

Joshua A. Langfelder  
Sangamon County Recorder  
200 South Ninth Street, Room 211  
Springfield, IL 62701  
Telephone (217)535-3151 / Fax (217)535-3159  
Website: [www.sangamoncountyrecorder.com](http://www.sangamoncountyrecorder.com)



**eRECORD AGREEMENT BETWEEN COUNTY RECORDER  
AND TRUSTED SUBMITTER**

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 recordings discontinued either by mutual agreement or three (3) weeks 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 issue regarding eRecording process.
2. Communicate with Trusted Submitter regarding documents that must be rejected for recording because they do not meet statutory requirements, or that once recorded, the legal description is discovered to be deficient. Return rejected documents along with an explanation.
3. Process submitted eRecordings between the hours of 8:30 a.m – 4:30 p.m Monday thru Friday except on County observed holidays. If this policy is to be changed, the Recorder's office will notify all Trusted Submitters.
4. As soon as recorded, return images of recorded documents to the submitter.
5. If the county system allows, make the database of subdivision names in the county available to Trusted Submitter and keep it updated.
6. Share information describing statutory requirements, office policy, and other information germane to electronic recording that is requested by Trusted Submitter.
7. Refrain from charging extra fees for transmitting documents through the electronic recording process; statutory fees will apply. (However, the vendor will usually impose a service fee.)

**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 (and make certain your software vendor incorporates these requirements) in preparing documents. See the following regarding standard document format: <http://www.sangamoncountyrecorder.com/Fee-Schedule/Default.aspx> and Illinois Statutes (55 ILCS 5/) Counties Code at <http://www.ilga.gov/legislation/ilcs/ilcs.asp>.

4. Place the submitter's client's name as the returnee on the document along with at least one (1) party name associated with the document.
5. Make payment arrangements with the county for recording fees. The county may prefer that you set up an escrow account or an ACH account. Make payments within 24 hours for recorded documents and/or keep a positive balance.
6. Consult with the County Recorder or staff as needed. Phone numbers: (217)535-3151, (217)535-3140, (217)535-3117, (217)535-3160.

SIGNATURES:

\_\_\_\_\_  
Recorder

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Name of County

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

\_\_\_\_\_  
Date

Trusted Submitter Name, Address, Phone, Contact Person and email address:

\_\_\_\_\_  
\_\_\_\_\_