



WHITESIDE COUNTY RECORDER

Whiteside County Courthouse ♦ 200 East Knox Street ♦ Morrison, Illinois 61270

Phone: 815 / 772 - 5192 ♦ Fax: 815 / 772 - 5241

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<https://whitesidecountyil.gov/285/Recorder---Land-Records>

Kendra Kophamer Bush

Technical specifications for eRecording are available upon request. An application to become an eRecording 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 & State of Illinois Statutes contained in the links below:

- (55 ILCS 5/) Counties Code at <https://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=750&ChapterID=12>
- <https://www.ilga.gov/commission/jcar/admincode/014/01401400sections.html>

eRECORD AGREEMENT BETWEEN COUNTY RECORDER & TRUSTED SUBMITTER

The County Recorder & *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 & indexed properly, & that our common customers are well served. This agreement may be cancelled & electronic recording discontinued either by mutual agreement or (7) 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 Chief Deputy Recorder will be available to answer questions & 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 letter.
3. Communicate with *Trusted Submitter* by phone or Fidlar regarding documents that were recorded & discovered to be deficient.
4. Submitted eRecordings will be processed/indexed between the hours of 8:30am – 4:10pm Monday through Friday except on County observed holidays or with interrupted internet service. If this policy is to be changed, the Recorder's office or Fidlar will notify all *Trusted Submitters*.
5. As soon as recorded, return images of recorded documents to submitter.
6. Share information describing statutory requirements, office policy, & other information relevant 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. (not responsible for fees outside of recording, such as service fees)

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 & discuss issues regarding the eRecording process.
2. Work cooperatively with the County Recorder's vendor: Fidlar, & 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.

4. Make payment of all recording fees to a designated ACH account on or before the next business day & email a daily report indicating documents recorded & recording fees.
5. Complete return to, contact information, & vendor information associated with the document.

SIGNATURES:

Recorder

Date

Recorder Name Printed

Name of County

Trusted Submitter

Date

Trusted Submitter Name Printed

Name of eRecording Submitter