



# CSC Submitter Document Bulletin Update

Montgomery, IL 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 1 inch
- Minimum 10-point font required
- Only letter-sized documents accepted at 300 DPI
- Recording hours are M-F, 8 a.m. to 4 p.m. (cut-off time, documents can be submitted any time)

## Document type

- ACCEPTANCE
- ADDENDUM
- ADMINISTRATOR'S DEED
- AFFIDAVIT
- AGREEMENT
- AMENDMENT
- ANNEXATION
- APPLICATION
- ARTICLES
- ASSIGNMENT
- BILL OF SALE
- BIRTH CERTIFICATE
- BOND
- CERTIFICATE
- CHILD SUPPORT LIEN
- CONDOMINIUM
- CONTRACT
- CONTRACT FOR DEED
- CORPORATION DEED
- COVENANTS
- DEATH CERTIFICATE
- DECLARATION
- DEED
- DEED IN TRUST
- DISSOLUTION

## Required indexing and attachment

- Consideration amount on deeds
- PTAX for deeds



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- EASEMENT
- ENVIRONMENTAL DISCLOSURE
- ESTATE LIEN
- EXCISE LIEN
- EXECUTOR'S DEED
- EXTENSION AGREEMENT
- FEDERAL TAX LIEN
- INCORPORATION
- JUDGMENT
- JUDICIAL DEED
- LEASE
- LIEN
- LIS PENDENS/NOTICE OF FORECLOSURE
- LOTTERY LIEN
- MARRIAGE CERTIFICATE
- MEMORANDUM
- MERGER
- MISCELLANEOUS
- MODIFICATION
- MONUMENT
- MORTGAGE
- NOTE
- NOTICE
- NOTICE OF PROBATE
- OIL & GAS
- ORDINANCE
- POWER OF ATTORNEY
- PTAX-NR
- PUBLIC AID LIEN
- QUIT CLAIM DEED
- RELEASE
- RELEASE OF DEPARTMENT OF REVENUE
- RELEASE OF FEDERAL TAX LIEN
- RELEASE OF PUBLIC AID LIEN
- REPORT
- RESOLUTION
- RETAIL TAX LIEN
- REVOCATION
- RIGHT OF WAY



# CSC Submitter Document Bulletin Update

- SHERIFF'S DEED
- SPECIAL WARRANTY DEED
- STATE INCOME TAX LIEN
- SUBORDINATION
- SUPPLEMENTAL
- TRANSFER ON DEATH INSTRUMENT
- TRUSTEE'S DEED
- UNEMPLOYMENT LIEN
- UNIFORM COMMERCIAL CODE
- VACATING
- WAIVER
- WARRANTY DEED
- WILL