



# CSC Submitter Document Bulletin Update

Greene County, OH is now electronically recording (eRecording) documents through CSC.

Available documents and required fields are listed in the below table.

If this county has not been added to your drop-down list and you'd like to eRecord in this county, please contact your CSC representative.

## General requirements for all documents:

- 3 inch top margin required on first page; for all other pages, margins to be a minimum of 0.5 inch
- Minimum 10-point font required
- Letter- and legal-sized documents accepted at 300 DPI
- Recording hours are M-F, 8 a.m. to 5 p.m. (cut-off time, documents can be submitted any time)

## Document type

- Affidavit
- Agreement
- Assignment
- Assumed Name
- Assumed Name Amendment
- Assumed name Old Withdrawal
- Assumed Name Withdrawal
- Bankruptcy
- Certificate
- Consent
- Declaration
- Deed of Trust
- Foreclosure
- Judgment
- Lease
- Memorandum
- Mortgage
- Multiple Instrument
- Notice
- Order
- Ordinance
- Ordinance No Fee
- Partial Release
- Power of Attorney

## Required indexing and attachment

- Grantor/Grantee
- Requesting Party



# CSC Submitter Document Bulletin Update

- Reconveyance
- Release
- Resolution
- Restrictions
- Right of Way
- Satisfaction
- Substitute Trustee
- UCC Financing Statement 1 to 2 Pages
- UCC Financing Statement 3 or More Pages
- UCC3 Amendment
- UCC3 Assignment
- UCC3 Continuation
- UCC3 Termination