

GUIDE TO THE OFFICE OF THE NASSAU COUNTY CLERK



MAUREEN O'CONNELL
NASSAU COUNTY CLERK
240 OLD COUNTRY ROAD
MINEOLA, NEW YORK 11501
516-571-2664

Visit our website:



www.nassaucountyny.gov/clerk



Dear Neighbor,

A Message From
Maureen O'Connell
NASSAU COUNTY CLERK

Welcome to the County Clerk's Office. Created by the New York State Constitution, the Office of the County Clerk serves as Clerk of the Supreme and County Courts, and as an agent for the state and federal governments. The Clerk also records documents relating to real property in Nassau County and maintains the official index of real property ownership.

As County Clerk, my primary objective is to promote real-time services and facilitate enhanced access to serve the residents of Nassau County. We are constantly working to strip away layers of bureaucracy, improve access to official records, and streamline operations while containing costs. Electronic filing of court documents and e-recording of land records is another method that can be used to file and record without coming to the Clerk's Office.

The County Clerk's Office processes hundreds of millions of dollars per year in transactions, has many statutory duties, and assists the courts, legal professionals, and the public. In an effort to acquaint you with the departments within our office, this guide details the services available and provides information regarding document filing and data retrieval.

Of course, should you need assistance during your visit to our office, any member of the County Clerk staff will be happy to aid you.

Very truly yours,

Maureen O'Connell
Maureen O'Connell
Nassau County Clerk

DIRECTORY

Court Recording	ROOM 108
Judgments	ROOM 107
Licensing & Receiving	ROOM 107
Notary Services	ROOM 107
Registrar of Assumed Business Names	ROOM 107
Passport Acceptance Agent	ROOM 107
Land Recording Department	ROOM 107
Map Filings	ROOM 107
Court Document Room	ROOM 106
Land Records	LOWER LEVEL
Map Room	LOWER LEVEL



(View of County Clerk's Office Building - 240 Old Country Rd, Mineola, New York)

COURT RECORDING - ROOM 108

To commence a Supreme Court action, pleadings are to be filed with the Nassau County Clerk's Office. Each action will require an **Index Number** application which may be found on our website along with filing fees:

www.nassaucountyny.gov/clerk

There are various types of actions filed* within the Clerk's Office. Some include:

- Name Changes
- Divorces/Annulments
- Foreclosures
- Article 81/Guardianships

*For some actions, it is mandatory that the action be e-filed via the NYSCEF system. There are many types of court recordings accepted in this office, some may require payment. These include:

- Index Numbers
- Jury Demands
- Notes of Issue
- Notices of Appeal
- Stipulations of Settlement
- Requests for Judicial Intervention
- Stipulations of Discontinuance
- Motions/Cross Motions/Orders to Show Cause
- Small Claims Assessment Review Petitions (SCARS)

Court orders (including decisions, so-ordered stipulations and judgments of divorce) are forwarded from Supreme Court to the County Clerk's Office to be entered into the Clerks' Minutes. Once entered these records are available for viewing in our Document Room.

Note: Orders are delivered daily by court courier to the County Clerk's Office from Supreme Court and Matrimonial Center; they are accompanied by a transmittal sheet. Transmittal sheets indicate if the Clerk's office has received the order.

E-FILING

Nassau County Supreme Court filings can be done electronically through NYS website: <https://iapps.courts.state.ny.us/nyscef> Attorneys are able to start an action via NYSCEF or convert existing case through Consent Stipulation signed by all parties. Available consensual case types are: Torts, Medical Malpractice, Contract (non-commercial), Consumer Credit Transaction and Asbestos. **All Commercial case types are mandatory for e-Filing.**

You may pay by credit card 7days a week/24 hours a day. The County Clerk's Office will process your filing by the next business day. The participating filer has continuous access to filed documents and Clerks Minutes through the NYSCEF website.

JUDGMENTS, LIENS, UCC FILINGS - ROOM 107

This division records the following document filings:

- Money, default and foreign judgments
- Affidavits and confessions of judgment
- Mechanics' and Environmental Liens
- Notices of Pendency (Lis Pendens)
- Notices of Violation
- Real Estate Broker Affidavit of Entitlement to Commission
- Uniform Commercial Code (UCC) filings
- Notice of Lending
- Payments into Court
- Vesting Orders
- Judgment transcripts
- Family Court Orders

While an order or judgment may be signed by a judge, it is not officially deemed "entered" until recorded by the County Clerk's Office.

RECEIVING - ROOM 107

This division files:

- Transcripts of Judgments
- Family Court Orders
- Crime Action Liens
- Federal Tax Liens
- State Warrants
- Hospital Liens
- Social Services Liens (Medical Assistance)
- Wage Assignment
- Parking and Traffic Violations
- Separation Agreements
- Satisfaction of Judgments
- Authentications
- Firefighter Exemption Certificates

VETERANS SERVICES/MISCELLANEOUS FILINGS - ROOM 107

The Nassau County Clerk accepts for filing certain federal, state and county licenses and certificates The office is responsible for:

- Recording Certificates of Release or Discharge from Active Duty (DD-214) and providing certified copies upon request
- **Veterans Recognition Program** - issues Veterans Recognition photo discount card upon recording of DD-214 along with a list of participating local businesses that offer discounts
- Issuing Veterans' Peddlers licenses
- Maintaining Naturalization records from 1899 to 1987

BUSINESS NAMES - ROOM 107

New York State General Business Law Section 130 requires individuals or partners conducting commercial activity under a name that is not their personal name to file a D/B/A (Doing Business As) certificate with the County Clerk.

