

ELECTRONIC RECORDING IN CORTLAND COUNTY

APPROVED

A short instructional presentation for
document submitters by Elizabeth Larkin

WHAT IS E-RECORDING?

- The County Clerk is now able to accept all documents electronically.
- Submitters (ex. Attorneys) create documents online and submit the document to recorders
- Recorders review the documents to make sure they meet NYS standards and submit them to the Clerk while also returning the document to the submitter.

THE PROCESS



Submitters



Prepare



Sign



Notarize



Calculate Fee



Send



Recorders



Review



Endorse



Image



Index



Return

WHAT ARE THE BENEFITS?

- Documents are recorded in minutes
- Avoid mailing costs, traffic, and waste time
- Eliminate check writing expenses
- Increases effectiveness and efficiency
- Shorten the recording gap
- Enhanced document traffic
- Receive and re-submit rejected documents in a fraction of the time
- Get documents into the public record faster



WHAT DO I NEED?



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WHO ARE THE FACILITATORS?

- The Cortland County Clerk has an agreement three separate E-recording facilitators:
 - 1- Simplifile
 - 2-ePN
 - 3-Corporation Service Company (CSC)

CONTACT INFORMATION

- Simplifile
Phone number- 800-460-5657
URL: www.simplifile.com
- ePN
Phone number- 1-888-325-3365
URL: www.erecordingpartners.net
- CSC
Phone number- 866-652-0111
www.erecording.com

Start E-Recording Today!

Contact Us:

Cortland County Clerk's Office

607-753-5021

elarkin@cortland-co.org

Sign Up Today:

www.erecording.com/clerk