



# BECKY LYNCH

[Becky.Lynch@LakeCountyOhio.gov](mailto:Becky.Lynch@LakeCountyOhio.gov)

(440) 350-2510 (440) 918-2510  
EASTERN LAKE COUNTY WESTERN LAKE COUNTY  
(440) 350-5940  
FAX

Recorder Office:

Becky Lynch,  
Recorder

Anthony Ticconi,  
Chief Deputy

Mary Pat Keyes,  
Office Manager,  
Deputy Recorder

Diane Barrish,  
Deputy Recorder

Shaun Brown,  
Deputy Recorder

Sandee Collins,  
Deputy Recorder

Lisa Felder,  
Deputy Recorder

Simone Jackson,  
Deputy Recorder

Denise Thompson,  
Deputy Recorder

Curt Wagner,  
Deputy Recorder

## LAKE COUNTY RECORDER OFFICE STATUS NOTICE

WE ARE SORRY THAT WE CANNOT RECEIVE CUSTOMERS AT OUR OFFICE/RECORDS ROOM AT THIS TIME.  
RECORDS ACCESS AND RECORDING ARE OPEN! THANK YOU FOR YOUR PATIENCE!  
*-Becky and the entire staff at the Lake County Recorder's Office*

**Recorder Phone: 440-350-2510**

### RECORDING DOCUMENTS

**\*DROP BOX – \*DocWalkThru – eRecording – USPS – FEDEX/UPS**

#### Important Document Recording is continuing by:

- Recorder Drop Box at Nolan Building foyer – checked several times daily
- Transfers DocWalkThru - please put these items in Treasurer's Property Tax Drop Off in the back parking lot – the Auditor pickup times are 10a and 2p (see authorization statement below)
- eRecording – NON-Conveyance Documents - \*Coming soon: eRecording of DEEDS and transfer Documents, I have requested fast track for this convenient service!
- US Mail, Fedex and UPS are continuing deliveries

### PHONE CALLS -- FAXES – EMAILS – ONLINE SEARCHING

- Call 440-350-2510
- Fax 440-350-5940
- Email [Recorder@LakeCountyOhio.gov](mailto:Recorder@LakeCountyOhio.gov)
- [www.LakeCountyOhioRecorder.com](http://www.LakeCountyOhioRecorder.com) Use Ava to search
- Laredo Select is up and running and registration form is on our website

### PUBLIC RECORDS REQUESTS

#### [RecorderPublicRecordRequest@LakeCountyOhio.gov](mailto:RecorderPublicRecordRequest@LakeCountyOhio.gov)

Please Note: Your important document copies are still available by email. As usual these will not have watermarks. We will help with getting copies of documents from inside the Records Room books. Just send in the document number/book and page. During the building closure copy fees for these record copies will be waived.

Statusnotice4-Updated: March 19, 2020

#### \*Authorize To File Statement

I authorize the Recorder's Office to file our documents delivered by the DocWalkThru and the filings we deliver to the Recorder Drop Box during the county building closure. This authorization is on behalf of:

Company/Name: \_\_\_\_\_

Person Authorizing: \_\_\_\_\_

Address to Return Documents: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Please Email to [Recorder@LakeCountyOhio.gov](mailto:Recorder@LakeCountyOhio.gov))