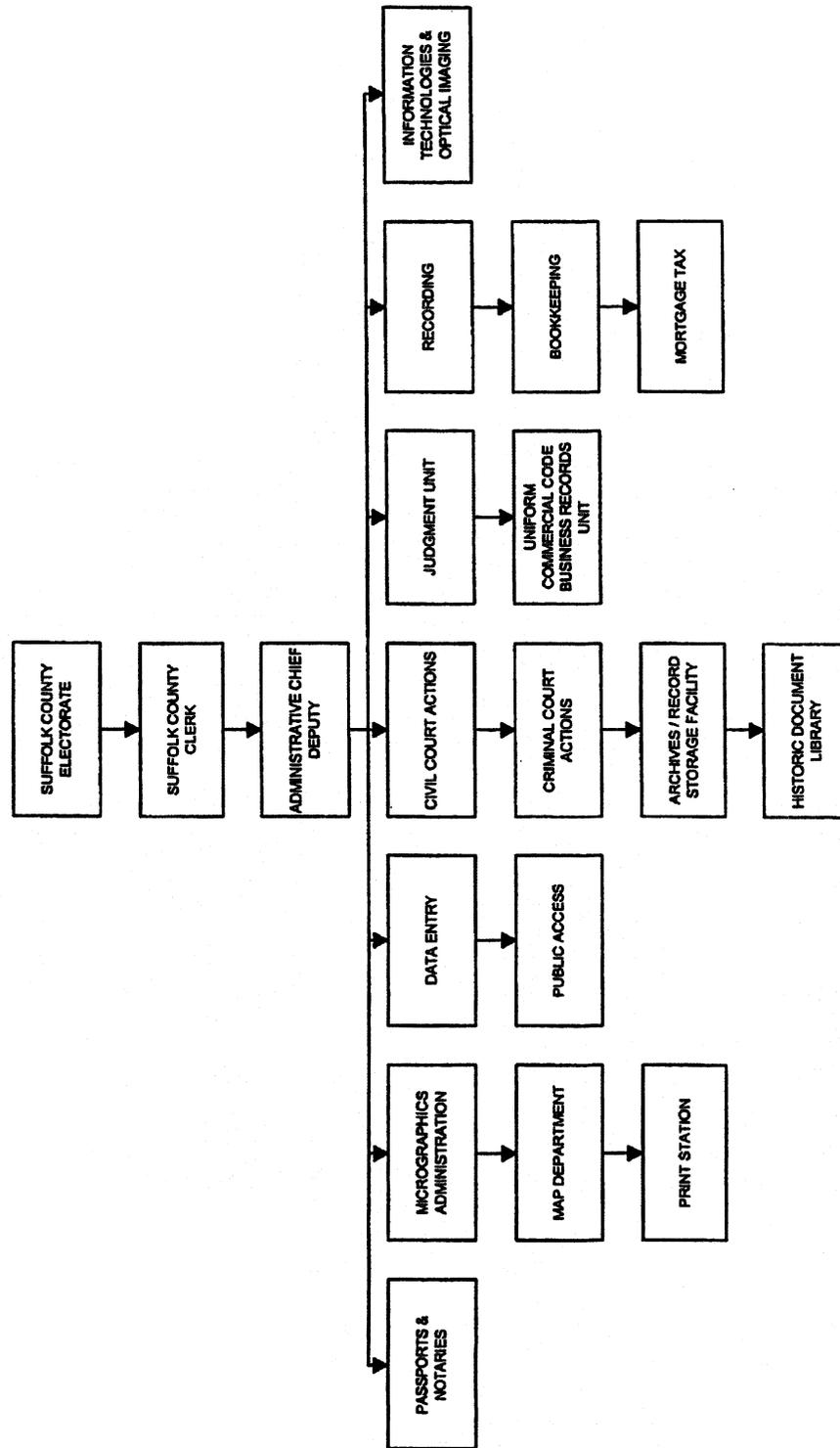
I am confident that the County Executive and the County Legislature will continue to provide sufficient resources to allow the Clerk's Office to meet its' mandates and fulfill its' fiduciary responsibilities on behalf of the residents in Suffolk County. The Clerk's budget should be tied to revenue collection 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 . . . 2010

