

Westchester County Clerk

Information Guide

"Over 300 years of service
to the people of Westchester"

ANDREW J. SPANO
County Clerk



Legal Division

The New York State Constitution and the Westchester County Charter state that the County Clerk is the Clerk for the Supreme and County Courts. All records for the courts are recorded and filed in the Legal Division of the Office of the County Clerk. The Legal Division receives, records, files, retrieves and collects fees for all legal documents in and for Westchester County.

The County Clerk is responsible for non-court related County legal functions. These functions include issuing index numbers, qualifying Notaries Public, docketing judgments, registering new businesses, filing Lis Pendens (pending suits), Mechanic's Liens and all other liens on real or personal property, and filing and recording Military Discharges.

Index Numbers In order to institute any new legal civil proceedings, individuals or attorneys must purchase an index number from the County. The index number indicates the file number assigned to the action. The Office of the Westchester County Clerk issued more than 24,000 index numbers for civil suits during the year 1989 and again in 1990.

Following a Supreme or County Court decision, the complete record of the action is retained by the County Clerks Office. In the event of a court appeal, it is the responsibility of the Clerk to supply the original record to the Appellate court. Again, when the appeal process is complete, the entire record, including the appeal, is retained in the Office of the County Clerk. As the law stands today, all court records are permanently retained.

Notary Public-Commissioner of Deeds The Legal Division processes the necessary forms for notaries after their appointments by the Secretary of State. Similarly, the Division notifies individuals regarding their appointments by their city, village or town clerk after they qualify to be a Commissioner of Deeds. The County Clerk qualifies and then maintains the records of both notaries and commissioners of deeds. Study booklets and examination schedules can be obtained by written request, enclosing a self addressed, stamped envelope.