



## **E-RECORD AGREEMENT BETWEEN CHAMPAIGN COUNTY RECORDER AND TRUSTED SUBMITTER**

The Champaign County Recorder and Trusted Submitter voluntarily agree to engage in the process of electronic recording of documents. The purpose of this agreement is to facilitate this process so that documents are recorded and indexed properly, and that our common customers are well served; this agreement may be cancelled and electronic recordings discontinued either by mutual agreement or three (3) weeks after notification by one of the parties.

The Champaign County Recorder commits to:

1. Work cooperatively with Trusted Submitter to enable the successful recording of documents electronically. The Recorder or Deputy Recorder will be available to answer questions and discuss issues regarding the e-Recording process.
2. Communicate with Trusted Submitter regarding documents that must be rejected for recording because they do not meet statutory requirements. Return rejected documents along with an explanation of rejection.
3. E-record documents within the flow of current documents. E-recorded documents will be placed within the recording queue at the time of submission. Trusted Submitter will be informed of changes in this policy.
4. As soon as they are recorded, images of recorded documents will be emailed directly to submitter and available on our Laredo/Tapestry search engines.
5. Share information describing statutory requirements, office policy and other information germane to electronic recording as requested by Trusted Submitter.
6. Refrain from charging a county fee for electronically recording documents; statutory fees still apply. The e-Recording vendor may/will charge a fee.

Trusted Submitter commits to:

1. Work cooperatively with the County Recorder to enable the successful recording of

documents electronically.

2. Work cooperatively with the County Recorder's vendor, Fidlar Technologies, and use the electronic recording receiving module designed by this company.
3. Become informed as to State of Illinois recording requirements and employ them in preparing documents. Statutory requirements may be found at <http://www.ilga.gov/legislations/ilcs.asp>
4. Place the submitter's client's name as the returnee on the document along with a grantor and grantee name.
5. Make payment arrangements with the county for recording fees. The county prefers that you set up an escrow account and that payments to this account be made at the beginning and/or ending of each month. Please notify the Recorder staff of a pending escrow deposit by email. The email address being: [recordersofdeeds@co.champaign.il.us](mailto:recordersofdeeds@co.champaign.il.us)
6. Consult with the County Recorder or staff as needed.

SIGNATURES:

\_\_\_\_\_  
Mark Shelden, Recorder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trusted Submitter

\_\_\_\_\_  
Company

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date