



New Bureau of Conveyance Recording Policies – Effective July 1, 2009

- Special Recordings: Specials of same day submissions will not be accepted, no matter what the dollar amount is.
- Pulls: Once submitted, there will be no pulling of documents from recording.
- Pre-Checks: Recording packets must be submitted by 8:30 a.m. for recordation at 8:01 a.m. on the following business day. Greenies and rejects will be ready for pickup no later than 3:30 p.m. on the same day as submitted. Resubmits will be accepted until 4:00 p.m. for next day recording. If resubmitted on the next business day, they will record the following business day.
- Bulk/Project Records requires additional time depending on the number of documents. No projects will be accepted in the last 5 business days of the month.
- Images and Indexes will continue to be provided on a daily basis.

For more information contact the Bureau of Conveyance at 274-3141 extension 70148#