- ◆ **The ten townships received \$45 million in mortgage tax revenues, representing an 8% decrease from 2009.**
- ◆ **County Clerk contributed \$16.6 million to the General Fund, as compared to \$16.3 million in 2009.**
- ◆ **134,358 Judgments were filed as compared to 135,341 in 2009.**
- ◆ **Recorded more than 124,518 mortgage documents as compared to 122,273 in 2009.**
- ◆ **46,754 Civil Court Index Numbers were issued as compared to 50,836 in 2009.**
- ◆ **35,200 Small Claim Assessment Review petitions were filed, representing a 4% decrease over 2009.**
- ◆ **\$58 million was distributed to the five eastern Townships from the Community Preservation Fund, an increase of \$18 million from 2009.**
- ◆ **9,848 Lis Pendens were filed, representing a 33% decrease over 2009.**
- ◆ **2,460 Judgments of Foreclosure were filed, a decrease of 12% over 2009.**

## **Services Provided**

- ◆ Passports
- ◆ 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 offers general information concerning the varied services provided by the Clerk, including sample forms, filing requirements and an overview of the duties and services provided. It also contains an index of over 500,000 business records and an index of naturalization records dating from 1853 to 1990. An index of judgments, liens, land records and court minutes are available through the Record Retrieval System. Visit the site at <http://www.suffolkcountyny.gov/clerk>.

### **Technical Accomplishments**

Upgrades to a gigabyte network infrastructure have taken place allowing for significantly faster processing and viewing of images. Server consolidation within a green environment has been implemented greatly reducing operating and maintenance costs associated with these new energy saving initiatives.

### **Mainframe Conversion of U.C.C. (Uniform Commercial Code)**

The conversion of UCC’s from the mainframe to the Clerk’s Retrieval System will allow the images of UCCs to be in a familiar environment with all other land record images. This conversion will reduce licensing costs and allow for the efficient retrieval of images via the Public Access Room.

### **Electronic Filing of SCARPS (Small Claims Assessment Review Petitions)**

The County Clerk’s Office has successfully implemented the Electronic Filing System for SCARPS. As outlined in Section 730 of NYS Real Property Law, property owners may petition the court for review of their property assessment in the event their tax grievance was denied. Before the e-filing was available, the process was cumbersome, time consuming and costly on the filer, the County Clerk’s Office and municipalities. Under this new system, the County Clerk acts as the central repository where applications can be filed, parties can be served and court decisions can be entered via the Internet. In 2010, 35,200 SCARPS were filed using the E-filing System.

### **Lis Pendens**

In 2010, 9,848 lis pendens were filed with the County Clerk’s Office as compared to 12,794 in 2009. A lis pendens represents a preliminary step towards foreclosure on a parcel of real property. The lis pendens and corresponding tax map project was finalized and this information will be made available via the subscription service providing “real time” data.

### **State of the Art Public Access Room**

This new environment has created open access and user friendly help desk resources for members of the public and title industry and has proven to be a revenue generating facility bringing in just shy of one-million dollars this year.

### **Call Center/VOIP Phone System**

In 2010, 84,106 calls were received via the VOIP Phone System. The Clerk’s Office receives hundreds of calls daily inquiring about the services we provide. As means to manage these calls efficiently and offer work flow process improvement, the County Clerk’s Office is operating in a fully functioning “Call Center” environment via the Public Access Room. Calls are routed in a more efficient and expeditious manner providing personal attention to each caller. External access to our Retrieval System is now available via the VOIP Phone System allowing constituents the ability to query land and/or court records at the touch of their fingertips.

## **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 is in charge of 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 and Passport 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. The County Clerk also acts as an agent of the United States Passport Service and processes passports for Suffolk County residents.

