



County Authorization Guide for eRecording

VERSION 11.15.2018-1455

County Authorization Guide for eRecording

Welcome to CSC eRecording! Although most counties in our eRecording network are immediately available to you, a few require that you obtain pre-authorization from them before accepting electronically-submitted documents. For your convenience, this guide identifies these counties and offers detailed instructions.

First, we cover some frequently asked questions. The guide begins on page 3.

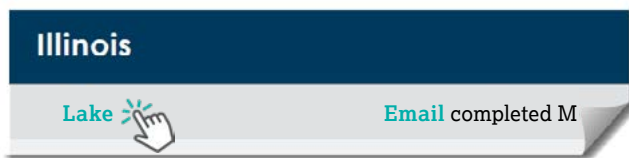
Frequently Asked Questions

How does pre-authorization work?

Counties requiring pre-authorization ask for either an informal email request **or** a written submitter agreement (known as a *Memorandum of Understanding* or MOU).

For those requiring a written submitter agreement, the county's name will be **hyperlinked** in this guide — just click the name to download their submitter agreement (an example appears below):

Example



Click a **hyperlinked** county name to download their submitter agreement.

Can I submit without authorization?

You may submit documents to any county that does not require submitter pre-authorization, which includes most of the counties in our eRecording network.

For the counties listed in this guide, you must obtain approval before you are able to send documents to them. However, you may create packages and prepare documents while awaiting approval.

Can I use approvals from other vendors?

Yes, it's possible to use approvals from other eRecording vendors. Email csc-mouprocessing@cscglobal.com with your approval and we'll review the information and let you know if it's reusable.



How long does authorization take?

Approval time varies by county. Some counties respond to email requests within a few hours, while most counties respond within 24–48 hours. ⚠️ Exceptions are noted in this guide.

Can I self-manage my authorizations?

Yes! ePrepare's county **Jurisdictions** page mirrors much of the helpful information found in this guide, and you can register your approval there once you receive it. See our help guide **Managing Jurisdictions** for more information.

What if I have questions?

Our expert **CSC eRecording Support Team** is available Monday–Friday between 8 a.m. and 8 p.m. ET:

📞 1 855 200 1150, option 2

@ csc-mouprocessing@cscglobal.com

💬 ePrepare Chat with a live support representative!

We're ready to talk.

📞 1 855 200 1150 🖱️ erecording.com @ csc-mouprocessing@cscglobal.com

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CSC® pioneered eRecording in the U.S. more than a decade ago, and is the nation's leading electronic recording (eRecording) provider.



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We're ready to talk.

Arkansas

Cleburne

MOU must be notarized

Email completed MOU to kay.marbry@cleburnecircuit.com; csc-mouprocessing@cscglobal.com

Crawford

MOU must be notarized

Email completed MOU to sblountbaker@crawford-county.org; ckilgore@crawford-county.org; csc-mouprocessing@cscglobal.com

Saline

MOU must be notarized

Email completed MOU to kim.schane@salinecounty.org; csc-mouprocessing@cscglobal.com

Washington

Email your request to barbara.boyd@co.washington.ar.us with:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company's name and address
- Your company contact's name, phone number, and email address

California | Part 1 of 2 | Counties using CeRTNA

Only the following entities are eligible to electronically submit documents to California:

Title Insurers • Underwritten Title Companies • Institutional Lenders • Government Entities

CeRTNA PORTAL

Kern

San Francisco

Santa Clara

Tehama

These four counties use the **CeRTNA Portal** and each has their own submitter MOU. These agreements must be wet-signed by one of your corporate officers (*i.e.*, by someone who has permission to sign legal contracts on behalf of your company).

Send completed MOU(s) via United States Postal Service or overnight courier to:

CSC
ATTN: Submitter Support
919 N 1000 W
Logan, UT 84321

 **Processing time: 3 weeks minimum**

CeRTNA UNIFIED

Butte

Contra Costa

El Dorado

Fresno

Merced

Mono

Monterey

Napa

Placer

San Bernardino

San Joaquin

San Luis Obispo

Santa Cruz

Shasta

Sonoma

The counties listed here also use the **CeRTNA Portal** but share one unified agreement. CeRTNA must first approve your authorization request, and then each county will review your request and approve you individually.

STEP 1 • Download CeRTNA's Unified Agreement

Download and complete **one copy** of the CeRTNA Unified Agreement. Handwritten information is not permitted on this form, except for signatures.

STEP 2 • Send one completed Unified Agreement to CSC

Email the completed CeRTNA Unified Agreement to csc-mouprocessing@cscglobal.com

STEP 3 • San Bernardino County has unique requirements

Click the county's name at left to download our instruction guide for this county.

