





# LAKE COUNTY RECORDER


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## ON THE RECORD

**Lake County Ohio Recorder—Becky Lynch** **Issue - MAY 2021**

**RECORDER DEPARTMENT Services:**

- Regular Recording
- eRecording
- Records Requests
- Microfilming Backup
- 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
- OPEN 8a-4p



440-350-2510

Lake County Recorder Main Line

*Happy Memorial Day!*

*Please remember that the end of the day is super busy and we appreciate that you observe the latest time to file same day... is at 3:45pm. We will do our best to accommodate your timeline if you are in the Transfer Office. Thanks very much! -Becky*



*“Thank you for filing by 3:45 pm if you wish to record same day!”*

- Becky Lynch

RECORDER DASH BOARD		
5/4/2021 8:00AM		

DEEDS	MORTGAGES	Public Records REQUESTS
2492	4494	948

**ORA—OHIO RECORDER ASSOCIATION**

The Ohio Recorder Association is an extremely helpful resource for the Recorders and many Land Records Professionals in all 88 counties of Ohio. The industry demands excellence in both knowledge and expertise and there are continuing education requirements which are built into our Recorder Statute in the Ohio Revised Code, in order to facilitate these important attributes. In April the ORA Spring Conference was held in Northwest Columbus Ohio. The upcoming Summer Conference is set for June, and will be held in beautiful Licking County's city of Newark. The ORA Legislative Committee reviews the laws and consults with Legislators for updates and proposed changes, which are established to keep the land records and real estate sectors healthy and reliable. Lake County Recorder Becky Lynch is a third year member of ORA Legislative Committee and has contributed strong support for the good work the committee performs. Feel free to contact and comment about topics you would like to see come to the attention of the Ohio Recorder Association by letting Becky know. Call the Lake Recorder line at 440-350-2510 or send an email to [Becky.Lynch@LakeCountyOhio.gov](mailto:Becky.Lynch@LakeCountyOhio.gov)

**eRecording—ELECTRONIC RECORDING**

The Lake County Recorder has been 'e-Recording' (electronically recording) documents for several years. The practice was launched with our vendor Fidlar Technologies using their 'e-Catcher' software. A significant portion of our daily workload is accomplished with e-Recording which is fast approaching over 50%. Most popular document types e-recorded are Mortgages and Releases. The conveyance document types such as deeds are being considered for e-Recording as well and Recorder Lynch is developing the best and most efficient method to add this capability in the near future. After discovering that the Electronic Security Policy needed to be instituted, Recorder Lynch worked with legal consultants and established the statutorily required e-Security policy in order to safeguard the process. Lake County works with four companies in order to bring e-Recording to our customers. See more information at the Recorder website at [www.LakeCountyOhioRecorder.com](http://www.LakeCountyOhioRecorder.com)

**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

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 Public Record Request Email Direct: [RecorderPublicRecordRequest@LakeCountyOhio.gov](mailto:RecorderPublicRecordRequest@LakeCountyOhio.gov)

