

Atlantic County Clerk's Office
EDWARD P. McGETTIGAN, COUNTY CLERK
5901 Main St
Mays Landing, NJ 08330-1797
609-625-4011 – FAX 609-909-5111
www.atlanticcountyclerk.org



**OPENING A RECORDING and /or ACH ACCOUNT WITH
THE ATLANTIC COUNTY CLERK'S OFFICE**

1. A letter on company letterhead, signed by a principal officer, stating that you would like to open a recording account.
 2. A check for \$250.00, for regular debit accounts only. ACH accounts must complete the Direct Debit form, last page.
 3. Contact Michael Sommers at 609-625-4011 x5399 if you have any questions about your account.
- You will be given an account number that must appear on all documents submitted for recording. Please place that number next to the RECORD AND RETURN address on your documents.
 - There is no minimum balance required. It is your responsibility to maintain sufficient funds in your account. If documents are received by this office, and there are insufficient funds to cover the costs, the document will be returned **unrecorded**.
 - Realty transfer fees of more than \$10,000.00 must be certified, official bank cashiers check, or trust (escrow) account check.
 - An account statement will be sent to you monthly.
 - **All deposits to the recording account must be submitted separately from the documents for recording. Please send all deposits to:**

Atlantic County Clerk's Office
5901 Main Street
Mays Landing, NJ 08330
Attention: Michael Sommers
Email: sommers_mike@aclink.org

Any questions regarding recording accounts please use the contact information above.

Atlantic County Clerk's Office
Submitter Profile for Level - II

| Company Information | |
|--|--|
| Company Name | |
| Address Line –1 | |
| Address Line – 2 | |
| City | |
| State | |
| Zip | |
| Contact Information | |
| Last Name | |
| First Name | |
| Phone Number | |
| Scanner Hardware Information | |
| Scanner Location/Office | |
| Manufacturer Name | |
| Model Name | |
| Description | |
| PC Configuration | |
| Manufacturer | |
| Model Description | |
| Operating System | <ul style="list-style-type: none"> • Windows XP • (other) • |
| Which interface do you intend to use? | Website/Electronic Submission |
| Which method do you want to adopt? | Scan/Upload |
| | |

| | |
|--|----------|
| Scan | |
| Upload (Please explain your scan process) | |
| What is the archival process of original documents? | |
| Are you working for other companies? | YES / NO |
| If you choose YES please provide Company(s) Name and Address: | |

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Last Updated: June 2004

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10. APPLICABLE LAWS

This web site can be accessed from all 50 states, as well as from other countries around the world. As each of these places has laws that may differ from those of New Jersey, by accessing this web site you agree that the statutes and laws of the state of New Jersey, without regard to the conflicts of laws principles thereof, will apply to all matters relating to use of this web site.

You also agree and hereby submit to the exclusive personal jurisdiction and venue of the Superior Court of New Jersey and the United States District Court for the District of New Jersey with respect to such matters. There is no representation that materials on this web site are appropriate or available for use in other locations, and accessing them from territories where their contents are illegal is prohibited. Those who choose to access this site from other locations do so on their own initiative and are responsible for compliance with local laws.

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If any part of this Agreement is determined to be invalid or unenforceable pursuant to applicable law, then the invalid or unenforceable provision will be deemed superseded by a valid, enforceable provision that most closely matches the intent of the original provision and the remainder of this Agreement will continue in effect. You may not assign this Agreement, or assign, transfer or sublicense your rights, if any, in DSMS. Except as expressly stated herein, this Agreement constitutes the entire agreement between you, Licensed County, Sublicensed Counties and Company with respect to DSMS and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral or written, between you, Licensed County, Sublicensed Counties and/or Company or its Affiliates with respect to DSMS. The section titles in the Agreement are solely used for the convenience of the parties and have no legal or contractual significance.

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13. YOU HAVE LIMITED TIME TO BRING YOUR CLAIM

ALL PARTIES AGREE THAT ANY CAUSE OF ACTION ARISING OUT OF OR RELATED TO THE DSMS MUST COMMENCE WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES. OTHERWISE, SUCH CAUSE OF ACTION IS PERMANENTLY BARRED.

Signature

Title

Date

Please send completed form to: **Atlantic County Clerk's Office**
5901 Main Street
Mays Landing, NJ 08330
Attn: Michael Sommers
Phone 609-625-5399
Fax: 609-909-5111
Email – sommers_mike@aclink.org

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EDWARD P. McGETTIGAN, COUNTY CLERK
5901 Main St
Mays Landing, NJ 08330-1797
609-625-4011 – FAX 609-909-5111
www.atlanticcountyclerk.org

AUTHORIZATION AGREEMENT FOR DIRECT DEBITS

Company Name: _____

Company Address: _____

Contact Person Name: _____ Telephone: _____

Email Address: _____

I (we) here by authorize Atlantic County Clerk's Office, to initiate debit entries to my (our) [] Checking Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account for the purpose of payment of Document Recording Fees and Realty Transfer Fees.

ACCOUNT NAME: _____

DEPOSITORY NAME: _____

BRANCH: _____ CITY: _____ STATE: _____

ROUTING NUMBER: _____ ACCOUNT #: _____

This authorization is to remain in full force and effect until Atlantic County Clerk's Office has received written notification from me (or either of us) of its termination in such time and in such manner as to afford Atlantic County Clerk's Office and Depository a reasonable opportunity to act on it.

Agreed to and authorized by:

NAME: _____
(PLEASE PRINT)

NAME: _____

SIGNED: _____

SIGNED: _____

DATE: _____

DATE: _____

NOTE: PLEASE INCLUDE A VOIDED CHECK ALONG WITH THIS FORM.

Allow up to 2 weeks for Direct Debits to be effective. Once effective, County will notify you via Electronic Mail.

Mail to: Atlantic County Clerk's Office
5901 Main Street
Mays Landing, NJ 08330
Attention: Michael Sommers
Email: sommers_mike@aclink.org