 **Processing time: 3 weeks minimum**

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

California | Part 2 of 2 | Counties using Secure

Only the following entities are eligible to electronically submit documents to California:

Title Insurers • Underwritten Title Companies • Institutional Lenders • Government Entities

The counties listed at left use the **Secure Portal** and share one unified agreement.

STEP 1 • Download Secure's Agent Form

Download and complete **one copy** of Secure's Agent Form. The form is designed to be completed onscreen (no handwritten information is permitted on the form).

STEP 2 • Obtain Evidence of Submission Eligibility

Please obtain acceptable evidence of eligibility for your company (see the table below). Your evidence must include your company's address, and it must match the address as it appears on your **Secure Agent Form** from Step 1.

The chart below lists the entity types permitted to electronically transmit documents to California and what is considered acceptable evidence of submission eligibility:

SECURE PORTAL

Los Angeles
 Marin
 Orange
 Riverside
 Sacramento
 San Diego
 San Mateo
 Santa Barbara
 Tulare
 Ventura

Entity type	Acceptable Evidence
Title Insurer	Evidence from the insurance commissioner that governs evidence for that state.
Underwritten Title Company	Evidence from the insurance commissioner that governs evidence for that state.
Institutional Lender	Certificate from the secretary of state that they are a chartered banking institution.
Government Entity	Legal evidence of a government entity from the secretary of state.

STEP 3 • Send the Agent Form and Evidence to CSC

Email csc-mouprocessing@cscglobal.com and attach your completed **Agent Form** and **Evidence of Eligibility**. We will forward both documents to Secure and notify you once Secure has approved your authorization request.

 **Processing time: 3 weeks minimum**

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

Connecticut

Please include the following information with your authorization request(s):

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company's name and address
- Your company contact's name, phone number, and email address

Town of Berlin	Email kwall@town.berlin.ct.us ; csc-mouprocessing@cscglobal.com
Town of Bristol	Email townclerk@ci.bristol.ct.us ; csc-mouprocessing@cscglobal.com
Town of Colchester	Email townclerk@colchesterct.gov ; csc-mouprocessing@cscglobal.com
Town of Danbury	Email j.dunkerton@danbury-ct.gov ; csc-mouprocessing@cscglobal.com
Town of East Hampton	Email swieleba@easthamptonct.gov ; bbartlett@easthamptonct.gov ; csc-mouprocessing@cscglobal.com .
Town of Ellington	Email dmckeegan@ellington-ct.gov ; csc-mouprocessing@cscglobal.com
Town of Farmington	Email rayp@farmington-ct.org ; csc-mouprocessing@cscglobal.com
Town of Griswold	Email assistanttownclerk@griswold-ct.org ; csc-mouprocessing@cscglobal.com
Town of Manchester	Email jcampose@manchesterct.gov ; eirish@manchesterct.gov ; csc-mouprocessing@cscglobal.com
Town of Montville	Email townclerk@montville-ct.org ; csc-mouprocessing@cscglobal.com
Town of New Britain	Email mbernacki@newbritainct.gov ; npatterson@newbritainct.gov ; csc-mouprocessing@cscglobal.com
Town of New Hartford	Email nhtownclerk@town.new-hartford.ct.us ; csc-mouprocessing@cscglobal.com
Town of New Milford	Call (860) 355-6020 for an eRecording ID; email it to csc-mouprocessing@cscglobal.com
Town of Newington	Email jkrupienski@newingtonct.gov ; csc-mouprocessing@cscglobal.com
Town of Newtown	Email town.clerk@newtown-ct.gov ; csc-mouprocessing@cscglobal.com
Town of North Branford	Email townclerk@townofnorthbranfordct.com ; deputytownclerk@townofnorthbranfordct.com ; csc-mouprocessing@cscglobal.com
Town of North Canaan	Call (860) 824-7313 x106 for an eRecording ID; email it to csc-mouprocessing@cscglobal.com
Town of Ridgefield	Email townclerk@ridgefieldct.org ; csc-mouprocessing@cscglobal.com
Town of Simsbury	Email csc-mouprocessing@cscglobal.com
Town of Southington	Email larkink@southington.org ; csc-mouprocessing@cscglobal.com
Town of Stonington	Email clerk@stonington-ct.gov ; csc-mouprocessing@cscglobal.com
Town of West Hartford	Email madonna@westhartford.org ; csc-mouprocessing@cscglobal.com
Town of Westport	Email tclerk@westportct.gov ; csc-mouprocessing@cscglobal.com
Town of Wilton	Email lori.kaback@wiltonct.org ; csc-mouprocessing@cscglobal.com

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 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

Delaware

Kent

Email completed MOU to recorder@co.kent.de.us; csc-mouprocessing@cscglobal.com

New Castle

Email completed MOU to michael.kozikowski@newcastlede.gov;
csc-mouprocessing@cscglobal.com