The proposed business name should be researched beforehand to confirm that it does not already exist in the County Clerk's database. No duplication of names is permitted.

This division maintains the following documents:

- Business Certificates (D/B/A)
- Business Amendments
- Business Discontinuances

(For further information see the County Clerk's "Filing Business Names and Corporations in Nassau County" brochure)

NOTARY DIVISION - ROOM 107

The County Clerk is the Chief Notary Public of Nassau County and has a notary public on staff for use by the general public. The County Clerk:

- Authenticates a notary's signature that is on file
- Records notary public renewals commissioned in Nassau County
- Maintains notary public commissions & their signatures

(For further information see the County Clerk's "Notary Services" brochure)

PASSPORTS - ROOM 107

The County Clerk's Office is an official U.S. Passport Acceptance Center. Anyone traveling outside the U.S., including children and infants, is required to have a passport. Applications for new passports are accepted and processed daily until 1 hour before closing. **We can also take passport photos.**

(For further information see the County Clerk's "Passport Services" brochure.)

LAND RECORDING - ROOM 107

The Land Recording division records documents relating to the ownership of real property in Nassau County including:

- Deeds
- Mortgages
- Satisfaction of Mortgages
- Powers of Attorney
- Map Filings

All real property documents are recorded against the Section, Block and Lot number of the property. All documents must meet the requirements of the recording statutes of New York State. The schedule of fees for filing of real property can be found at: www.nassaucountyny.gov/clerk

E-RECORDING

Land recording documents including deeds, mortgages, and satisfactions may now be recorded electronically in Nassau County. Title companies, legal professionals, and services providers can obtain a subscription with e-recording service providers that allows them to scan and transmit land documents without the originals ever leaving their office. This process streamlines recording by eliminating expenses associated with mailing, check writing, and maintaining paper files. Contact one of the three approved e-recording companies listed to improve efficiencies and reduce costs:

<p>Corporation Service Company (CSC) 1-855-200-1150 www.erecording.com</p>
<p>e-Recording Partners (ePN) 1-888-325-3365 www.erecordingpartners.net</p>
<p>Simplifile 1-800-460-5657 www.simplifile.com</p>

DOCUMENT ROOM - ROOM 106

The Office of the County Clerk, serving as the Clerk of the New York State Supreme Court, maintains all court records for civil actions commenced in Nassau County Supreme Court.

New York State Supreme Court case files for the last five years are available on the premises. Older files are archived in the County Clerk's Records Center and must be ordered for retrieval. These files are generally retrieved within five business days.

The "Clerk's Minutes" lists court documents entered by case file index number and are available on the public access database for court actions filed in 1992 and thereafter, or in the "Clerk's Minutes" books for court actions prior to 1992.

When ordering court documents, the following information is required:

- Index number
- Document type
- Filing date
- Names of parties (plaintiff and defendant)

Note: Supreme Court documents, except for matrimonial or sealed records, may be made available for public viewing. Matrimonial files may only be accessed upon presentation of proper identification by the parties to the action and/or their attorneys of record.

PURSUANT TO NEW YORK STATE PENAL LAW SECTIONS 175.20 & 175.25, IT IS A MISDEMEANOR TO ALTER, DEFACE OR REMOVE COURT PAPERS. NO FILE OR PORTION THEREOF MAY LEAVE ROOM 106. VIOLATORS WILL BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

LAND RECORDS - LOWER LEVEL ROOM B-1

The County Clerk maintains the Land Records registry and real property maps for all real property located within the County. When Nassau County was first chartered in 1899, this registry was maintained in Index Books, which were later replaced by property cards, and since July 1992, on the County Clerk's electronic database.

Information about a specific parcel of real property can be obtained with the Section, Block and Lot number or the property address.

The Nassau County Clerk **DOES NOT** maintain the following documents:

- | | |
|---|----------------------|
| • Birth Certificates | • Death Certificates |
| • Marriage Certificates (except those filed from 1907 - April 29, 1935) | |

Marriage Licenses, Birth Certificates or Death Certificates

The Nassau County Clerk's Office does not issue or file marriage licenses. To obtain or get a copy of a Marriage License, contact the city or town clerk of residence. Birth and Death Certificates are maintained by the Clerk of the municipality where the event took place, **not** the County Clerk. The New York State Department of Health Vital Records Office provides eligible applicants with copies of birth and death certificates for births and deaths in New York State outside of New York City (1881-present), marriage licenses obtained in New York State outside of New York City (1880-present) and dissolution of marriage certificates for all of New York State (1963-present).

Consult their website at:

http://www.health.ny.gov/vital_records/ for information on applying for copies of documents.

GUIDE TO THE OFFICE OF THE NASSAU COUNTY CLERK

COUNTY CLERK'S ROOM REFERENCE	
Obtain a certified copy of my divorce decree, separation agreement, or annulment	106
Obtain a certified copy of a name change order	106
View Supreme Court Documents	106
Record a deed, mortgage, satisfaction, power of attorney or trust	107
Register a business name/obtain business ownership information	107
File DD-214 /obtain a Veterans Recognition photo discount card	107
Get a document notarized, notary authentication, notary renewal	107
File for a passport/have passport photo taken	107
File transcript of judgment, mechanics lien, UCC or notice of pendency	107
Veterans' Peddlers license	107
Get a copy of transcript of judgment or satisfaction of judgment	107
Purchase Index #	108
View transmittal sheet	108
File documents for Supreme court actions including: divorce, annulment, separation agreement, name change, RJI, affidavit of service, motion, order	108
Obtain a certified copy of a deed or mortgage	Lower Level
Find out property ownership information/check liens on a property	Lower Level
Map room	Lower Level

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