

**COUNTY of CAPE MAY**  
**RITA MARIE FULGINITI, COUNTY CLERK**  
**DIANA L. HEVENER**  
*DEPUTY COUNTY CLERK*



*Location:*  
7 North Main Street  
Cape May Court House  
New Jersey 08204

Telephone: (609) 465-1010 ■ Fax: 465-8625  
E-mail: [coclerk@co.cape-may.nj.us](mailto:coclerk@co.cape-may.nj.us)  
Website: [www.capemaycountyclerk.com](http://www.capemaycountyclerk.com)

*Mailing Address:*  
P.O. Box 5000  
Cape May Court House  
New Jersey 08210-5000

**MEMO**

TO: TITLE SEARCHING COMPANIES  
FROM: RITA MARIE FULGINITI, COUNTY CLERK 609-465-1018  
DATE: APRIL 27, 2020  
RE: IN PERSON SEARCH REQUESTS

Due to emergency proclamations in response to the COVID-19 outbreak the Cape May County Clerk's Office has been closed to the public since March 17, 2020.

During this time we have advised the title searching community to utilize our online records access data bases at [www.capemaycountyclerk.com](http://www.capemaycountyclerk.com). Our Record Room staff has accommodated many phone and email requests for records which are not online. I have spoken to many of you and your clients and understand your need to complete searches which require accessing records that predate the online data.

To that end beginning on Monday, **May 4, 2020** we will be opening our Record Room by appointment for the following schedule: **Three searchers per day Monday through Friday, one searcher per company, from noon to 4:00 p.m. on a rotating schedule set up by the County Clerk's Office.**

Recognizing the importance for all of us to stay healthy by practicing COVID-19 avoidance measures each searcher **will be required to wear a mask and gloves and practice social distancing at all times while in our facility.** There will be no lunchroom facilities available.

We expect that searchers in here for their search appointment will focus on researching records which are not available online. Photocopiers will be available. County staff will be available by phone and email.

I, or a member of my staff will open the Record Room door at noon and ask that you leave promptly by 4:00 p.m.

Appointments must be made with me by email at [rita.fulginiti@co.cape-may.nj.us](mailto:rita.fulginiti@co.cape-may.nj.us) Please provide your name, phone number and the company you are representing. To be fair to all we will admit one searcher per company at a time. **I will respond back to you with an appointment.** /rmf