



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

Sharon R. Bock, Clerk & Comptroller  
15<sup>th</sup> Judicial Circuit  
Palm Beach County, Florida

## eRECORDING BUSINESS RULES

**As Clerk & Comptroller, Palm Beach County, it is our intent to accept electronically transmitted documents for recording through Palm Beach County's Official Record System. What follows are the Business Rules which have been established to comply with the rules prescribed by the Department of State and recommended by the Florida Electronic Recording Advisory Committee.**

**The following Business Rules will remain in effect until notice is given of a pending change. The Clerk & Comptroller's Office will generally provide timely notice of any changes.**

### **Program Eligibility:**

eRecording requires a close working relationship as well as mutual trust between the Clerk & Comptroller, Palm Beach County, its software vendors and the submitting entity. All parties to the eRecording transaction desire to operate and maintain a secure recording system that safeguards parties to recordation from deceit, fraud and forgery. These Business Rules outline the procedures and practices for the trusted relationship between the Clerk & Comptroller's office and all eRecording Submitters. Participation in the eRecording program is voluntary and the decision to do so is a business judgment.

### **eRecording Requirements:**

The eRecording Program of Palm Beach County is defined by the requirements included in these Business Rules.

**Attachment A** provides the technical specifications including format, models of eRecording supported, transmission protocols, and security requirements of the electronic records. All eRecording participants must agree to provide transmissions following the specifications outlined.

**Attachment B** contains the document type codes and associated document titles eligible for eRecording, and a list of documents which are ineligible for eRecording.

**Attachment C** contains the processing schedules and hours of operation for the eRecording program.

**Attachment D** provides the eRecording payment requirements.

**Attachment E** is the Public Deposit Identification & Acknowledgement Form.

eRECORDING BUSINESS RULES

**eRecording Submitter Responsibilities:**

Each eRecording Submitter shall abide by Florida law. eRecording allows submitters to prepare, sign and/or transmit documents and business records in electronic formats. The electronically transmitted documents will be considered the “original” record of the transaction in substitution for, and with the same intended effect as, paper documents and, in the case that such documents bear a digital or electronic signature, paper documents bearing handwritten signatures.

eRecording Submitters are expected to be diligent in ensuring that documents submitted for eRecording have been checked before submission for errors, omissions, scanning defects, illegible areas, and other deficiencies that may affect the Clerk & Comptroller’s ability to record the document. eRecording Submitters and/or their employees attest to the accuracy and completeness of the electronic records and acknowledge responsibility for the content of the documents. Should a dispute or legal action arise concerning an electronic transaction, the Clerk & Comptroller will be held harmless and not liable for any damages.

eRecording Submitters are responsible for the costs of the system or services provided by third parties that enable them to meet the requirements of this program.

eRecording Submitters guarantee full payment to Clerk & Comptroller for all transactions processed and accepted for electronic recording. If the Clerk & Comptroller determines the cost of recording a document exceeds the amount calculated by the eRecording Submitter by more than \$100.00, the document will be rejected.

eRecording Submitters are responsible for the security of funds collected for fees to be remitted to the Clerk & Comptroller, Palm Beach County. Submitters are required to have funds collected for remittance to the Clerk & Comptroller to be deposited with a Qualified Public Depositor in a Qualified Public Deposit Account and to provide to the Clerk & Comptroller a completed Public Deposit Identification and Acknowledgment Form (Attachment E). If the Submitter remits their own funds and is reimbursed by the eRecording customer, then the Submitter must document their business process as a separate attachment to the Clerk & Comptroller’s eRecord Business Rules document.

eRecording Submitters will immediately notify the Clerk & Comptroller of any security incident, including but not limited to attempts to or actual unauthorized access to its pathway, which could compromise or otherwise adversely affect the Clerk & Comptroller’s data systems.

eRecording Submitters shall ensure that all security measures and credentials implemented are protected. Documents submitted for recording are to be authenticated and transmitted without modification. eRecording Provider Clients are expected to maintain an audit trail of all activity, available to the Clerk & Comptroller, at its request, to resolve issues or investigate potential fraudulent activity. The audit trail must contain, at a minimum, submitter ID, submitted content at point of receipt from Company, submitted content at point of delivery to Clerk & Comptroller, dates and times submitted, size, and checksum.

eRecording Submitters are responsible for coordinating all technical problems and issues through the Clerk & Comptroller and the software vendor(s) supporting this program.

eRECORDING BUSINESS RULES

**Clerk & Comptroller Responsibilities:**

Clerk & Comptroller will attempt to protect the integrity of the eRecording process through ongoing monitoring of documents received and recorded through eRecording means.

