



eRecording is now available through your Geauga County Recorder's Office

If you would like to be a part of the eRecording process, email Sherry Dunn, Exchange Produce Manager at sherry.dunn@Conduent.com or call her at (214) 841-8089

eRecording is a trend of the future and we are thrilled to be able to offer this service.

eRecording enables bulk submissions that are shipped daily to the Recorder's Office to be transmitted electronically. Normally, documents are returned within 24 business hours, however, the turn around on a compliant eRecorded document can be within a matter of minutes. eRecording submissions are checked in the morning and when the submission process closes for the day at 3:00 p.m.

eRecording increases efficiency, as well as saving time and money. It minimizes the number of people handling documents, reduces operational costs, and handles all transactions through a secure Internet network, protecting data and funds from theft, loss or intrusion. eRecording also reduces transportation/mail costs and eliminates paperwork.

Documents that require multiple submissions (deeds, land contracts, etc.) to other County offices cannot be eRecorded at this time.

Here is how it works:

- Documents are submitted through our vendor, Conduent. Submitters must sign up with them.
- After the registration process is complete, Conduent then forwards the documents to us.
- When we receive the documents, we will review them for ORC criteria to make sure all the requirements are met. Once the document is accepted, the submitter will receive his stamped and recorded document in approximately five minutes. No mail. No check issues. No delivery charges.
- We will eRecord twice a day, once in the morning and once in the afternoon.
- **Submissions after 3:00 p.m. are not accepted until the following day.**