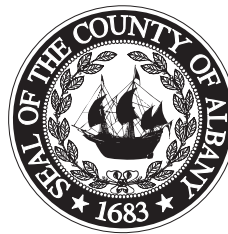


OFFICE OF THE ALBANY COUNTY CLERK

CLERK OF SUPREME AND COUNTY COURTS
ALBANY COUNTY COURT HOUSE, ROOM 128
ALBANY NY 12207-1077

THOMAS G. CLINGAN
ALBANY COUNTY CLERK



LYNN M. VAILLANCOURT
GERALDINE M. GOULD
FIRST DEPUTY COUNTY CLERKS

MARLENE J. DION
SHERLYN CHAPMAN
DEPUTY COUNTY CLERKS

AN IMPORTANT MESSAGE ABOUT OUR SERVICES

The Albany County Clerk's office accepts legal documents for recording and/or filing. We who work here are allowed to review the forms you give us for filing or recording, to make sure that they are in proper form, but we are not attorneys and we are prohibited from giving legal advice.

If you chose to prepare any legal documents yourself, without the assistance of an attorney, you are the only person responsible for that document. As much as we would like to assist you, we have to be careful that we don't try to give you what amounts to legal advice. We cannot fill out legal forms for you. Only you or your attorney can do that.

Please understand that all of us here at the County Clerk's office want to help you, and we are glad to answer your questions about how to record or file forms, how to find records already on file here, and what the fees are for our various services.

At the same time, no one here wants to give you advice on matters we are not qualified to speak about. I am equally sure that you would not want to depend on unqualified advice for an important legal matter. This is why we have to draw a line between helping people to file or record documents, and providing legal advice on how or what to include in the documents. Thank you for your understanding.

Thomas G. Clingan
Albany County Clerk
Re-issued on December 29, 2011

(518) 487-5100 FAX (518) 487-5099
www.albanycounty.com/clerk