### **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 12/31/2010

<u>COUNTY CLERK FEES</u>	
*PAID TO THE SUFFOLK COUNTY TREASURER	\$16,656,120.11
<u>MORTGAGE TAX</u>	
\$1,657,075.47 WAS RETAINED BY THE COUNTY OF SUFFOLK FOR ADMINSTRATIVE EXPENSES.	
THE REMAINING \$90,122,584.76 WAS ALLOCATED AS FOLLOWS:	
<b>48.52%</b> TO THE METROPOLITAN TRANSIT AUTHORITY	
<b>49.38%</b> TO THE STATE OF NEW YORK MORTGAGE AGENCY	
<b>2.10%</b> TO TEN TOWNSHIPS OF SUFFOLK COUNTY	
APPORTIONMENTS BEING HELD ON DEPOSIT \$186,106.65	\$90,122,584.76
<u>REAL ESTATE TRANSFER TAX</u>	
PAID TO THE NYS DEPARTMENT OF TAXATION & FINANCE	\$55,869,280.16
<u>COURT REVENUE</u>	
PAID TO THE NEW YORK STATE COMPTROLLER	\$12,520,712.92
<u>REAL PROPERTY TAX MAP VERIFICATION</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$5,284,360.00
<u>COURT FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$2,017,620.89
<u>COMMISSIONER OF EDUCATION</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$939,564.25
<u>NEW YORK STATE CULTURAL FUND</u>	
PAID TO THE COMMISSIONER OF TAXATION & FINANCE	\$2,818,692.75
<u>EQUALIZATION &amp; ASSESSMENTS</u>	
PAID TO NEW YORK STATE EQUALIZATION & ASSESSMENT	\$3,454,170.00
<u>COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$58,718,904.18
<u>PREPAID COMMUNITY PRESERVATION FUND</u>	
PAID TO THE SUFFOLK COUNTY TREASURER	\$71,733.52
<u>INTEREST EARNED</u>	
PAID TO VARIOUS AGENCIES	\$178,594.78
<u>NOTARY</u>	
PAID TO NEW YORK STATE DEPARTMENT OF STATE	\$426,840.00
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TOTAL REVENUE	\$249,079,178.32

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

<u>NUMBER OF DOCUMENTS</u>	<u>INSTRUMENTS</u>	<u>FEES</u>
27,162	RECORDABLE DEEDS	\$1,346,352.50
8,567	OTHER DEED PAPERS	\$447,199.00
41,863	RECORDED MORTGAGE PAPERS	\$4,105,661.00
82,655	OTHER MORTGAGE PAPERS	\$4,770,226.00
17,398	BUSINESS CERTIFICATES	\$231,683.00
4,693	NOTARY REVENUE	\$253,578.00
553	PASSPORTS	\$13,825.00
67,555	MICROGRAPHICS	\$1,064,000.34
3,034	CHATEL MORTGAGES - UCC	\$120,920.00
5,443	INTERNAL REVENUE SERVICES	\$217,680.00
134,358	JUDGMENTS	\$336,005.00
11,105	COURT ACTIONS - RIVERHEAD	\$208,698.50
160	MAPS	\$1,610.00
10	COURT FUND REVENUE	\$30.00
120	INTERIM REVENUE	\$3,000.00
156	NSF - SPECIAL REVENUE	\$3,120.00
5	PREPAID CPF REVENUE	\$25.00
105	DOMESTIC PARTNERSHIP	\$2,100.00
352	OTHER INCOME	\$1,539.85
41,945	CERTIFIED COPIES	\$187,460.40
142	SEARCH REVENUE	\$1,210.00
6,093	APPROPRIATIONS	\$48,274.63
15	STALE DATED CHECKS	\$5,200.17
<b>453,489</b>	<b>FEES COLLECTED BY CLERK</b>	<b>\$13,369,398.39</b>
12	NYS CULTURAL	\$148,352.25
12	COE REVENUE	\$49,450.75
12	MORTGAGE TAX REVENUE	\$1,657,075.47
12	TRANSFER TAX REVENUE	\$22,438.25
12	INDEX NUMBERS REVENUE	\$990,450.00
11	SMALL CLAIM ASSESS/REVENUE	\$176,000.00
12	EQUALIZATION & ASSESSMENTS	\$242,955.00
<b>83</b>	<b>FEES RECEIVED FROM AGENCIES</b>	<b>\$3,286,721.72</b>
<b>453,572</b>	<b>TOTAL ANNUAL FEES COLLECTED</b>	<b>\$16,656,120.11</b>