Georgia

GSCCCA — Georgia Superior Court Clerks' Cooperative Authority

STEP 1 • Register with Georgia's eFile Registry

Register for a ten-digit **Participant ID** at <https://www.efileregistry.org>. Registration involves a series of online questions, and your answers determine the specific type of Participant ID assigned to you. The three possible types are listed below:

TRUSTED USER

This participant type is authorized to submit documents through eRecording vendors like CSC. To qualify for this participant type, you must identify your company as one of the following entities during the first step of the registration process:

- Georgia licensed title insurance agent
- Georgia licensed title insurance agency
- Georgia licensed attorney at law
- Federal or state chartered bank or other financial institution
- Servicer of federally-related mortgages, as defined in 24 CFR §3500.2
- Federal, state, county, or local government or department and/or agency thereof
- Land surveyor with a land surveyor license in good standing with the Georgia Board of Professional Engineers and Land Surveyors

If you are not sure whether your company meets any of the requirements above, please consult with one of your corporate officers or internal legal compliance group. Neither CSC nor the Georgia Portal can make this determination for you.

SELF-FILER

This participant type is authorized if the filed instrument is a plat or the filer is a party to the document. The court clerk retains the right to reject the document if neither applies.

SUBMITTER

This participant type is **not authorized** to submit documents through eRecording vendors like CSC, and the Georgia Portal will automatically reject your documents.

Registration questions? Contact **Rachel Rice** | (404) 327-7322 | Rachel.Rice@gsccca.org
or **Mike Smith** | (404) 327-9753 | Mike.Smith@gsccca.org

STEP 2 • Send your Participant ID to CSC

Email your ten-digit Participant ID to csc-mouprocessing@cscglobal.com and we will activate you on our eRecording network. Your ID type must be **Trusted User** or **Self-Filer**.

GEORGIA PORTAL

CSC Active County List

Click here for a list of active counties in our eRecording network.

Do you already have a GSCCCA Participant ID?

To verify your registration status and participant type, click the graphic below and search by name or Participant ID:

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

Hawaii

HAWAII PORTAL

[CSC Active County List](#)
Click here for a list of active counties in our eRecording network.

Email your authorization request to csc-mouprocessing@cscglobal.com with:

- A statement indicating your interest in eRecording documents in Hawaii
- Your company’s name and address
- Your company contact’s name, phone number, and email address
- Estimated monthly volume of eRecordings that you anticipate submitting to Hawaii
- Estimated date you expect to begin eRecording in Hawaii

Illinois

Lake

Email completed MOU to recorder@lakecountyil.gov; csc-mouprocessing@cscglobal.com

McLean

Email mark.bounds@mcleancountyil.gov; molly.shipley@mcleancountyil.gov; csc-mouprocessing@cscglobal.com with the following:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company’s name and address
- Your company contact’s name, phone number, and email address

Indiana

Grant

Email pharris@grantcounty.net; csc-mouprocessing@cscglobal.com with the following:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company’s name and address
- Your company contact’s name, phone number, and email

Kansas

Jefferson

Email completed MOU to dheston@jfcountryks.com; kweishaar@jfcountryks.com; crogers@jfcountryks.com; csc-mouprocessing@cscglobal.com

Johnson

Send completed MOU via United States Postal Service or overnight courier to:

John A. Bartolac (913) 715-0775
Director, Dept. of Records & Tax Administration
111 S. Cherry Ste 1200
Olathe, KS 66061

Linn

This county records through **Mobilis**, the predominant software provider in Missouri. Approval covers most counties in their network.

For instructions, refer to **Missouri – Parts 1–3**.

Wyandotte

Email completed MOU to sayala@wycokck.org; csc-mouprocessing@cscglobal.com (this agreement is only required for closing document customers)

We’re ready to talk.

Louisiana

Unless noted otherwise, please include the following information with your email requesting authorization:

1. A statement indicating you are a CSC submitter requesting an ID for eRecording (this can be the subject line)
2. Your company's name and address
3. Your company contact's name, phone number, and email address

Assumption Parish	Email deputyclerk@assumptionclerk.com; csc-mouprocessing@cscglobal.com
DeSoto Parish	Email jaymem@desotoparishclerk.org; csc-mouprocessing@cscglobal.com and include: <ol style="list-style-type: none"> 1. Completed copy of DeSoto Parish's Account Request form 2. Copy of your company contact's business card 3. Copy of your company contact's driver's license (or a copy of your firm's corporate W-9)
Evangeline Parish	Email csc-mouprocessing@cscglobal.com
Ouachita Parish	Email csc-mouprocessing@cscglobal.com
Plaquemines Parish	Email croberts@clerk25th.com; csc-mouprocessing@cscglobal.com
Sabine Parish	Email sabineclerk@bellsouth.net; csc-mouprocessing@cscglobal.com
Union Parish	Email upclerk@bayou.com; csc-mouprocessing@cscglobal.com
Vernon Parish	Email vernonclerk@bellsouth.net; csc-mouprocessing@cscglobal.com
Webster Parish	Email websterrecording@websterclerk.org; csc-mouprocessing@cscglobal.com and attach a completed copy of Webster Parish's eRecording Account Application form.

