

Berkshire Middle District Registry of Deeds

Andrea F. Nuciforo, Jr.

Register of Deeds

Message from the Register ...

Since January 2007, it has been my honor and privilege to serve as Register of Deeds in the Berkshire Middle District. As I close out my first full year on the job, I am mindful of the trust and confidence that the voters of this district have shown in me.

Over the last year, my staff and I have implemented several changes designed to provide quality service to the public in a more expeditious manner. One such change is our improvement of the key verification process.

Key verification is a procedure in which we double-check information contained within documents recorded in common records at our registry. This is our way of providing quality control. During my tenure, we have reduced the number of days that documents are awaiting key

verification from approximately six months to just a few days. This quick turnaround allows attorneys, title examiners or members of the public to more effectively update title.

Another change we have implemented is that we are now returning original documents in a much more timely manner. At this time, a person presenting a document for recording can expect to receive the recorded document back within a two-week time period. Law offices, banks, credit unions and others will notice how this quick response will improve their operations.

I am also happy to report that documents received at the registry via mail are currently being recorded the same day. Thus, these documents can be viewed on-line within 24-48 hours.



We have also made some key changes in personnel, all with the goal of improving the service that we provide to the public. These changes reflect advances in technology and the evolving needs of the public.

Please let me know whether you have any questions, or if you have ideas for how we may better serve the public. I wish you a happy and productive holiday season.

Andrea F. Nuciforo, Jr.

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New Indexing Standards

At its regularly scheduled conference in October 2007, the Massachusetts Association of Registers of Deeds adopted new, statewide indexing standards. These standards, drafted and reviewed by the registers and various individuals within the office of the secretary of state, will take effect on January 1, 2008.

The new indexing standards provide the following:

1. Documents must be on white paper of sufficient weight to reproduce in registry scanners.
2. All document pages and attachments must be on paper that is no larger than 8.5 inches by 14 inches.
3. Printing shall be on one side only; double-sided pages will not be accepted.
4. Documents that contain printing, writing or other markings must be sufficiently dark in appearance to be legibly reproduced on standard registry scanners.
5. All printing and writing on a document must be of sufficient size to be legibly reproduced on standard registry scanners.
6. Margins on all sides of all document pages must be of sufficient size to be legibly reproduced on standard registry scanners.
7. The first page of all documents must contain a "recording information area" in the upper right hand corner measuring three inches from the top edge of the document and three inches from the right edge of the document that is free from all writing or printing.
8. Documents that do not comply with Formatting Standard 7 above may still be recorded when attached to an official registry Document Cover Sheet or through the use of some other method adopted by the registry.

*Please contact Patricia Harris if you have any questions.
413.443.7438, ext. 21 or Patricia.Harris@sec.state.ma.us*

Time is of the Essence ...

So that we may better serve you and get you in and out quickly, here is a short checklist for your review:

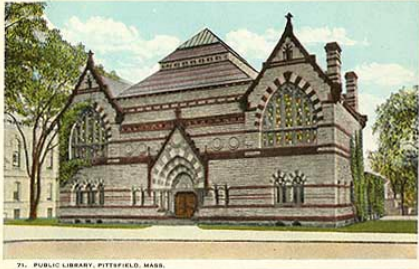
➤ Mortgages, Deeds and Discharges must have the property

address on the first page.

➤ Any document signed by a municipality (except municipal lien certificates) must include the town/city seal.

➤ Notary names & expiration dates should be printed or typed under the signature.

➤ Unless you are a local establishment, return envelopes are required.



71. PUBLIC LIBRARY, PITTSFIELD, MASS.

*"Continuous effort -
not strength or
intelligence - is the
key to unlocking our
potential."
--Winston Churchill*



COURT HOUSE,
PITTSFIELD, MASS.

Meet Our Staff

ANDREA F. NUCIFORO, JR.,
Register
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HEIDI STIMPSON,
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Technical Assistant to Land Court
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Deborah Connolly,
Clerk
deborah.connolly@sec.state.ma.us


KATHLEEN WRONSKI,
Second Assistant
Kathleen.Wronski@sec.state.ma.us

How's Sharon Henault?

Long time visitors and friends of the Registry acknowledge Sharon Henault's dedication and hard work over her 22 years of service. While Sharon has been out of the office since October

17th, she is in our thoughts and prayers and we look forward to her speedy recovery. We anticipate her return to the Registry, and her working full days, by the end of the year.

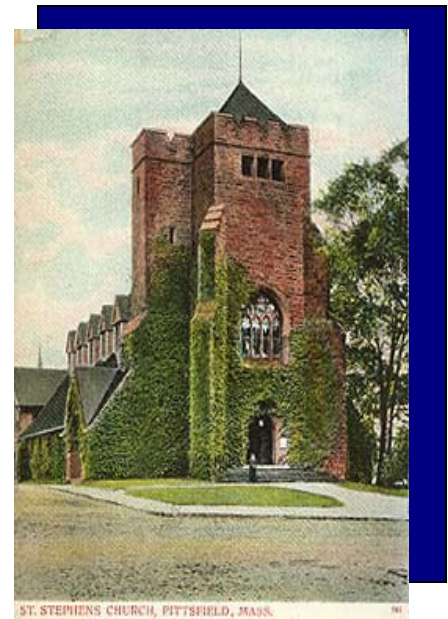
Sharon and the entire registry staff would like to thank you for your kindness, generosity and support over the last few weeks.



They can be reached:
413.443.7438

Andrea:	Ext. 11
Sharon:	Ext. 11
Jean:	Ext. 15
Patricia:	Ext. 21
Kathleen:	Ext. 12
Heidi:	Ext. 16
Stephanie:	Ext. 14
Arrin:	Ext. 20
Deborah:	Ext. 19

"Leave nothing for tomorrow which can be done today."
-- Abraham Lincoln



**Berkshire Middle
District
Registry of Deeds**

44 Bank Row
Pittsfield, MA 01201

PHONE:
(413) 443-7438

FAX:
(413) 448-6025

We're on the Web!

See us at:

www.berkshiremiddled deeds.com

City's and Town's in our Registry

The following municipalities comprise the Berkshire Middle District Registry Of Deeds:

Pittsfield
Becket
Dalton
Hinsdale

Lee
Lenox
Otis
Peru
Richmond
Stockbridge
Tyringham
and Washington

Noteworthy:

Beginning with Book 1108 all documents from 1985 to current are available for viewing on

www.masslandrecords.com

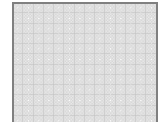
Access to Common Record Plans from 1900 to present are available online. For instruction contact Heidi Stimpson at Ext. 16.

Wishes for a safe and enjoyable holiday season

The staff at the Berkshire Middle District Registry of Deeds would like to wish all attorneys, title

examiners, staff and all members of the public a safe and healthy holiday season.

**BERKSHIRE MIDDLE DISTRICT
REGISTRY OF DEEDS
44 BANK ROW
PITTSFIELD, MA 01201**



**COMPANY NAME
STREET ADDRESS
CITY, ST 22134**