

**THE STEUBEN COUNTY
CLERK'S OFFICE SERVICES
THE RESIDENTS IN THREE
GENERAL AREAS**

REAL ESTATE

The Steuben County Clerk maintains a record of county real estate transactions and makes them available to the public and the title industry for their use. The office is responsible for:

- Recording and indexing deeds, mortgages, mortgage satisfactions and mortgage assignments.
- Recording and indexing oil and gas leases.
- Computing and collecting transfer and mortgage taxes.
- Providing certified copies of recorded documents including deeds, mortgages, mortgage satisfactions and mortgage assignments.
- Recording commercial chattel mortgages, building loans and their dispositions.
- Indexing liens against real property.
- Maintaining county land and subdivision maps
- Title Searching.

LEGAL

The Steuben County Clerk serves as the Clerk of the Supreme and County Courts. The office is responsible for:

- Receiving and processing all applications for Supreme Court Index numbers, Requests for Judicial Intervention and Notes of Issue.
- Indexing and maintaining all Supreme Court documents and case files and providing public access and certified copies of documents upon request.
- Indexing and maintaining all County Court criminal cases and providing public access and certified copies of documents upon request.
- Filing transcripts of judgment from other courts as well as federal tax liens and state tax warrants.
- Providing Certificates of Disposition of Judgments.
- Recording all satisfactions and discharges of liens.
- Recording separation agreements as submitted.
- Recording matrimonial judgments and issuing certified copies upon request of a party involved.
- Processing all applications for a change of name in conjunction with the court, maintaining and making available to the public a record of the change.
- Receiving and processing of Notices of Appeal to the Appellate Division.
- Receiving and processing applications for Small Claims Assessment Review.

LICENSING

The Steuben County Clerk accepts for filing several federal, state and county licenses and certificates. The office is responsible for:

- Registering and filing all new Business Names.
- Maintaining records of businesses incorporated in New York State and doing business in Steuben County.
- Filing and maintaining signature cards and oath of office cards of all Notary Publics qualified in Steuben County.
- Authenticating Notary signatures upon request.
- Recording military discharge papers and providing certified copies upon request.
- Processing of United States Passport applications.
- Issuing of Veterans Peddlers licenses.
- Maintaining Naturalization records.
- Processing and issuing Pistol Permits in accordance with the laws of New York State.

A Message from Judith M. Hunter

Steuben County Clerk

Dear Neighbor,

An office steeped in history and tradition, the County Clerk is the official document repository for Steuben County – maintaining records of thousands of vital legal documents and public records relating to business, property ownership and civil and criminal cases in the Steuben County Court and the State Supreme Court.

In addition, the County Clerk maintains and processes notary public licenses, provides veterans with a discharge (DD-214) recording service as well as serving as an official passport application acceptance center.

As County Clerk, my goal is to ensure that the office meets its responsibility as a full service public service department while providing residents with the services they need in a timely, efficient and cost effective manner.

In that regard, I have produced this brochure which explains most of the responsibilities of the Steuben County Clerk's office and how it serves you.

Be assured that in the years ahead, I will continue to seek out new and innovative ways to improve, streamline and technologically advance the Office of the County Clerk.

Sincerely,



JUDITH M. HUNTER

STEUBEN COUNTY CLERK

STEUBEN COUNTY CLERK



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GUIDE

TO THE

STEUBEN COUNTY

CLERK'S OFFICE

**JUDITH M. HUNTER
STEUBEN COUNTY CLERK**

3 EAST PULTENEY SQUARE

BATH, NEW YORK 14810

(607) 776-9631 EXT. 3203

FAX (607) 664-2157

HOURS OF OPERATION

8:30 A.M. TO 5:00 P.M. MON.-FRI.

**JUDITH M. HUNTER
STEUBEN COUNTY CLERK**