Maine

	Send completed MOU via United States Postal Service or overnight courier to:
Oxford East	Oxford County Register of Deeds (207) 743-6211 P.O. Box 179 26 Western Ave South Paris, ME 04281
Penobscot	Email completed MOU to sbulay@penobscot-county.net; csc-mouprocessing@cscglobal.com

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Massachusetts | Part 1 of 2 | Counties requiring a MOU (Memorandum of Understanding)

Barnstable	Email completed MOU to efile@barnstabledeeds.org ; csc-mouprocessing@cscglobal.com
Plymouth	Email completed MOU to white@plymouthdeeds.org ; csc-mouprocessing@cscglobal.com
North Worcester	Email completed MOU to fitchreg@sec.state.ma.us ; csc-mouprocessing@cscglobal.com

Massachusetts | Part 2 of 2 | Counties sharing one authorization

MASSACHUSETTS PORTAL

<p>Berkshire Middle Berkshire North Berkshire South Dukes Franklin Hampshire Nantucket Southern Worcester Suffolk</p>	<p>The counties listed at left participate in the Massachusetts Portal and share one unified agreement.</p> <p>Download one copy of the portal’s Memorandum of Understanding (MOU).</p> <p>Email completed MOU to csc-mouprocessing@cscglobal.com; legalmatter@cscinfo.com and we will activate these counties on our network.</p>
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Mississippi | Part 1 of 1 | Counties using Alliance Renewable Technologies Inc

Alliance Renewable Technologies Inc is a software provider used by some county jurisdictions. This company assesses a \$1.50 pass-through fee for each recorded document, to be paid by the submitter. For your convenience, this fee appears as a separate charge on your CSC® billing invoice and we require your acknowledgment of this fee.

Download one copy of the Fee Acknowledgment and follow the form’s instructions.

Rankin	<p>Email completed MOU to cjohnson@rankincounty.org; csc-mouprocessing@cscglobal.com</p> <p>Be sure to also submit a completed copy of our Fee Acknowledgment (see above).</p>
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We’re ready to talk.

Missouri | Part 1 of 3 | Mobilis Counties requiring a MOU (Memorandum of Understanding)


While the counties listed in this section accept the single unified authorization shared by most Mobilis counties, each also requires a county-specific Memorandum of Understanding (MOU). Please review the following instructions:

(1) Download all applicable MOUs.

- If you send two completed copies to a county, the county will return one to you after they sign it. If you don't need a signed copy returned to you, send only one agreement.
- Allow adequate time for processing. For instance, if you overnight MOUs on Monday with delivery on Tuesday, wait until at least Thursday before emailing your **Mobilis Authorization Request**. These counties must have sufficient time to notify Mobilis that they received your MOU, otherwise Mobilis will not know to authorize any of these counties when processing your email request. Questions? Please contact us.

(2) Send a single email requesting authorization for all Mobilis counties (see Part 2 of 3).

Boone	Send the completed MOU via United States Postal Service or overnight courier to: Karen Johnson, Deputy Recorder (573) 886-4345 801 E Walnut Rm 132 Columbia, MO 65201
Buchanan	Send the completed MOU via United States Postal Service or overnight courier to: Ed Wildberger, County Recorder (816) 271-1437 411 Jules Rm 103 St Joseph, MO 64501
Cass	Send the completed MOU via United States Postal Service or overnight courier to: Mike Medsker, County Recorder (816) 380-8123 1st Floor Courthouse, 102 E Wall St Harrisonville, MO 64701
Clay	Send the completed MOU via United States Postal Service or overnight courier to: Wenda Watson, Deputy Recorder (816) 407-3550 1 Courthouse Square, PO Box 238 Liberty, MO 64068
Greene	Send the completed MOU via United States Postal Service or overnight courier to: Cheryl Dawson, County Recorder (417) 868-4068 940 Boonville Springfield, MO 65802
Jackson	Send the completed MOU via United States Postal Service or overnight courier to: Sandra Custard, County Recorder (816) 881-3191 415 E 12th Street Room 104 Kansas City, MO 64106
Platte	Send the completed MOU via United States Postal Service or overnight courier to: Gloria Boyer, County Recorder (816) 858-3326 415 Third St Ste 70 Platte City, MO 64079

 **Processing time: 2–10 days** (average is 5 days)

We're ready to talk.

Missouri | Part 2 of 3 | Mobilis Counties sharing one authorization

The counties listed below use the Mobilis Portal and share one unified authorization. Please include the following information with your request:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company’s name and address
- Your company contact’s name, phone number, and email address

Email csc-mouprocessing@cscglobal.com and we will forward your request to Mobilis.

