



Document Bulletin for Jefferson, OH

Jefferson, OH is now electronically recording documents through CSC.

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

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3” top margin required on first page, 1 inch on sides and bottom; subsequent pages - 1” on all sides
- Letter and Legal sized documents accepted
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:00 AM to 3:30 PM (submit documents any time)

Document Type	Required Indexing and Attachment
AMENDED MORTGAGE OPEN END MORTGAGE MODIFICATION OF LEASE LOAN MODIFICATION AGREEMENT SUPPLEMENTAL INDENTURE LAND CONTRACT MORTGAGE ADDENDUM AFFIDAVIT PRESERVATION OF MINERALS JUDGMENT ENTRY LIEN - MISC ASSIGNMENT ASSIGNMENT OF MORTGAGE AGREEMENT ATTORNMEN AGREEMENT MORTGAGE - BLOCK GRANT MORTGAGE CONSENT JUDGMENT ENTRY - MISC TRUST RESTRICTIVE COVENANT DEED OF TRUST NOTICE OF DISMISSAL MEMORANDUM OF LEASE LEASE - MISC MISCELLANEOUS MORTGAGE - LAND BANK LEASEHOLD MORTGAGE AFFIDAVIT - MORTGAGE MASTER MORTGAGE MEDICAID ESTATE RECOVERY MISCELLANEOUS - MORTGAGE EXTENSION NOTICE OF COMMENCEMENT PARTIAL CLAIMS MORTGAGE OPTION TO PURCHASE RIGHT OF FIRST REFUSAL CORRUPT ACTIVITY/FORFEITURE SUBORDINATION OF MORTGAGE SUBORDINATION	No Indexing Requirements

WAIVER
AFFIDAVIT OF FACTS/MORTG
CONSTRUCTION CONVER AGREE
FIRST AMEND OF MORTGAGE
FIRST AMEND TO MORTGAGE
MORTGAGE ASSUMPTION AGREE
NOTICE COMMENCEMENT
PARTIAL ASSIGN MORTGAGE
NOTICE OF COMMENCEMENT
ABSTRACT OF JUDGMENT
AFFIDAVIT
MISCELLANEOUS
MECHANICS LIEN
ASSIGNMENT
LIEN - MISC
CORRECTIVE FEDERAL TAX LIEN
CORRUPT ACTIVITY/FORFEITURE
FEDERAL TAX LIEN
REFILE FEDERAL TAX LIEN
MEDICAID ESTATE RECOVERY
LIEN RENEWAL
REVOCATION OF FEDERAL TAX LIEN
SUBORDINATION
UNEMPLOYMENT COMPENSATION
UNEMPLOYMENT COMPENSATION CONTINUATION
WITHDRAWAL FEDERAL TAX LIEN
WORKERS COMPENSATION
AMEND NOTICE OF COMMENCE
AMENDMENT OF LEASE
AMENDED DECLARATION OF POOLED UNIT
AMENDED OPERATING AGREEMENT
AMENDMENT & RATIFICATION
ASSIGNMENT OF LEASE
ASSIGNMENT OF RENTS & LEASES
LEASE
AFFIDAVIT
MEMORANDUM OF LEASE
AMENDED STATUTORY UNITIZATION
ASSIGNMENT
NOTICE OF COMMENCEMENT
MISCELLANEOUS
ROYALTY CONVEYANCE
PARTIAL ASSIGNMENT
RATIFICATION OF LEASE
EXTENSION
STATUTORY UNITIZATION
DECLARATION OF POOLED UNIT
AGREEMENT
DISSOLUTION OF UNIT
LEASE EXPIRATION
LEASE ADDENDUM
FORFEITURE OF LEASE
CONSENT
OPERATING AGREEMENT
JUDGMENT ENTRY - LEASE
LEASE AFFIDAVIT & AGREEMENT
LEASE FAILURE TO FILE
JOINT DEVELOPMENT AGREEMENT FOR LEASE
LEASE - MISC
AMENDED MORTGAGE
PRESERVATION OF MINERALS
NOTICE OF DISMISSAL
AMENDMENT OIL & GAS LEASE
OPEN END MORTGAGE
OPTION TO PURCHASE
QUIT CLAIM DEED
RIGHT OF WAY

STIPULATION SUBORDINATION 1ST SUPP STATUTORY UNIT DECL STATUTORY UNIT SECOND AMENDMENT TO DPU SECOND AMENDMENT TO LEASE POWER OF ATTORNEY DEED OF TRUST REVOCAION OF POWER OF ATTORNEY CERTIFICATE OF AMENDMENT ARTICLES OF AGREEMENT CORPORATIONS / PARTNERSHIPS CORPORATE DEED RELEASE RIGHT OF WAY RELEASE LEASE RELEASE ASSIGNMENT OF RENTS RELEASE LEASE ASSIGNMENT RELEASE OPERATING AGREEMENT PARTIAL RELEASE LIEN RELEASE MECHANICS LIEN RELEASE LIEN RELEASE LAND CONTRACT PARTIAL RELEASE MORTGAGE RELEASE MORTGAGE RELEASE PARTIAL RELEASE OF FINANCING STATEMENT PARTIAL RELEASE LEASE PARTIAL RELEASE - MISC RELEASE UNEMPLOYMENT COMP	
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