Recorder of Deeds

eRecording Presentation

and

Process

Recorder of Deeds

Introduction & Brief History of eRecording

- **1999 Uniform Electronic Transaction Act**
- **2004 URPERA (Uniform Real Property Electronic Recording Act)**
- **Act removes any doubt about the authority of the Recorder to receive and record documents**
- **If Recorder elects to accept electronic documents**
    - Certain requirements
    - Charges commission or agency

Recorder of Deeds

The Delaware Electronic Recording Commission Consists of:

- **Chairman – Michael E. Kozikowski, Sr. NCC, Recorder of Deeds**
- **Recorder – Betty Lou McKenna, Kent County**
- **Recorder – Scott Dailey, Sussex County**
- **At-Large Member- Rick Geisenberger, Dept. Secretary of State**
- **At-Large Member – Steve Marz, State Archivist**

Recorder of Deeds

The Delaware Uniform Real Property Electronic Recording Act Consists of State Statutes:

- **Title 25 – Electronic Recording**
- **Title 6 – Uniform Electronic Transactions Act**
- **Title 29 - Notary Public (Notarial Acts and Office & Duties)**
- **Title 9 – Recorder's Duties**
- **National URPERA**
- **PRIA Standards (Property Records Industry Association)**

Recorder of Deeds

These statutes provide Delaware with uniform requirements to electronically record documents in the respective Recorder of Deeds Offices.

Appendix H

- **Frequently asked questions and answers can be found on pages 46 through 52 of the DURPERA or at http://www2.nccde.org/deeds/default.aspx (copy and paste link to web browser)**

Recorder of Deeds

Filers (MOU) New Castle County Electronic Recording Agreement
http://www2.nccde.org/deeds/default.aspx (copy and paste link to web browser)

- **Made between NCC and the filers place of business**
  1. **FILING/RECORDING DOCUMENTS**
  2. **AGREEMENT TO PAY**
  3. **NOTARIZATION AND ACKNOWLEDGEMENT**
  4. **NOTIFICATION OF SUBMISSION OF ELECTRONIC DOCUMENTS FOR RECORDATION**
  5. **REJECTION OF DOCUMENTS**
  6. **TIME OF RECORDATION OF ELECTRONIC DOCUMENTS**
  7. **INDEXING REQUIREMENTS**
  8. **CONTACTS FOR FILER**
  9. **ENTIRE AGREEMENT**
  10. **ATTACHMENTS**
  11. **SEVERABILITY**
  12. **APPLICATION OF DELAWARE LAW**
  13. **EFFECTIVE DATE**
  14. **TERMINATION**
  15. **NO WARRANTIES/RELEASE OF LIABILITY**
  16. **ASSIGNMENT**

Recorder of Deeds

Why eRecord?

- **eRecording is an additional delivery system to record real estate documents**
  - Prepare, execute, track & record from one interface
  - Reduce labor, postage, courier, material costs
  - Review, approve and stamp all data online
  - Documents securely delivered into the Recorder of Deeds Imaging Retrieval System
  - Automated payment process; no returned checks, no paper deposits, immediate access to your funds
  - Efficient handling of rejected documents in minutes
  - Time Savings – docs are transported in seconds
  - 100% secure delivery of documents returned to submitter never lose control
  - Green Technology