MOBILIS PORTAL

Andrew	Dallas	Laclede	Oregon	Shannon
Boone *	DeKalb	Lewis	Osage	St Francis
Buchanan *	Dent	Lincoln	Ozark	Stoddard
Callaway	Douglas	Linn	Pemiscot	Stone
Camden	Dunklin	Linn KS	Pettis	Taney
Carter	Franklin	Livingston	Polk	Texas
Cass *	Gasconade	Maries	Platte *	Washington
Cedar	Greene *	Marion	Pulaski	Wayne
Chariton	Hickory	Miller	Putnam	Webster
Christian	Howell	Mississippi	Randolph	Wright
Clark	Jackson *	Moniteau	Ralls	
Clay *	Jasper	Morgan	Saline	
Cooper	Jefferson	Newton	Schuyler	
Crawford	Johnson	Nodaway	Scott	

* While these counties honor the unified authorization shared by all Mobilis counties, each also requires a county-specific Memorandum of Understanding (MOU). If you wish to submit to any of these seven counties, please review **Part 1 of 3** on the previous page before emailing your Mobilis authorization request.

 **Processing time: 2–10 days** (average is 5 days)

Missouri | Part 3 of 3 | Mobilis Exceptions

While the counties below use the Mobilis Portal, they do **not** recognize the unified authorization shared by other Mobilis counties. To submit to the counties below, email your requests as indicated and include the following information:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company’s name and address
- Your company contact’s name, phone number, and email address

Barry **Email** csc-mouprocessing@cscglobal.com and we will forward your request to Mobilis.

Lawrence **Email** csc-mouprocessing@cscglobal.com and we will forward your request to Mobilis.

McDonald **Email** csc-mouprocessing@cscglobal.com and we will forward your request to Mobilis.

 **Processing time: 2–10 days** (average is 5 days)

We’re ready to talk.

New York

Clinton

Email countyclerk@clintoncountygov.com; csc-mouprocessing@cscglobal.com with:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company's name and address
- Your company contact's name, phone number, and email

Rockland

Email completed MOU to lynchj@co.rockland.ny.us; gregoryj@co.rockland.ny.us; csc-mouprocessing@cscglobal.com

North Carolina | Part 1 of 3 | Counties using EDL Portal Version 1

Beaufort

Hoke

Lenoir

Madison

Scotland

Email completed MOU to county-mou@edldocs.com; csc-mouprocessing@cscglobal.com

If possible, send all MOUs for these counties in a single email.

North Carolina | Part 2 of 3 | Counties using Courthouse

The Courthouse Portal is a software provider used by some county jurisdictions. This company assesses a \$2.00 pass-through fee for each recorded document, to be paid by the submitter. For your convenience, this fee appears as a separate charge on your CSC® billing invoice and we require your acknowledgment of this fee.

Download one copy of our Courthouse Fee Acknowledgment and follow the form's instructions.

Burke

Email completed MOU to stephanie.norman@burkenc.org; tira.duckworth@burkenc.org; csc-mouprocessing@cscglobal.com

Caldwell

Send the completed MOU via United States Postal Service or overnight courier to:

Wayne L. Rash, Register of Deeds
905 West Avenue N.W.
Lenoir, NC 28645

Chowan

Email csc-mouprocessing@cscglobal.com

Cleveland

Email completed MOU to kathy.greene@clevelandcounty.com; susan.ledford@clevelandcounty.com; hilda.blanton@clevelandcounty.com; regina.crocker@clevelandcounty.com; csc-mouprocessing@cscglobal.com

Craven

Email completed MOU to regdeeds@cravencounty.com; csc-mouprocessing@cscglobal.com

Currituck

Email completed MOU to emily.castelow@currituckcountync.gov; natalie.twiddy@currituckcountync.gov; csc-mouprocessing@cscglobal.com

Dare

Email completed MOU to vanzollam@darenc.com; csc-mouprocessing@cscglobal.com

We're ready to talk.

North Carolina | Part 2 of 3 | Counties using Courthouse | CONTINUED

The Courthouse Portal is a software provider used by some county jurisdictions. This company assesses a \$2.00 pass-through fee for each recorded document, to be paid by the submitter. For your convenience, this fee appears as a separate charge on your CSC® billing invoice and we require your acknowledgment of this fee.

Download one copy of our Courthouse Fee Acknowledgment and follow the form's instructions.


