THE COUNTY OF DUPAGE
WHEATON, ILLINOIS

Fred Bucholz
DuPage County Recorder
421 N. County Farm Road
Wheaton, IL 60187
Telephone (630) 407-5400/Fax (630) 407-5300
Website: www.dupageco.org/recorder

Trusted Submitter e-Record Agreement

The DuPage County Recorder and Trusted Submitter voluntarily agree to engage in the process of electronic recording of documents. The purpose of this agreement is to facilitate this process so that documents are recorded and indexed properly, and that all customers are well served by the e-recording process. This agreement may be cancelled and future electronic recordings discontinued 30 days after receipt of written notification by the Submitter. The Recorder reserves the right to cancel or suspend all or any e-recordings if the Submitter fails to make timely payments or fails to comply with any recording requirements set forth by the Illinois Complied Statutes online at: www.ilga.gov/legislation/ilcs/ilcs4.asp , local county ordinances (F-ORD-01-84 & F-ORD-04-86) and/or the rules set forth by the Illinois Electronic Recording Commission online at: www.ilga.gov/commission/jcar/admincode/014/01401400sections.html .

The Trusted Submitter agrees to:

1. Work cooperatively with the DuPage County Recorder to enable the successful recording of documents electronically and designate the staff persons responsible to answer any questions regarding the eRecording process.

2. Work cooperatively with the DuPage County Recorder's vendor and use the electronic recording receiving module designated by this company.

3. Become informed of all established and current State of Illinois recording requirements set forth by the Illinois Complied Statutes and local county ordinances. The Submitter will ensure that all e-recorded documents will be in accordance with the Illinois State Statutes and the Illinois Electronic Recording Act as well as any county ordinances that pertain to recording documents.

4. Ensure the placement of the Submitter's client's name as the returnee on the document along with at least one (1) party name associated with the document to be recorded.

5. Make payment arrangements with the DuPage County Recorder for payment of all fees associated with eRecording documents. All payments must be received by ACH within 24 hours of recordation or submitter risks termination of all services.

6. Consult with the DuPage County Recorder or appointed staff, as needed.

7. Submit grantor and grantees names on submitted documents.

8. Adhere to e-recording approved technical specifications adopted by Property Records Industry Association www.pria.us . Go to the section Standards and Publications and click on Models of E-recording.

The DuPage County Recorder agrees to:

1. Work cooperatively with the Trusted Submitter to enable the successful recording of documents electronically.

2. Return rejected documents along with a specific explanation.

3. Process submitted eRecordings between the hours of 8:00 A.M. – 4:30 P.M. Monday thru Friday except on County observed holidays.

4. Return images of recorded documents to the Trusted Submitter after the recording process is complete.

5. Make the DuPage County Recorder's imaging system available to the Trusted Submitter.

6. Only charge fees required by Illinois State Statutes and County Ordinances.

In the event of a dispute between the parties hereto, the venue for resolution of all disputes shall be the Circuit Court of the 18th Judicial Circuit, DuPage County, Illinois. The laws of the State of Illinois shall control.

SIGNATURES:

_____	_____
DuPage County Recorder	Date
_____	_____
Recorder Name Printed	Name of County Printed
_____	_____
Trusted Submitter Designee/Title	Date

Print Trusted Submitter Name, Address, Phone, Contact Person and email address below:

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