OFFICE OF THE SUFFOLK COUNTY CLERK  
2010 OPERATING EXPENSE

	COUNTY CLERK	MICROGRAPHIC	COURT RELATED	ARCHIVES
SALARIES and PERSONNEL EXP'S	\$3,358,393	\$934,712	\$769,024	\$310,160
EQUIPMENT	206,142	45,352	1,755	0
SUPPLIES, MATERIALS & OTHER EXPENSES	356,887	174,705	27,209	49,070
CONTRACTUAL EXPENSES	565,516	0	0	0
TOTAL	\$4,486,938	\$1,154,769	\$797,988	\$359,230
<b>TOTAL OPERATING EXPENSE ESTIMATES</b>		<b>\$6,798,925</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	\$12.15	\$9.78	\$78.69	\$14.79	\$0.00	\$162.66	\$0.00
February	\$10.55	\$11.19	\$93.86	\$22.01	\$0.00	\$50.04	\$0.00
March	\$20.47	\$0.00	\$57.42	\$3.16	\$0.00	\$42.02	\$0.00
April	\$22.09	\$0.00	\$59.87	\$4.57	\$0.00	\$21.61	\$0.00
May	\$17.32	\$0.05	\$58.06	\$3.77	\$0.00	\$11.08	\$0.00
June	\$4.09	\$0.00	\$46.05	\$3.41	\$0.00	\$29.94	\$0.00
July	\$1.01	\$0.00	\$38.88	\$3.86	\$0.00	\$428.64	\$0.00
August	\$2.07	\$24.55	\$47.70	\$9.50	\$2.50	\$75.72	\$0.00
September	\$1.27	\$0.00	\$34.67	\$17.39	\$0.00	\$270.91	\$0.00
October	\$19.43	\$0.00	\$43.51	\$8.55	\$0.00	\$92.25	\$0.00
November	\$31.35	\$0.00	\$53.12	\$7.86	\$0.00	\$176.81	\$0.00
December	\$155.55	\$17.31	\$28.22	\$17.81	\$1.63	\$173.83	\$3.07
<b>Total</b>	<b>\$297.35</b>	<b>\$62.88</b>	<b>\$640.05</b>	<b>\$116.68</b>	<b>\$4.13</b>	<b>\$1,535.51</b>	<b>\$3.07</b>

**GRAND TOTAL:**

**\*\*New Interest Income**

**TOTAL INTEREST EARNED**

**\$2,659.67**

**\$175,935.11**

**\$178,594.78**

SUFFOLK COUNTY CLERK  
DISTRIBUTION OF MORTGAGE TAX  
FISCAL YEAR ENDING 12/31/10

	<b>BASIC</b>	<b>SONYMA</b>	<b>MTA</b>	<b>SPEC ASSIST</b>
JANUARY	\$4,370,838.72	\$154,821.63	\$2,507,921.93	\$1,837,571.13
FEBRUARY	\$3,244,771.23	\$155,354.72	\$1,871,817.46	\$1,282,089.97
MARCH	\$3,672,783.78	\$176,680.35	\$2,110,886.27	\$1,499,599.43
APRIL	\$3,351,235.75	\$149,945.86	\$1,931,182.31	\$1,404,970.76
MAY	\$3,133,959.39	\$116,290.37	\$1,805,674.41	\$1,315,064.73
JUNE	\$3,489,195.74	\$114,865.50	\$2,007,012.69	\$1,469,181.80
JULY	\$4,165,264.99	\$210,831.69	\$2,408,340.05	\$1,697,435.57
AUGUST	\$3,578,364.69	\$96,234.71	\$2,054,376.62	\$1,531,701.61
SEPTEMBER	\$3,536,452.00	\$217,530.63	\$2,034,317.14	\$1,342,976.73
OCTOBER	\$3,552,335.50	\$105,314.58	\$2,039,964.98	\$1,474,524.83
NOVEMBER	\$4,523,013.09	\$269,223.33	\$2,605,226.64	\$1,761,988.76
DECEMBER	\$3,888,449.05	\$124,620.58	\$2,228,056.52	\$1,502,547.19
<b>TOTAL</b>	<b>\$44,506,663.93</b>	<b>\$1,891,713.95</b>	<b>\$25,604,777.02</b>	<b>\$18,119,652.51</b>
LESS INTEREST	\$148.05	\$2.68	\$42.47	\$29.45
NET PROCEEDS*	\$44,506,515.88	\$1,891,711.27	\$25,604,734.55	\$18,119,623.06
<b>TOTAL MORTGAGE TAX DISTRIBUTION</b>			<b>\$90,122,584.76</b>	