Duplin	Email completed MOU to asavage@duplincountync.com; junem@duplincountync.com; marbella.trinidad@duplincountync.com olivia.howard@duplincountync.com; csc-mouprocessing@cscglobal.com
Franklin	Email completed MOU to bdavis@franklincountync.us; csc-mouprocessing@cscglobal.com
Henderson	Email completed MOU to aeddy@hendersoncountync.org; leeking@hendersoncountync.org; csc-mouprocessing@cscglobal.com
Lincoln	Email completed MOU to register@lincolncounty.org; csc-mouprocessing@cscglobal.com
Montgomery	Email completed MOU to melissa.pipkin@montgomerycountync.com; mary.alcaras@montgomerycountync.com; lindsay.hancock@montgomerycountync.com; csc-mouprocessing@cscglobal.com
Pender	Email completed MOU to swilloughby@pendercountync.gov; dkinto@pendercountync.gov; lkennedy@pendercountync.gov; tcreswell@pendercountync.gov; sgreen@pendercountync.gov; csc-mouprocessing@cscglobal.com
Perquimans	Email completed MOU to csc-mouprocessing@cscglobal.com
Randolph	Email completed MOU to krista.lowe@randolphcountync.gov; sandy.newlin@randolphcountync.gov; rosanne.brown@randolphcountync.gov; csc-mouprocessing@cscglobal.com
Richmond	Email completed MOU to linda.douglas@richmondnc.com; csc-mouprocessing@cscglobal.com
Rockingham	Email completed MOU to schilton@rockingham.nc.us; sjulian@rockingham.nc.us; csc-mouprocessing@cscglobal.com
Stanly	Email completed MOU to jhelms@stanlycountync.gov; csc-mouprocessing@cscglobal.com
Surry	Email completed MOU to erecordings@co.surry.nc.us; csc-mouprocessing@cscglobal.com
Watauga	Email completed MOU to amy.shook@watgov.org; anne.hamby@watgov.org; kathy.burkett@watgov.org; lorie.bolick@watgov.org; carolyn.greer@watgov.org; csc-mouprocessing@cscglobal.com

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 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

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North Carolina | Part 3 of 3 | Counties using other software providers

Alamance	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p> <p>AVOID REJECTIONS — Your company name on this agreement must exactly match how your company name appears in ePrepare (including spaces and punctuation). To see how your company name appears in ePrepare, click the <i>Admin</i> icon  and then scroll down to <i>Requesting Party</i>.</p>
Alexander	<p>Email completed MOU to bhines@alexandercountync.gov; dself@alexandercountync.gov; syow@alexandercountync.gov; drudisill@alexandercountync.gov; csc-mouprocessing@cscglobal.com</p>
Alleghany	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p>
Avery	<p>Email completed MOU to rodcopier@averycountync.gov; csc-mouprocessing@cscglobal.com</p>
Bladen	<p>Email completed MOU to bcrod@bladenco.org; csc-mouprocessing@cscglobal.com</p>
Buncombe	<p>Email completed MOU to drew.reisinger@buncombecounty.org; shellie.thompson@buncombecounty.org; csc-mouprocessing@cscglobal.com</p>
Cabarrus	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p> <p>AVOID REJECTIONS — Your company name on this agreement must exactly match how your company name appears in your Articles of Incorporation. An example for a limited liability company would be: <i>The ABC Company, LLC</i>.</p>
Carteret	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p>
Catawba	<p>Email completed MOU to bfrichards@catawbacountync.gov; csc-mouprocessing@cscglobal.com</p>
Chatham	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p> <p>AVOID REJECTIONS — Your company name on this agreement must exactly match how your company name appears in ePrepare (including spaces and punctuation). To see how your company name appears in ePrepare, click the <i>Admin</i> icon  and then scroll down to <i>Requesting Party</i>.</p>
Cherokee	<p>Email completed MOU to csc-mouprocessing@cscglobal.com</p> <p>AVOID REJECTIONS — Your company name on this agreement must exactly match how your company name appears in your Articles of Incorporation. An example for a limited liability company would be: <i>The ABC Company, LLC</i>.</p>

We're ready to talk.

North Carolina | Part 3 of 3 | Counties using other software providers | CONTINUED

Email completed MOU to csc-mouprocessing@cscglobal.com

IMPORTANT NOTE — On page 6 of the MOU, this county requires that your company name appears on the “By:” line and that your signature appears in the blank area to the right of the name (an example appears below):



Cumberland

AVOID REJECTIONS — Your company name on this agreement must exactly match how your company name appears in ePrepare (including spaces and punctuation). To see how your company name appears in ePrepare, click the *Admin* icon and then scroll down to *Requesting Party*.

