



OFFICE OF RECORDER OF DEEDS
MICHAEL E. KOZIKOWSKI, SR.

August 4, 2020

Dear Primary Business Organizations,

As we continue to do our best to navigate this pandemic, **we would like to inform you that we have launched the deed document type for electronic recording!**

As we continue to do our best to implement updated technologies to be able to serve you and the community better, we would like to inform you that on Monday, August 3, 2020 we have enabled all documents to be electronically filed except for Deeds that have money due on the DE Division of Rev 5403 form and Transfer Tax due on building permits. If you aren't currently using electronic filing as a delivery method for your real estate transaction, we encourage your business to look into working with one of our approved vendors to get setup with recording electronically.

Currently, only Simplifile, CSC and EPN are the only vendors setup to record all acceptable documents electronically; more will be added as time progresses. Please visit nccde.org/deeds to review the third party e-Recording vendors so you may contact them and see if their services would work for your business needs, you may also review the electronic filing agreement and our e-Recording presentation if you would like to learn more about e-Recording documents. We have also attached the links to this notice for your convenience.

During this pandemic we have learned that you should find opportunities through adversity and The Recorder of Deeds mission is to always place the customer first. We strive to continuously improve the services we provide to our citizens and business organizations in the Real Estate Industry. Our objective is to provide the services you need efficiently and effectively, through technology advancements, teamwork and dedication.

We look forward to working with you. If you have any questions, please contact my Office Administrator's Lisa Shellem Lisa.Shellem@newcastlede.gov or (302) 395-7792 or Ed Dale Edward.Dale@newcastlede.gov or (302) 395-7739

Your Humble Elected Servant,

Michael E. Kozikowski

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THIRD PARTY VENDORS

Company: CSC (Corporation Services Company)
Address: 2711 Centerville Road, Wilmington, DE 19808
ERecording Support: (866) 652-0111
Email: erecording-sales@cscinfo.com
Website: www.erecording.com

Company: ePN/ eRecording Partners Network, LLC
Address: 400 Second Avenue South, Minneapolis, MN 55401
Company Contact: Bob Grohol
Main Office Number: (888) 325-3365
Direct Office Number: (216) 318-6368
Email: bob@erecordingpartners.net
Website: www.erecordingpartners.net

Company: Simplifile
Address: 602 Delaware Street New Castle, Delaware 19720
Main Office Number: 800-460-5657 x1031
ERecording Support: (800) 460-5657 x3
Company Contact: John Riddell
Direct Phone Number: (610) 931-6727
Email: John.riddell@simplifile.com
Website: www.simplifile.com

Informational Presentation

<https://www.nccde.org/DocumentCenter/View/14873/ERecording-Educational-Presentation-and-Process-PDF>

Electronic Filing Agreement

<https://www.nccde.org/DocumentCenter/View/67/New-Castle-County-Filer-MOU-PDF>

If you would like to start eRecording, The Filer MOU will need to be completed and submitted to Michael Kozikowski at Michael.kozikowski@newcastlde.gov