**Basic Tax Distribution by Township**

BABYLON.....	<b>\$4,199,891.97</b>
BROOKHAVEN.....	<b>\$10,782,731.45</b>
EAST HAMPTON.....	<b>\$3,241,738.06</b>
HUNTINGTON.....	<b>\$7,342,877.22</b>
ISLIP.....	<b>\$6,814,921.16</b>
RIVERHEAD.....	<b>\$871,594.90</b>
SHELTER ISLAND.....	<b>\$269,188.37</b>
SMITHTOWN.....	<b>\$4,196,796.08</b>
SOUTHAMPTON.....	<b>\$6,235,321.81</b>
SOUTHOLD.....	<b>\$1,067,368.55</b>
<b>TOTAL.....</b>	<b>\$45,022,429.57</b>

\* Dollar amounts differ due to the amount of interest the Treasurer's Office collects on basic tax.

**BUSINESS CERTIFICATE DIVISION**

Assumed Business Names Filed	4,976
Discontinuance of Assumed Business Names	520
Certificate of Incorporation	7,324
Verification Certification	4
Certified copies of Business Certificates	10,212
Business Searches	0
Assumed Business Names - State	845
State Insurance Fund - Banking	12
Discontinuance of Corporations	1,898
Living Wages	653
Certificates of Amendments	378
Certificate of Change / Merger	752
Restated Corporations	5
Surrender of Authority	31
<b>TOTALS</b>	<b>27,610</b>

**NOTARY PUBLIC DIVISION**

Notary Public of Suffolk County Filed	10,671
Notarial Certificates Issued	4,331
Issuing Certificate of Appointment (Character Card)	287
Certificate File (Another County)	49
Verification Certification	4
<b>Total Number Filed</b>	<b>15,342</b>

**DOMESTIC PARTNERSHIP**

Filed	89
Terminated	16
Re-issued	0
<b>Total Number Filed</b>	<b>105</b>

**PASSPORT DIVISION**

1st Quarter	153	\$3,825
2nd Quarter	125	\$3,125
3rd Quarter	158	\$3,950
4th Quarter	117	\$2,925
<b>Annual Total</b>	<b>553</b>	<b>\$13,825</b>

## DATA ENTRY / JUDGMENT DIVISIONS

<b>Computer Entries</b>	<b>INDEXED</b>	<b>VERIFIED</b>
Deeds	36,931	36,923
Mortgages	128,629	128,061
Marital	3,596	3,621
Judgments	151,713	151,935
Court Actions	60,637	60,592
Lis-Pendens	10,443	10,545
<b>Total Entered Documents</b>		<b>783,626</b>

### *Judgment Dept. Written Documents*

Certificates of Disposition	835
Transcripts	82,765
Executions	6,169
Exemplified Transcript	107
Certified Copies	7,360
Liens	2,830
Federal Tax Liens/Releases	5,513
Bonds	2
Building Loan Agreement	195
Notice of Lending	22
Releases/Satisfaction	39,886
Assignment of Judgment	495
Certificate of Disposition (S/J)	810
Judgment of Bankruptcy	77
Order Discharging Mechanics liens	15
Order Continuing Mechanics liens	65
Order Amending Mechanics liens	1
Broker's Affidavit	14
<b>Total Written Documents</b>	<b>147,161</b>

## UNIFORMED COMMERCIAL CODE DIVISION

### **Real Estate**

New	1,208
Continuations	639
Terminations	773
Releases	132
Assignments	163
Amendments	119
<b>TOTALS</b>	<b>3,034</b>

## RECORD STORAGE DIVISION

Cubic Foot File Boxes Received From County Agencies	4,473
Total Cubic Foot File Boxes Put Into System	4,473
Cubic Foot File Boxes Verified & Assigned Numbers	4,473
Computer Entries From SCIN Form 55A	4,473
Mail-File Requests	923
Call-In/Walk-In Requests	1,331
Files Returned and Refiled	1,262
Court Action Files & Boxes Returned & Refiled	1,030
Court Action Boxes returned and Refiled	81
Cubic Foot File Boxes Destroyed & Purged	5,266
Phone Calls	215
Empty Banker Boxes Delivered Throughout the County	2,259