Davie

Email completed MOU to csc-mouprocessing@cscglobal.com

Durham

Email completed MOU to tredfean@dconc.gov; csc-mouprocessing@cscglobal.com

Gaston

Send the completed MOU via United States Postal Service or overnight courier to:
 Susan Lockridge, Register of Deeds
 PO Box 1578
 Gastonia, NC 28053

Granville

Email completed MOU to kathy.adcock@granvillecounty.org; csc-mouprocessing@cscglobal.com

Halifax

Email completed MOU to avensc@halifaxnc.com; csc-mouprocessing@cscglobal.com

Harnett

Send the completed MOU via United States Postal Service or overnight courier to:
 Matthew Willis, Register of Deeds
 305 W. Cornelius Harnett Blvd Ste 200
 Lillington, NC 27546

Haywood

Email completed MOU to sheri.rogers@haywoodcountync.gov; csc-mouprocessing@cscglobal.com

Iredell

Send the completed MOU via United States Postal Service or overnight courier to:
 Ronald N. Wyatt, Register of Deeds
 201 E. Water St
 Statesville, NC 28677

Jackson

Email completed MOU to deeds@jacksonnc.org; csc-mouprocessing@cscglobal.com

Lee

Email completed MOU to csc-mouprocessing@cscglobal.com

We're ready to talk.

North Carolina | Part 3 of 3 | Counties using other software providers | CONTINUED

McDowell	Email completed MOU to tonia.hampton@mcdowellgov.com; elovelace@titlesearcher.com; csc-mouprocessing@cscglobal.com
Mecklenburg	Email completed MOU to fredrick.smith@mecklenburgcountync.gov; tonya.goodman@mecklenburgcountync.gov; shelly.davis@mecklenburgcountync.gov; csc-mouprocessing@cscglobal.com
Mitchell	Email completed MOU to kathy.laws@mitchellcounty.org; csc-mouprocessing@cscglobal.com
Moore	Email completed MOU to jmartin@moorecountync.gov; csc-mouprocessing@cscglobal.com
Nash	Email completed MOU to anne.melvin@nashcountync.gov; csc-mouprocessing@cscglobal.com
New Hanover	Email completed MOU to tbeasley@nhcgov.com; anceswell@nhcgov.com; csc-mouprocessing@cscglobal.com
Onslow	Email completed MOU to lisa_thompson@onslowcountync.gov; csc-mouprocessing@cscglobal.com
Orange	Email completed MOU to amclamb@orangecountync.gov; csc-mouprocessing@cscglobal.com
Pamlico	Email completed MOU to csc-mouprocessing@cscglobal.com
Pitt	Email completed MOU to lisa.nichols@pittcountync.gov; csc-mouprocessing@cscglobal.com
Rowan	<p>Email shane.aldridge@rowancountync.gov; vicki.eller@rowancountync.gov; csc-mouprocessing@cscglobal.com with the following:</p> <ul style="list-style-type: none"> • A statement that you are a CSC submitter requesting an ID for eRecording • Your company's name and address • Your company contact's name, phone number, and email address
Sampson	Email completed MOU to ebradshaw@sampsonnc.com; tdaughtry@sampsonnc.com; bharvey@sampsonnc.com; csc-mouprocessing@cscglobal.com
Stokes	Email completed MOU to bshooker@co.stokes.nc.us; khandy@co.stokes.nc.us; koverstreet@co.stokes.nc.us; csc-mouprocessing@cscglobal.com
Swain	Email completed MOU to csc-mouprocessing@cscglobal.com
Transylvania	Email completed MOU to beth.landreth@transylvaniacounty.org; csc-mouprocessing@cscglobal.com
Union	Email completed MOU to crystalcrump@co.union.nc.us; csc-mouprocessing@cscglobal.com

We're ready to talk.

North Carolina | Part 3 of 3 | Counties using other software providers | CONTINUED

Wake

Email completed MOU to rod-emousubmission@wakegov.com; csc-mouprocessing@cscglobal.com — include the following information in the email body:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company's name and address
- Your company contact's name, phone number, and email address

Wayne

Email completed MOU to judy.harrison@waynegov.com; csc-mouprocessing@cscglobal.com

Wilson

Email completed MOU to lstith@wilson-co.com; csc-mouprocessing@cscglobal.com

Yadkin

Email completed MOU to awilhelm@yadkincountync.gov; csc-mouprocessing@cscglobal.com

Yancey

Email completed MOU to susan.job@yanceycountync.gov; csc-mouprocessing@cscglobal.com

Ohio

For the counties of Clinton, Knox, and Lorain — please include the following information with your request(s):

- A statement that you are a CSC submitter requesting an ID for eRecording (this can be the subject line)
- Your company's name and address
- Your company contact's name, phone number, and email address

Clinton

Email huffbj@clintoncountyohio.us; csc-mouprocessing@cscglobal.com

Huron

Email completed MOU to csc-mouprocessing@cscglobal.com

Knox

Email csc-mouprocessing@cscglobal.com

Lorain

Email miataman92@gmail.com; dyuskorecorder@gmail.com; csc-mouprocessing@cscglobal.com

