

# ***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](http://www.simplifile.com)
- ePN  
Phone number- 1-888-325-3365  
URL: [www.erecordingpartners.net](http://www.erecordingpartners.net)
- CSC  
Phone number- 866-652-0111  
[www.erecording.com](http://www.erecording.com)

# *Start E-Recording Today!*

Contact Us:

Cortland County Clerk's Office

607-753-5021

[elarkin@cortland-co.org](mailto:elarkin@cortland-co.org)

Sign Up Today:

[www.erecording.com/clerk](http://www.erecording.com/clerk)