A short instructional presentation for document submitters by Elizabeth Larkin
The County Clerk is now able to accept all documents electronically.

Submitters (ex. Attorneys) create documents online and submit the document to recorders.

Recorders review the documents to make sure they NYS standards and submit them to the Clerk while also returning the document to the submitter.
THE PROCESS

Submitters → Prepare → Sign → Notarize → Calculate Fee → Send

Recorders → Review → Endorse → Image → Index → Return
WHAT ARE THE BENEFITS?

- Documents are recorded in minutes
- Avoid mailing costs, traffic, and waste time
- Eliminate check writing expenses
- Increases effectiveness and efficiency
- Shorten the recording gap
- Enhanced document traffic
- Receive and re-submit rejected documents in a fraction of the time
- Get documents into the public record faster
WHAT DO I NEED?

- Laptop
- Internet
- Printer
The Cortland County Clerk has an agreement with three separate E-recording facilitators:
1- Simplifile
2- ePN
3- Corporation Service Company (CSC)
CONTACT INFORMATION

- **Simplifile**
  Phone number: 800-460-5657
  URL: [www.simplifile.com](http://www.simplifile.com)

- **ePN**
  Phone number: 1-888-325-3365
  URL: [www.erecordingpartners.net](http://www.erecordingpartners.net)

- **CSC**
  Phone number: 866-652-0111
  www.erecording.com
Contact Us:
Cortland County Clerk’s Office
607-753-5021
elarkin@cortland-co.org

Sign Up Today:
www.erecording.com/clerk