

2014

THE RECORDER



FROM THE RECORDER, Michael E. Kozikowski, Sr.

MISSION STATEMENT

Our mission is to always "Put the Customer First" and to strive for continuous improvement by providing the types of services that meet the needs of our customers.

OFFICE OFFICIALS:

Michael E. Kozikowski, Recorder
Thomas G. Ferrier, Chief Deputy
Renee T. Boyle, Office Administrator
Edward Dale, Office Administrator

MAILING ADDRESS:

Recorder of Deeds
Louis L. Redding
City/County Building
800 N. French St., 4th Floor
Wilmington, DE 19801
Phone: (302) 395-7749
Fax: (302) 395-7732

WEBSITE INFORMATION:

www.nccde.org

www.ncc-deeds.com—for on-line records search

HOURS OF OPERATION:

Monday through Friday
8:30 a.m. to 4:15 p.m.

HOLIDAY CLOSINGS:

LINCOLN'S BIRTHDAY, Monday, Feb 3, 2014

WASHINGTON'S BIRTHDAY, Monday, February 17, 2014

GOOD FRIDAY, Friday, April 18, 2014

MEMORIAL DAY, Monday, May 26, 2014

FEE SCHEDULE:

Please visit our website for a detailed fee schedule at:
www.nccde.org/deeds

ERecording Comes to New Castle County !

Beginning February 10, 2014 at 8:30 a.m., the New Castle County Recorder of Deeds office will be accepting assignments and satisfactions for the purpose of filing customer's documents electronically.

Please take an opportunity to review the **ERecording Educational presentation and process** at www.nccde.org/deeds which will help guide you through the necessary steps to ERecord.

The Memorandum of Understanding (MOU) which is New Castle County's Electronic Filing Agreement must be completed by the filer (filer's place of business) before any assignment or satisfaction can be processed electronically. The New Castle County Recorder of Deeds will maintain the signed Electronic Recording Agreement on file according to the standards and requirements outlined in the Delaware Uniform Property Electronic Recording Act. The Electronic Recording Filing Agreement provides the customers with all of the information and recording requirements necessary to record electronically.

The Recorder of Deeds Staff is looking forward to providing the electronic process of recording your documents efficiently and effectively. This new delivery system will eliminate the processing of paper, significantly reduce the amount of time it takes to process the documents and reduce the costs incurred.

If you need assistance or have questions, please contact Renee Boyle, Office Administrator at (302) 395-7740 or at

RTBoyle@nccde.org. You may also contact Ed Dale, Office Administrator at (302) 395-7739 or at EDale@nccde.org.



A CONTINUOUS IMPROVEMENT CONCEPT

In the first quarter of 2014, the New Castle County Recorder of Deeds, Michael E. Kozikowski, Kent County Recorder of Deeds, Betty Lou McKenna and Sussex County Recorder of Deeds, Scott Dailey will implement a Recorder of Deeds Task Force Advisory Committee. The Advisory Committee will have representatives from the Delaware State Bar Association and the three Recorder of Deeds offices. The committee's responsibilities will be to review and explore the possibility of creating uniform formatting standards for specific document types recorded in the Recorder of Deeds offices.

DACRO (DELAWARE ASSOCIATION OF COUNTY ROW OFFICES)

DACRO was founded on June 6, 2011 to provide a networking forum for countywide elected officials. The association's mission is to provide the citizens of Delaware with superior service; help to better educate our constituents about the important duties and vital roles of our County elected officials, and to preserve the historical significance of said offices as established by the Delaware State Constitution and the General Assembly.

RECORDER OF DEEDS PRIMARY CONTACTS:

If you have any specific questions related to this office, please contact the following Office Administrators:

Renee Boyle, Office Administrator
NCC Recorders of Deeds Office
Phone: (302) 395-7740
Email: RTBoyle@nccde.org
Deeds, Mortgages, Satisfactions and other Recorded Documents

Edward Dale, Office Administrator
NCC Recorder of Deeds Office
Phone: (302) 395-7739
Email: EDale@nccde.org
Transfer Tax, Maps and Microfilm

Office Hours :

Mon. - Fri. 8:30 a.m. - 4:15 p.m.

Location:

800 North French Street,
4th Floor
Wilmington, DE 19801

Contact Us:

Main Number :

(302) 395-7700



Message(s):

HAPPY NEW YEAR!