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Dear Prospective ClerkTrack WEB Subscriber:

You may view grantor/grantee data indexes and images and hard copy grantor/grantee index books in the Clerk's Office, located at 102 Grant Avenue, Santa Fe, NM *free of charge*. However, if you wish to view images and indexes of recorded documents from your home or office computer you will need to subscribe to the Clerk's Office ClerkTrack WEB service and pay an **annual subscription fee of \$600.00 payable biannually (\$300.00 January 1st and \$300.00 July 1st)** with a \$50.00 set-up fee per subscription. The fees for access to the ClerkTrack WEB are nonrefundable. The \$50.00 set-up fee is a one-time charge if the subscriber maintains their account current and connected to the service. In the event that you decide to discontinue your subscription or your account becomes delinquent and is disconnected for failure to keep your account current a new \$50.00 set-up fee will be charged before the ClerkTrack WEB subscription service is reconnected.

Data available on ClerkTrack WEB:

- Grantor and grantee indexes from January 1990 to present.
- Probate indexes only from December 10, 1846 to present.
- Document images from December 8, 2003 to present.
- Document images from Books 650 to roughly Book 1615 (this will change monthly as we continue the microfiche conversion project).
- Plats (some Plats in Plat Books 1- 30 may be available in hard copy only and viewable in our Records Room).
- Probate indexes only

The access and set-up fees are due and payable prior to the issuance of the username and password that enables access to ClerkTrack WEB. The fees for ClerkTrack WEB is as specified by the County Clerk, and may be changed from time to time.

When you are ready to subscribe to ClerkTrack WEB, print the attached Subscription Application and Agreement, sign and send it along with a check per subscription plus the \$50.00 set-up fee. **The fee for service will be prorated; and in the following year will be billed as mentioned above in paragraph one.** Please contact the Clerk's Office Manager to obtain the prorated amount for your first payment if you are subscribing after January 1st of any given year.

Send check(s) and Subscription Application and Agreement to:

Santa Fe County Clerk
Attention: Erika Quintana
P.O. Box 1985, Santa Fe, NM 87504

Make checks payable to: Santa Fe County Clerk. Payment is expected in accord with the Subscription Application and Agreement prior to service connection. Once received in our office we will assign a username and password and e-mail it to you.

For more information or questions, please contact Erika Quintana, Clerk's Office Manager, at equintana@santafecountynm.gov or 505-986-6289.

Sincerely,

Geraldine Salazar
Santa Fe County Clerk