



**CHIEF DEPUTY, CELESTA  
MULLINS DOWNLOADS AN  
ERECORDED DOCUMENT**

## **eRecording**

We currently have three vendors who eRecord directly through our office. To eRecord, you must contact one of the following companies:

- ✦ **CSC:** Contact [erecording-sales@cscinfo.com](mailto:erecording-sales@cscinfo.com); [www.erecording.com](http://www.erecording.com); (866) 652-0111
- ✦ **Indecomm:** Contact Josie Tindell, [josie.tindell@indecmm.net](mailto:josie.tindell@indecmm.net) (651) 766.5128
- ✦ **Simplifile:** Contact John Riddell, Office: 800.460.5657 x1031; Mobile: 610.931.6727; [john.riddell@simplifile.com](mailto:john.riddell@simplifile.com)

## **Re-Recording an eRecorded Document must be done in person or through regular mail**

1. You must bring or mail the original document **AND** the complete eRecorded document to:

Geauga County Recorder  
231 Main Street #1C  
Chardon, Ohio 44024

2. Changes with the reason for the change must be made on the **original** document
3. Include a brief cover letter explaining exactly what you want done, including a telephone number.
4. We will record both documents and all fees will apply
5. Include a self-addressed stamped envelope.
6. We will record your document and mail the original and the copy (complete document) back to you when the recording process is complete.

**Please call the office if you have any questions regarding the fees or the process at (440) 279-2020.**

Updated 12/28/2018