South Carolina

Aiken

Email completed MOU to csc-mouprocessing@cscglobal.com

Beaufort

Email completed MOU to dbutts@bcgov.net; csc-mouprocessing@cscglobal.com

Greenville

Email completed MOU to jafowler@greenvillecounty.org; csc-mouprocessing@cscglobal.com

Lexington

Email completed MOU to tguerry@lex-co.com; csc-mouprocessing@cscglobal.com

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

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Texas

To complete this Memorandum of Understanding correctly, please note the following:


- The county requires an original, wet ink signature
- Page 1 — **Authorized Filer** is *only* your company name
- Page 7 — **Authorized Filer** is *both* your company name *and* the signer's name (for clarification, refer to the example below):

	Gulf Title Company	
Name:	<u>Alice Gordon</u>	(Authorized Filer)
Title:	<u>Vice President</u>	
Signature:	<u><i>Alice Gordon</i></u>	
Date:	<u>November 3, 2017</u>	

Nueces

Send the completed MOU via United States Postal Service or overnight courier to:

CSC
 ATTN: Submitter Support
 919 N. 1000 W.
 Logan, UT 84321

 **Processing time: 2–5 days**

Email completed MOU to cholton@wilco.org; csc-mouprocessing@cscglobal.com

Williamson

AVOID REJECTIONS — This county scrutinizes incoming documents for the **Return To:** name found on the document image. If this name is not found in their database of approved submitters, the submission is rejected.

If you must use multiple company names, the county requires that you submit a separate MOU for *each name*.

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

Utah

Please include the following information with your authorization request:

- A statement that you are a CSC submitter requesting an ID for eRecording
- Your company's name and address
- Your company contact's name, phone number, and email address

Duchesne

LOW VOLUME COUNTY —
REQUEST AUTHORIZATION ONLY WHEN YOU HAVE DOCUMENTS READY TO SUBMIT.

Email your request to csc-mouprocessing@cscglobal.com

Morgan

LOW VOLUME COUNTY —
REQUEST AUTHORIZATION ONLY WHEN YOU HAVE DOCUMENTS READY TO SUBMIT.

Email your request to csc-mouprocessing@cscglobal.com

San Juan

LOW VOLUME COUNTY —
REQUEST AUTHORIZATION ONLY WHEN YOU HAVE DOCUMENTS READY TO SUBMIT.

Email your request to csc-mouprocessing@cscglobal.com

Virginia

Albemarle

Email completed MOU to krouillard@albemarle.org; csc-mouprocessing@cscglobal.com

Augusta

Email completed MOU to csc-mouprocessing@cscglobal.com

Bedford

Email completed MOU to csc-mouprocessing@cscglobal.com

Chesterfield

Email completed MOU to csc-mouprocessing@cscglobal.com

Fairfax

Email completed MOU to ccrhelp@fairfaxcounty.gov; csc-mouprocessing@cscglobal.com

Henrico

Email completed MOU to con080@henrico.us; csc-mouprocessing@cscglobal.com

Isle of Wight

Email completed MOU to csc-mouprocessing@cscglobal.com

Suffolk

Email completed MOU to csc-mouprocessing@cscglobal.com

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 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

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Washington

Parties interested in submitting deeds to Pierce County must be authorized in advance. Excise tax must be paid separately and directly to the county via ACH. To register in ECONVEY, contact either of the following county employees:

Pierce

Jill Munns | (253) 798-2123 | jill.munns@piercecountywa.gov
Cathy Shearer | (253) 798-2139 | cathy.shearer@piercecountywa.gov

Once registration is complete, **email** csc-mouprocessing@cscglobal.com and specify which email addresses are to receive ECONVEY notifications.

STEP 1 • Submit Snohomish's Preliminary Survey

Download the county's **Preliminary MOU Survey**. Then **email** a completed copy to Kyle Geyer at kyle.geyer@co.snohomish.wa.us and wait for his response. Based on the information collected in the survey, he will tell you if the county's MOU is required.

STEP 2 • If asked, download Snohomish's MOU Portfolio

If asked to do so, download the county's MOU by clicking on the county's name, at left.

The download is a **PDF Portfolio**, which is a single file containing multiple documents. If your internet browser is unable view it, either try a different browser or save the portfolio to your desktop and then open it with Windows Explorer or Mac's Finder.

If you don't have a PDF viewer installed, there are a number of free alternatives to be found online, like the reputable **Adobe Acrobat Reader**.

Snohomish

STEP 3 • Submit the completed forms

Email forms to kyle.geyer@co.snohomish.wa.us; csc-mouprocessing@cscglobal.com

STEP 4 • Specify which email addresses receive notifications

Once registration is complete, **email** csc-mouprocessing@cscglobal.com and specify which email addresses are to receive EREET/ECONVEY notifications.

We're ready to talk.

 1 855 200 1150  erecording.com  csc-mouprocessing@cscglobal.com

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 csc-help@cscglobal.com

