

# Ottawa County's eRecording Business Rules

- Documents are accepted and processed between the hours of 8:00AM and 4:00PM Monday - Friday excluding holidays observed by Ottawa County.
- Payments are currently accepted by ACH per the agreements with the eRecording vendors.
- Party's submitting documents that violate Michigan eRecording Standards will have their ability to submit documents terminated until further notice.
- Ottawa County Register of Deeds reserves the right to reject any electronically submitted documents that do not comply with the Michigan Recording Act and other applicable laws.
- Any amendments and/or alterations to these business rules will be published on this webpage 90 days prior to taking effect.
- Ottawa County Register of Deeds will only collect recording fees prescribed by state and local statutes. Additional processing fees may be collected by eRecording vendors.
- Electronically recorded documents will be returned to the submitter in electronic format per the agreements with the eRecording vendors.
- An electronic record electronically notarized in compliance with PA 360 of 2018 and the requirements of the Michigan Secretary of State may be eRecorded as an electronic document in compliance with these Standards. Exceptions for papering out a document may be made by the Ottawa County Clerk/Register of Deeds. This document must comply with the papering out standards established in the Michigan Electronic Records Standards.

We currently accept documents from four of the major eRecording vendors. Please contact the companies regarding information and pricing:

CSC eRecording: [www.erecording.com](http://www.erecording.com)

Simplifile: [www.simplifile.com](http://www.simplifile.com)

ePN: [www.erecordingpartners.net](http://www.erecordingpartners.net)

Indecomm: [www.indecomm.com](http://www.indecomm.com)

For Ottawa County specific eRecording questions, please contact:

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Register of Deeds

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