Recorder of Deeds

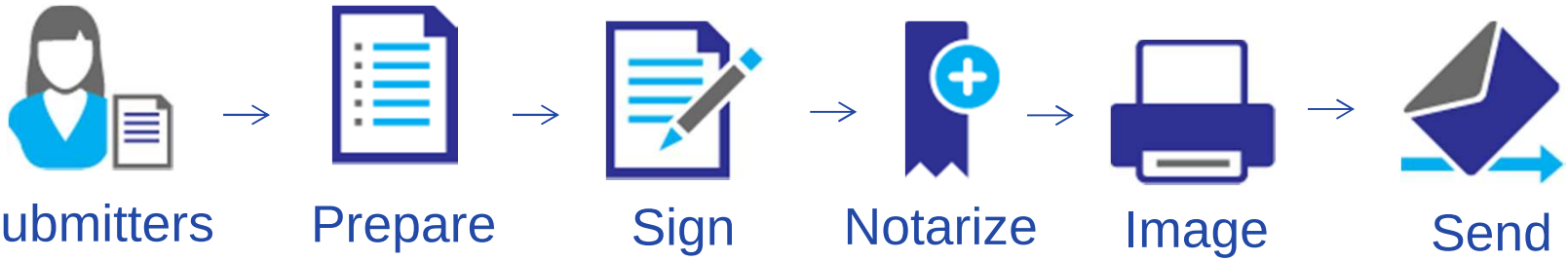
Getting Started

- **The Process to eRecord**
  - Vendor coordinates with your Recorder of Deeds Land Record Management Imaging Retrieval System (LRMIRS)
  - Identify /document types to accept electronically
  - Educate customers that the Recorder of Deeds will be accepting eRecording shortly
  - Vendors contact local law firms, title companies and financial submitters to educate them on the process
  - Vendors will provide training in person or webinar
  - Execute a Memorandum of Understanding (MOU) between the Recorder of Deeds and the filer
  - ACH (Automated Clearing House) documentation to provide you same day payment
  - Test run documents for accuracy

Recorder of Deeds

Step-by-step process to eRecord

Recorder of Deeds



eRecording is an additional delivery mechanism to record real estate documents at the County Recorder of Deeds office

Recorders Office

The Recorder of Deeds will continue to process documents for walk-in customers and mailed documents

Recorder of Deeds

Submitters → Prepare → Sign → Notarize → Image → Send

Recorders Office → Review → Calculate Fee → Index → Cashiering Endorse → Return →

ACH Payment → Daily Reconciliation

Recorder of Deeds

What vendors provide

- **Ongoing Support & Communication**
  - Vendors provide these services at no cost to the county
  - Ongoing communication and partnership
  - County leaves behind cards to promote eRecording
  - Onsite and web training for our submitter customers
  - Network of national submitters that use vendors exclusively
  - Vendors contact and support teams
  - Video education and support
  - Press release preparation to introduce eRecording
  - Regular promotional and education materials

Standard Operating Procedure for ERecording Agent and/or Filer Sign Up

To become an Agent: (Vendor)

-
- New Agents need to contact DTS in order to file so testing can be done. Contact Craig Ball of DTS at (330) 928-5311 or at cball@dts-doc.com or allsupport@dts-doc.com
- Review and complete Agent MOU
- Return completed form to New Castle County Recorder of Deeds office via email
- New Castle County Recorder of Deeds office will obtain authorization from County Executive
- Signed document will be returned via email
- Additional information can be found at www.nccde.org/deeds

To become a Filer: (Submitter)

- Review the Filer MOU
- Select a 3rd Party Vendor from the approved vendor list (see page 4 of Filer MOU) and note the vendor on page 5
- Initial and Sign Filer MOU
- Return completed form to New Castle County Recorder of Deeds office via email
- New Castle County Recorder of Deeds office will sign and return to filer and 3rd party vendor via email
- Additional information can be found at www.nccde.org/deeds

Approved County Vendors

CSC (Corporation Services Company)/Ingeo
919 North 1000 West
Logan, UT 84321
(855) 200-1150
Carrie Klevin
Carrie.Kleven@cscglobal.com
www.eRecording.com

Indecomm Global Services
2925 Country Drive
St. Paul, MN 55117
Randy Haupert
Director, eRecording Services
Randall.Haupert@indecomm.net
Office: (651) 766-2350
Website**:** **www.indecomm.net**

ePN/ eRecording Partners Network, LLC
400 Second Avenue South
Minneapolis, MN 55401
888-325-3365
Bob Grohol
216-318-6368
C: 216-318-6368
bob@erecordingpartners.net
www.erecordingpartners.net

Simplifile
602 Delaware Street
New Castle, Delaware 19720
800-460-5657 x1031
Support 800-460-5657 x3
John Riddell
C: 610-931-6727
John.riddell@simplifile.com
www.simplifile.com

“Our *goal in the Recorder of Deeds office is to always put the customer first as we strive for continuous improvements”.*

-Michael E. Kozikowski, Sr.
NCC Recorder of Deeds