



Changing County Clerk's name that prints on the marriage certificate

Log in

Go to the *Administration* tab

Select *Table Maintenance*

At the top left on the Table field, select *CNTYCLRK*

Double Click on the clerk's name under the *Record List*

Update the necessary information

Now click on *Update* at the bottom

Please Note: The information in NAME is optional and only needs to be included if you want the county clerks name and title to print in box 23a of the marriage license (County clerk or Tribal Court Making Return to Vital Statistics Section). In the NAME field, enter the county clerks name and title.

The following information in the CNTYCLRK table is optional and is used if you print the Certificate Application from the system. The Certificate Application can be printed from Requests → Print: M Certificate Application

CLERK_OFFICE_LOCATION

DATEFILE (is when your office began filing marriage records)

FEE (is the amount your county charges for a certified copy)

ADDRESS

CITY

STATEABBREV (NE)

ZIP

If you have any questions, please feel free to contact our office at 402-471-8275.

Thank you!

Jackie Fairbanks, Registration Supervisor