## Mailroom Monthly Mailings

January	7,039
February	7,431
March	12,786
April	10,449
May	11,785
June	9,316
July	5,223
August	8,725
September	9,860
October	11,344
November	8,328
December	7,126
<b>TOTAL:</b>	<b>109,412</b>

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

Fiscal Year Ending 12/31/10

ITEMS	AMOUNTS
EAST HAMPTON	\$ 17,700,099.23
RIVERHEAD	\$ 2,284,907.02
SHELTER ISLAND	\$ 1,349,001.04
SOUTHAMPTON	\$ 33,763,819.64
SOUTHOLD	\$ 3,617,777.25
DUAL TOWN	0
<b>TOTALS</b>	<b>\$ 58,715,604.18</b>

**DISTRIBUTION OF COMMUNITY PRESERVATION FUND\***

Fiscal Year Ending 12/31/10

	EAST HAMPTON	RIVERHEAD	SHELTER ISLAND	SOUTHAMPTON	SOUTHOLD
JANUARY	\$2,437,859.98	130 \$120,990.70	56 \$128,900.00	19 \$2,263,667.83	234 \$266,863.36
FEBRUARY	\$1,674,250.98	111 \$127,690.21	56 \$244,200.00	22 \$2,849,807.27	200 \$216,188.00
MARCH	\$1,593,205.50	112 \$137,565.79	66 \$45,408.34	14 \$3,268,450.78	266 \$214,640.77
APRIL	\$789,595.00	94 \$119,834.64	58 \$154,840.00	14 \$2,681,346.20	237 \$296,899.75
MAY	\$1,575,630.00	121 \$81,691.54	49 \$36,000.00	8 \$3,580,207.90	221 \$190,231.45
JUNE	\$1,509,281.39	123 \$205,434.90	78 \$70,329.70	19 \$3,057,472.77	253 \$457,125.00
JULY	\$1,759,237.42	143 \$601,654.47	90 \$112,520.00	16 \$2,803,078.01	249 \$250,992.44
AUGUST	\$1,942,573.81	130 \$89,600.60	59 \$51,700.00	10 \$2,302,120.26	210 \$557,800.83
SEPTEMBER	\$555,522.90	115 \$124,702.30	60 \$147,705.00	20 \$1,766,596.72	178 \$211,340.00
OCTOBER	\$1,155,613.34	77 \$378,068.78	58 \$129,700.00	11 \$2,704,001.93	205 \$241,708.32
NOVEMBER	\$1,296,832.75	104 \$162,850.25	57 \$165,898.00	14 \$3,287,662.82	218 \$373,124.50
DECEMBER	\$1,410,496.16	115 \$134,822.84	58 \$61,800.00	13 \$3,199,407.15	237 \$340,862.83
<b>TOTALS</b>	<b>\$17,700,099.23</b>	<b>1375</b>	<b>\$1,349,001.04</b>	<b>\$33,763,819.64</b>	<b>\$3,617,777.25</b>
			<b>745</b>	<b>2708</b>	<b>926</b>

