

Technical specifications for eRecording are available upon request. An application to become an e-recording submitting vendor with Whiteside County shall be directed to the Recorder. In conducting electronic recording, both the Trusted Submitter and Whiteside County agree to abide by the Illinois Electronic Recording Rules contained in the link below:

<http://www.ilga.gov/commission/jcar/admincode/014/01401400sections.html>

E-recording agreement between the Trusted Submitter and Whiteside County Recorder:

The 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 recording discontinued either by mutual agreement or (7) seven days after notification by one of the parties.

The 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 eRecording process.
2. Communicate with Trusted Submitter regarding documents that must be rejected for recording because they do not meet statutory requirements. Rejected documents will be returned with a rejection statement.
3. Process submitted e-Recordings between the hours of 8:30 am - 4:30 pm Monday through Friday except on County observed holidays. If this policy is to be changed, the Recorder's office will notify all Trusted Submitters.
4. E-Record documents submitted electronically the same day of receipt, periodically throughout the business day prior to closing.

Trusted submitter commits to:

1. Work cooperatively with the County Recorder to enable the successful recording of documents electronically. Designate staff persons to answer questions and discuss issues regarding the eRecording process.
2. Work cooperatively with the County Recorder's Vendor, Fidlar, 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. See Recorder and Illinois Statutes (55 ILCS 5/) Counties Code at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>
4. Make payment of all recording fees to a designated ACH account on or before the next business day and email a daily report indicating documents recorded and recording fees.

SIGNATURES:

Recorder, Whiteside County/Date

Trusted Submitter/Date

Name/Address/Phone/email address