



County Administration South
601 N. Ross Street, Santa Ana, CA 92701 | (714) 834-2500

WELCOME

Newsletter - JULY 2020

Thank you for your interest in the Orange County Clerk-Recorder Department's newsletter. We will be bringing you periodic updates on the latest news, information and events affecting the department. I am honored and privileged to serve as your County Clerk-Recorder. Please contact my office at (714) 834-2500 or visit us at ocrecorder.com for more information about the department or the services provided to the public.

Sincerely,

Hugh Nguyen
County Clerk-Recorder

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Visit us at OCRECODER.COM



ORANGE COUNTY CLERK-RECORDER

CALL CENTER

WE ARE HERE TO ANSWER YOUR QUESTIONS
MONDAY TO FRIDAY: 8 A.M. TO 4:30 P.M.

(714) 834 - 2500

NEWS

Orange County Clerk-Recorder Announces Changes to Services Effective July 20

In efforts to stop the spread of COVID-19, effective Monday, July 20, 2020, the Orange County Clerk-Recorder Department closed its branch offices in Anaheim, Laguna Hills, and at the Old County Courthouse in Santa Ana to the public until further notice. The department's office at the County Service Center (CSC) in Santa Ana will remain open but will **only** offer over-the-counter services for birth, death and marriage certificates, professional registrations, and real property document recordings. For faster service, customers must submit their application online for a birth, death, or marriage certificate prior to visiting the CSC. All other services will be offered by mail only. The department's Westminster office will remain closed to the public.

To complete a vital records application please visit:

<https://cr.ocgov.com/vitalsappointment/WelcomeApp.asp>.

Only the person requesting service will be allowed in the office.

The following restrictions are in place for real property recording services at the County Service Center to minimize exposure and to ensure the safety of staff and customers:

- Only one customer may enter the office per transaction
- Each transaction is limited to a maximum of three documents

Effective July 20, 2020, the following services must be requested via mail. No over-the-counter or walk-in service will be available until further notice:

- Fictitious Business Name Statements
- Official Records Copies
- Notary Registrations
- EIR filings

For more information about the services being offered by the Clerk-Recorder Department, please call the department's information line at (714) 834-2500, Monday through Friday, from 8 a.m. to 4:30 p.m. or visit OCRecorder.com.

OCRecorder.com

NEWS



Don't Put Your Marriage On Ice - Get Married at Honda Center By the Clerk-Recorder Department

In efforts to stop the spread of COVID-19, effective Monday, August 3, 2020, Orange County Clerk-Recorder Hugh Nguyen moved his department's marriage services to Honda Center in Anaheim for a second time this year. Marriage services at Honda Center are by appointment only from 8 a.m. to 4:30 p.m., Monday through Friday. Honda Center is located at 2695 E. Katella Ave, corner of Katella and S. Douglass Road. Customers must complete their marriage license application and make an appointment online at the following link: <https://www.ocrecorder.com/services/marriage>. No walk-in service will be available at this time.

The department will be implementing strict social distancing guidelines as well as other limitations to ensure the safety of the couples and staff.

The following limitations apply for marriage services:

- Upon arrival at Honda Center, couples must wait inside their cars until a staff member contacts them by phone to approach the booth for their appointment.
- For couples looking to obtain a marriage license, only the couple can be present. **No guests allowed.**
- For couples looking to obtain a public marriage license and have a ceremony performed, only the couple and one witness may be present. **No guests allowed.**
- For couples looking to obtain a confidential marriage license and have a ceremony performed, only the couple can be present. **No guests allowed.**
- Couples will need to pay fees with a check or money order made payable to the Orange County Clerk-Recorder. **No cash or credit card payments accepted.**
- Couples must present a valid government-issued photo identification at their appointment.
- **No walk-in customers** will be taken at this time. Everyone must have an appointment.

Clerk-Recorder staff will be providing services from inside Honda Center's box office booths to ensure that a protective barrier exists between them and the couples. Again, couples must wait inside their cars until a staff member contacts them by phone to approach the booth for their appointment. This will ensure there is always a minimal amount of people at the booths.

For more information about the services being offered by the Clerk-Recorder Department, please call the department's information line at (714) 834-2500, Monday through Friday, from 8 a.m. to 4:30 p.m. or visit OCRecorder.com.

AWARDS AND RECOGNITIONS



Orange County Clerk-Recorder *Employee of the Month*



Congratulations! *Robert Dorrough*

Dedicated to Providing Excellent Customer Service

Each month we recognize an employee who goes above and beyond their normal duties and offers excellent service to our customers. The Employee of the Month receives a certificate of recognition, has their name placed on a recognition plaque and may dress casual during their month of recognition.

It gives me great pleasure to announce Robert Dorrough as Employee of the Month for July.

Since joining the department, Robert has quickly adapted to his role as the department's finance and accounting manager. He joined the department more than a year ago and was quickly tasked with helping plan and coordinate the department's move to our new location here at the County Administration South Building. He was an instrumental part of this successful move. He then had to dive into learning the intricacies of the Clerk-Recorder Department budget which includes many complicated pass-through fees, special revenues and restrictions on fees we collect.

Most recently Robert completed his first budget for the department in a timely and efficient manner while at the same time taking on a couple of cost studies that will greatly benefit the department's finances in the long run. He has molded his accounting team into an efficient unit by working closely and taking a personal interest in training his team. Robert has empowered his supervisors to make decisions with little supervision and given them the authority to make decisions that increase efficiencies leading to superior services.

Robert's work ethic is strong, and it reflects in the productivity of his staff overall. I appreciate his positive attitude and his flexibility to work as part of our team. He has quickly become a valuable asset to the department.

Please join me in congratulating Robert on his achievement!

JULY IN O.C. HISTORY



Construction workers pose on what would become the front steps of the (Old) Orange County Courthouse in 1900.

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| July 4, 1900 | The cornerstone of the Orange County Courthouse was placed. It included a time capsule, which was opened in 1989. |
| July 5, 1870 | Santa Ana's first Post Office was established. |
| July 18, 1955 | Disneyland opened its gates to the general public for the first time. It had opened the day before for media and special guests only. |
| July 25, 1874 | Southern California's first German-language newspaper, the Süd-Californische Post, began publication. |
| July 27, 1769 | Gaspar de Portola's expedition first saw Santiago Canyon and named it after Spain's patron saint. |

Historical facts provided by Assistant Archivist Chris Jepsen.

Photo: Courtesy of the Orange County Archives

Courtesy of the Orange County Archives, a function under the Office of Clerk-Recorder Hugh Nguyen.

OUT AND ABOUT



One of our staff took this shot during a trip through Nevada on the way to the Hoover Dam. In the background is Lake Mead which is the largest reservoir in the U.S. in terms of water capacity.

Visit our webpage at: OCRecorder.com

For more information about
the Orange County Archives visit:
OCArchives.com

Follow us on social media
[@ocrecorder](https://twitter.com/ocrecorder)

