CSC

*D*ocument Bulletin for Plumas County, CA

Plumas County, CA 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:

- Reservation of space - all documents must have at least a 1/2" margin on the two vertical sides; the right-hand 5" of the top 2 1/2" shall be reserved for recording information. (If the proper space has not been reserved for the Recorder's use, a cover page will be added and an additional $3.00 will be charged.)
- Requesting party and return address - the left-hand 3 1/2" of the top 2 1/2" shall be used for the name of the party requesting recordation and the name and mailing address where the document should be mailed after recording.
- Letter Only Accepted.
- 300 DPI on all Images.
- Deed type documents require an attachment be sent with the deed. If the document has transfer tax associated with it, then a PCOR (Preliminary Change of Ownership) must be completed and attached. If the deed does not have any associated tax, then a Documentary Transfer Tax Affidavit must be attached to the deed.
- Plumas, CA is part of the California CeRTNA Portal and has opted into the CeRTNA unified MOU. CeRTNA requires each submitter to complete and send an MOU prior to submitting to the county. Please download the submitter MOU from our quickstart website and follow the instructions for sending it to CSC. Here is the quickstart link: http://erecording.com/Submitter/quickstart.aspx
  If you have already filed the unified MOU, please check with CSC prior to submitting transactions to Plumas County so that CSC can ensure that you have been enabled by the county.

Document Type	Required Indexing and Attachment
Abstract of Judgment Affidavit of Death Agreements (Any type) Assignment (All general types other than DOT) Assignment of Deed of Trust *Deed (All Deed Doc Types) Deed of Trust Federal Tax Lien Judgment Modification (All Types) Mortgage Notice (All Types) Oil and Gas Lease Other (For All Other Document Types) Power of Attorney Reconveyance Release of Federal Tax Lien Release of State Tax Lien Release of Treasurers Tax Lien Request (All Types) Satisfaction State Tax Lien	**Indexing for all document types:** Requesting Party/Address ***Additional Indexing for Conveyance Documents:** PCOR Attachment Transfer Tax Not For Public Record Affidavit

Subordination Agreement (Any Type) Substitution of Trustee Transfer Declaration Treasurers Tax Lien UCC Financing Statement	