ML2000

# Recording Licenses

The recording clerk is the last Quality Control check-point in the marriage license process.  If any discrepancies or irregularities are noted, the Certificate of Marriage shall not be recorded until such time as these are corrected.  The clerk, upon receipt of the certificate, shall enter the license number into the field labeled “Enter License Number” and click on the “Search” button.



  The “Enter License Number” field and the “Search” button are both accessed/activated by moving the mouse pointer/cursor over that item and clicking once with the left mouse button.  Doing this will display that data that matches the license number that the user had entered.



  The user, having verified that the license information displayed matches that which was requested, shall now move the mouse pointer/cursor over the license number and click once again with the left mouse button.
This will cause the license information to populate the “Issue/Record” tab of the form that is next displayed on the user's screen.



  License number, party names, created date, and supporting documentation shall be verified at this time.  If all is determined to be in appropriate order, the clerk shall then enter the Marriage Date in the proper field and click on the “Record” button. (This field may be accessed by either using the tab key to move throughout the form, or by using the mouse to place the pointer/cursor over this field and clicking once with the left mouse button.
  If an Abstract was pre-paid for at the time of issuance, this shall be printed at this time.  This is accomplished by clicking on the “Abstract” button.   The 'Date Recorded', 'Recording Clerk', and 'Date Abstract Mailed fields are all filled automatically (when appropriate).  These fields may be edited by supervisory level users if it is deemed necessary.
  The recording clerk may, at this time, enter any pertinent comments in the notes field.  Changes made at this time may be saved by clicking on the “Update” button.
  If a license has been sealed by order of the Court, the date of this action shall be entered in the field labeled 'Date Sealed'.  The license itself shall be processed according to established procedure.
  If the parties have provided an e-mail address, the clerk may move the cursor/pointer over the envelope that is at the right of this field and click once.  Doing so will send to the e-mail address provided a brief statement notifying the parties that their certificate has been recorded and that a certified abstract is now available from the office of the Clerk of Superior Court.  *(The e-mail address field is located near the bottom of the “Initial Entry” screen in the section titled “Address After Ceremony”)*.



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