



CSC Submitter Document Bulletin Update

Kings, CA 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:

- 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.
- Kings, CA is part of the California SECURE Portal and any submitter who has already filed an MOU with SECURE can submit to Kings County. If you have not already filed an MOU with SECURE, 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>

Document type

- Abstract Of Judgment
- Affidavit
- Assignment
- Assignment Of Rents
- Cancellation Of Notice Of Default
- Construction Deed Of Trust
- County Lien
- Court Decree
- Decree Of Distribution
- Deed
- Deed Of Trust
- Easement

Required indexing and attachment

Indexing for all document types:

- Requesting Party/Address

*Additional Indexing for Conveyance

Documents:

- Consideration Amount
- PCOR Attachment
- Transfer Tax Not For Public Record Affidavit



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- Farmland Security Zone
- Federal Lien
- Land Conservation
- Lease
- Lien
- Lot Line Adjustment
- Miscellaneous Document
- Miscellaneous Notice
- Mortgage
- Notice Of Cessation
- Notice Of Completion
- Notice Of Default
- Notice Of Intended Sale
- Notice Of Trustee Sale
- Partial Reconveyance
- Partial Release
- Postponed Property Taxes
- Power Of Attorney
- Reconveyance
- Release
- Request For Notice Of Default
- Restricted Covenant Modification
- State Lien
- Subordination
- Subreconveyance
- Substitution Of Trustee
- Trustees Deed
- Ucc1 Financing Statement
- Ucc3 Amendment
- Ucc3 Termination
- Ucc3 Assignment
- Ucc3 Continuation