

# Jefferson County Clerk's Office

175 Arsenal St.  
Watertown, N.Y. 13601

Court/Land Records FAX (315)785-5145  
Court/Land Records (315)785-3200  
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**Gizelle J. Meeks**  
County Clerk/ RMO  
(315) 785-3312  
gmeeks@co.jefferson.ny.us



**Jaime S. Thompson**  
Deputy Clerk  
(315) 785-3312  
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## **Payment for Services Policy** **(Effective 02/17/2015)**

The Jefferson County Clerk's Office will currently accept Cash, Check, Money Order, Visa, and MasterCard. Please see below for additional information.

1. Checks may be an attorney's check; a title company check; a corporate or business check; a certified check; a bank check; a credit union check; a credit union money order; or a postal money order. All checks should be made payable to "Jefferson County Clerk".
2. **ALL** checks must be preprinted with a name, address, and bank account number. A phone number is required and may be written in separately.
3. All personal checks greater than \$500.00 must be certified and contain all of the information listed in item number two. Out of state personal checks will **NOT** be accepted.
4. Checks will only be accepted from those parties involved in the transaction. (Ex: Seller; buyer; their attorneys; licensed title company; or licensed financial institution.) No third party checks will be accepted.
5. No personal checks will be accepted after 90 days of the issue date. No business, corporate or attorney checks will be accepted after 180 days of the issue date.
6. Checks returned to this office unpaid by the bank will be subject to a \$30.00 service charge plus any applicable bank fees.
7. There is a transaction fee of 2.60% + \$0.68 for each payment made by credit card.
8. If there is a question or further clarification is needed, please speak with the Deputy or County Clerk.