



LAKE COUNTY RECORDER ON THE RECORD



Lake County Ohio Recorder—Becky Lynch

Issue - April 2021

RECORDER DEPARTMENT Services:

- Regular Recording
- eRecording
- Records Requests
- Microfilming Backup daily
- Property Fraud Alert Program
- Ohio Housing Trust Fund Collections
- Veteran I.D Card Program
- Honor Rewards Online
- Records Index Online 1986
- Images Online Nov. 1990
- Laredo Select remote access
- Ava Search Engine access
- Tapestry access nationwide
- Monarch records digital streaming
- Records Room OPEN 8a-4p
- Office appointments set from 9a-3p

440-350-2510

Lake County Recorder Main Line



Happy Spring Everyone!

Thank you to all our customers for your patience as we continue with the guidelines currently in place. Recorder Office appointments are available from 9:00am to 3:00pm for filings/business in the Recorder Offices. The times for Records Rooms access remains 8:00am to 4:00pm. Last time each day to record same-day is at 3:45pm. We will try our very best to accommodate your timeline if you are in the Transfer Office with quick appointments, but please call ahead. Then we can set your appointment time. Thanks very much! -Becky



"We will try our very best to accommodate your timeline if you are in the Transfer Office with quick appointments, but please call ahead."

- Becky Lynch

RECORDER DASH BOARD

4/2/2021 8:00AM

DEEDS	MORTGAGES	Public Records REQUESTS
1793	3239	681

Standard Recording Guidelines Ohio Revised Code §317.114

- Computer font size of at least 10 point
- Minimum paper size – 8 ½ by 11 inches
- Maximum paper size – 8 ½ by 14 inches
- Black or Blue ink ONLY
- No use of highlighting
- Margins of 1 inch on each side and bottom of each page
- 3 inch margin on the top of the first page
- 1 ½ margin on the top of each of the remaining pages

The goal is document standardization. Recorder accepts any document even if it does not conform to these new guidelines. A charge of \$20.00 fee in addition to standard fees will apply. This law does **not** apply to any documents from any court or taxing authority, Plats, DD214's, any state or federal document, any documents executed before July 1, 2009

DEEDS BY MAIL

Last April, Recorder Lynch had relaxed the former 2005 policy where deeds were not accepted through the mail. With the return of this service a document's record-ability has rested upon our customers' due diligence in keeping multiple document filings in separate envelopes, with separate payments for different offices, with approval stamps from the Auditor and/or Tax Map, as well as a quick check with the Recorder for proper payment amount if needed.

This adjustment to our operations helped keep commerce, especially in the real estate sector, moving during the uncertain times of Covid and while the buildings have had limited access, which we now have received news that this status will last through the month.

Recently, Attorney General Yost sent out an Opinion addressing the practice of acceptance of deeds through the USPS for the Recorder department and the Auditor Real Estate Transfer office. It concludes that mailing in the deeds accounts for the presentment of the documents, and that 'valid deeds' are to be accepted for fulfillment of the recording process, and this we have been doing since last year.

It appears that there will be the need to continue our temporary processes which are currently in place, so please be sure to obtain the proper approval stamps, etc. so that deeds and documents are in the status of 'valid' and can be recorded when they arrive to the Recorder office. THANK YOU!



Becky Lynch,
Lake County Recorder

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