

MAY 14, 2020

FROM: JOHN S. HOGAN, BERGEN COUNTY CLERK

TO: BERGEN COUNTY BAR ASSOCIATION

RE: STATUS UPDATE OF THE OFFICE OF THE BERGEN COUNTY CLERK
SINCE THE COVID-19 SHUTDOWN

Due to the ongoing threat of COVID-19, the Office of the Bergen County Clerk will continue to remain closed to the public. However, we have been able to “keep the wheels turning” and carry out many of our functions due to the efforts, innovation and adaptability of my diligent staff.

Here is a current update concerning what the office has been able to accomplish under these challenging conditions:

- **REGISTRY DIVISION:** The office continues to receive land record transactions by mail or electronically (E-Recording). Working with the Office of the County Executive, we have been able to distribute laptops to employees so that they can carry out these functions from home. Eleven employees are working to verify these processed documents in order to make them available to the public.
- **LAND RECORDS MANAGEMENT DIVISION:** This division has continued to remain functional and open to title searchers on a very limited, rotational and secure basis. Following the approval of our request by the County Administrator on March 18, 2020, we initially permitted title searchers access from 8:30 am to 1:00 pm. To further diminish any potential exposure, we are now strictly limiting the title searchers to alternating every other day during the same hours. Everyone is required to wear a face covering or mask. The searching area has been completely disinfected and title searchers’ stations are more than 10 feet apart.

If you have any questions, please do not hesitate to contact us.

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