## CIVIL COURT ACTIONS DIVISION

AFFIDAVITS OF PUBLICATION/NAME CHANGES	403
APPOINTMENTS	173
CERTIFICATES OF CLAIM/NO EXCEPTION	156
CERTIFICATES OF DEPOSIT	15
CERTIFICATES OF DISSOLUTION TO ALBANY	3,022
CERTIFIED COPIES	18,403
CHILD SURRENDERS	98
COMMISSIONS ISSUED	152
FILES REQUESTED AT COUNTER	24,621
FILES SENT TO COURTS/JUDGES	1,477
FILES TRANSFERRED PER COURT ORDER	138
FIREMEN'S DISCHARGES	1
FIREMEN'S EXEMPT PAPERS	12
INDEX NUMBERS	46,754
INDEX NUMBERS-THIRD PARTY	333
JUDGMENTS OF FORECLOSURE	2,438
JURY DEMANDS	2,458
LIS PENDENS	9,834
MATRIMONIAL JUDGMENTS FROM COURT	3,201
MISCELLANEOUS DOCUMENTS	57
MOTIONS / CROSS MOTIONS STAMPED	24,941
NOTES OF ISSUE	6,777
NOTICES OF APPEAL-SUPREME COURT	1,268
OATHS OF OFFICE	692
RECORDABLE AFFIRMATIONS	1,342
RECORDABLE FAMILY COURT ORDERS	929
RECORDABLE JUDGMENTS	18,975
RECORDABLE STIPULATIONS FILED	2,000
RECORDABLE SUPREME COURT ORDERS	4,295
REQUESTS FOR JUDICIAL INTERVENTION	26,561
RESOLUTIONS	47
SEPARATION AGREEMENTS FILED	431
SMALL CLAIM ASSESSMENT REVIEW PETITIONS	35,200
STIPULATIONS OF DISCONTINUANCE STAMPED	9,838
STIPULATIONS OF SETTLEMENTS STAMPED	3,945
SUBPOENAED RECORDS	58
VETERANS' DISCHARGES FILED	34
<b>TOTALS</b>	<b>251,079</b>

## CRIMINAL COURT ACTIONS DIVISION

APPELLATE ORDERS	388
APPELLATE REQUESTS	150
APPELLATE RETURNS	113
CLOSED FILES	2,269
COUNTER REQUESTS	4,813
COURT FILE RETURNS	544
COURT REQUESTS	476
MINUTES FILED	514
DISMISSALS	11
FINGERPRINTS FILED	606
GENERAL MAIL	510
INDICTMENTS	2,234
INMATE MAIL	160
MINUTES PROCESSED	514
MISC. PAPERS ENTERED	306
NEW CRIMINALS	271
SEALING ORDERS	155
YOUTHFUL OFFENDERS	210
<b>TOTALS</b>	<b>14,244</b>

## MICROGRAPHICS/OPTICAL IMAGING

### DEEDS

Original Reels of Microfilm Created (A&B)	102
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### MAPS

Subdivision Maps filed	73
Condominium Maps filed	16
Miscellaneous Maps filed	15
Certificates of Abandonment filed	56
Certified Copies filed	23
Paper Copies Produced	3,128

### MISCELLANEOUS PAPERS

Original Reels of Filmed Created	32
Duplicate Reels of Microfilm Created	48
Paper Copies Produced	225

### MORTGAGES

Original Reels of Microfilm Created (A&B)	618
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### OPTICAL IMAGING

No. of Documents Prepped, Scanned and Processed	391,677
Approx. No. of Images Added to Imaging System	2,316,007

### PUBLIC ACCESS

No. of Phone Calls Received	84,106
No. of Images Copied by Public	3,765,447

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

In accordance with Section 406 of County law, I herewith transmit statement of all monies received by my office during the fiscal year ended December 31,2010.

Recording Deeds .....	\$1,793,551.50
Real Estate Transfer Tax .....	\$55,869,280.16
Prepaid Community Preservation Fund .....	\$71,733.52
Community Preservation Fund .....	\$58,718,904.18
Recording Mortgages .....	\$8,875,887.00
Mortgage Tax** .....	\$90,122,584.76
Uniform Commercial Code .....	\$120,920.00
Recording other Documents and Papers .....	\$995,676.50
Searches, Certifications, Copies & Exemplifications.....	\$188,670.40
Clerk Fees, Filing and Other Services .....	\$4,667,589.71
Passports .....	\$13,825.00
Interest Earned .....	\$178,594.78
Agency's Remittance:	
Suffolk County Treasurer .....	\$7,301,980.89
NYS Comptroller .....	\$12,520,712.92
Commissioner of Taxation & Finance .....	\$3,758,257.00
NYS Equalization and Assessment .....	\$3,454,170.00
NYS Department of State .....	\$426,840.00
<b>TOTAL:</b>	<b>\$249,079,178.32</b>

\*\* Mortgage tax held in apportionment account pending a directive from the Department of Taxation and Finance \$186,106.65

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 monies received by her as such clerk, to the best of her knowledge and belief.

Sworn to me this **first day of February, 2011.**

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**