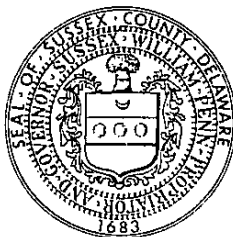


RICHARD H. BELL, II  
Recorder of Deeds




RACHEL H. PUSEY  
Deputy Recorder of Deeds

SUSSEX COUNTY  
**RECORDER OF DEEDS**  
ADMINISTRATIVE BUILDING ON THE CIRCLE  
POST OFFICE BOX 827  
GEORGETOWN, DELAWARE 19947-0827  
302/855-7785

## MEMORANDUM

**TO:** ATTORNEYS  
SETTLEMENT COORDINATORS  
TITLE SEARCHERS

**FROM:** RICHARD H. BELL, II   
RECORDER OF DEEDS

**DATE:** JULY 14, 2000

**REF:** RETURN OF DOCUMENTS

August 1, 2000 we will be adopting the new system for indexing and scanning of documents. It is very important that the RETURN ADDRESS BE TYPED OR PRINTED ON THE FIRST OR LAST PAGE OF EACH DOCUMENT. Please do not place return address on backers since they will not be scanned. The return address is important for future reference as to where the documents were returned, therefore very necessary they be placed on the document itself.

I would also like to suggest that you become familiar with the demo computers in the research area. This will make the transaction of systems be much smoother for all persons concerned. There will be a staff member available to assist you and answer your questions during this time.

Your cooperation in this matter will be appreciated.  
Should you have additional questions or concerns in this regard, please do not hesitate to contact this office.