



## Document Bulletin for Stephens County, GA

Stephens County, GA 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 dropdown list and/or you would like to e-Record in this county, please contact your CSC representative.

**General Requirements for all documents:**

- 3-inch margin at the top of first page and 1-inch margin on the sides and bottom of each page.
- Letter sized documents accepted.
- 300 DPI accepted for documents
- Recording Hours: M-F, 8:00 AM to 5:00 PM

Document Type	Required Indexing and Attachment
Affidavit Agreement Amendment Appointment #Assignment AssignmentOfAssignmentOfLeasesAndRents AssignmentOfDeedOfTrust AssignmentOfLease #AssignmentOfMortgage AssignmentOfRents AssignmentOfRentsAndLeases =Cancellation Certificate CourtOrder DeathCertificate **Deed(AllOtherTypes) **DeedInLieuOfForeclosure DefaultJudgment Discharge Easement FederalTaxLien **ForeclosureDeed Homestead Judgment Lease Lien LisPendens MechanicsLien Modification ModificationOfMortgage +Mortgage Notice PartialReconveyance PartialRelease Plat	<p><b>Indexing for all document types:</b>            Grantor/Grantee, Requesting Party/Address</p> <p><b>**Additional Indexing for Conveyance Documents:</b>            Consideration            Y/N Dropdown and PT-61 Number            PT-61 Attachment (optional)            NoteToClerk Attachment (optional)</p> <p><b>+Additional Indexing for Mortgages:</b>            Consideration            Original Parcel No            NoteToClerk Attachment (optional)</p> <p><b>=Additional Indexing for Satisfactions/Reconveyances</b>            Associated Document Number, Book Number, Page Number</p> <p><b>#Additional Indexing for Assignment of Mortgage</b>            Associated Document Number, Book Number, Page Number            Numerical Count of Additional References            NoteToClerk Attachment (optional)</p>

PowerOfAttorney =Reconveyance ReleaseOfAssignmentOfRents ReleaseOfEasement ReleaseOfFederalTaxLien ReleaseOfJudgment ReleaseOfLease ReleaseOfLien ReleaseOfMortgage Request Rescission RescissionOfAssignment Resolution Revocation =Satisfaction Subordination Termination UCCFinancingStatement	
--	--