Clerk & Comptroller will test and maintain eRecording software and hardware required to operate the eRecording capability. Clerk & Comptroller, however, shall be held harmless and not liable for any damages resulting from software or equipment failure and assumes no contractual liability for any damages whatsoever via any part of this document.

Clerk & Comptroller will apply the same level of diligence in handling documents submitted electronically as those submitted through the normal manual process.

**General Understandings:**

The Clerk & Comptroller will not incur any liability for the information electronically transmitted by eRecording Submitters, including but not limited to any breach of security, fraud or deceit.

The Clerk & Comptroller and eRecording Submitters will attempt in good faith to resolve any controversy or claim arising out of or relating to electronic recording through negotiation prior to initiating litigation. Jurisdiction and venue for any civil action commenced by either party with respect to these Business Rules shall be proper in the court of general jurisdiction in Palm Beach County.

eRecording Submitters expressly waive the right to bring such action in or to move such action to any other court, whether state or federal. This agreement shall be governed by the laws of the state where the Clerk & Comptroller's office is located. Nothing contained herein waives or is intended to waive any protections that may be applicable to the Clerk & Comptroller or any of its elected or appointed officials, employees, or agents under any applicable statutes, rules or regulations providing governmental immunity, or any other rights, protections, immunities, defenses or limitations on liability of the Clerk & Comptroller or such related parties that are provided by law.

The Clerk & Comptroller may terminate any eRecording Submitter's authorization to eRecord for any reason. Upon termination, the parties shall be responsible for compliance with this agreement only to the extent of the electronic recording services provided prior to the effective date of termination. However, termination shall not impact the Submitter's obligation to make all payments in connection with the Recording of documents electronically submitted.

Documents may be rejected in accordance with Florida law, including, but not limited to the following reasons: document errors, failure to pay the filing or other fees due, the document is not a type the Clerk & Comptroller is authorized to accept for recording, or the document fails to meet any other applicable legal or statutory requirements.

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**eRECORDING BUSINESS RULES**

The parties acknowledge that best practices and governing standards will continue to evolve. Consequently, the parties shall confer as needed to discuss changes to electronic recording procedures and standards and any necessary modification to this Agreement. The Clerk reserves the right to amend the provisions of this Agreement without prior notice or Submitters' consent if necessary to comply with applicable state or federal laws, rules or regulations; provided, however, that the Clerk & Comptroller shall use its good-faith efforts to provide notice of such changes, or any proposed changes, to the Submitters at the earliest time reasonably possible under the then circumstances.

**Personally Identifying Information:**

The eRecording Submitter agrees that all personally identifying information, which is considered privileged and confidential under Florida law, contained within the documents will not be released by the eRecording Submitter to any individual or other legal entity who would not otherwise have access to such information.

**Termination:**

The Clerk & Comptroller may cease eRecording at any time for any reason. The Clerk & Comptroller will attempt to timely notify the eRecording Submitter.

**Agreed and Accepted**

By: \_\_\_\_\_ (eRecording Submitter)  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_

eRECORDING BUSINESS RULES

**ATTACHMENT A**

**TECHNICAL SPECIFICATIONS**

**Accepted Models for Electronic Recording:**

Models 1, 2 and 3 will be accepted.

The three models of automation are as follows:

**Model 1:** Submitting organizations transmit scanned images of original ink signed documents to the Palm Beach Clerk & Comptroller’s recording department. The Clerk & Comptroller’s Office completes the recording process in the same way as paper using the imaged copy as the source document. Once the Clerk & Comptroller accepts the documents for recording, the scanned image is “burned” with the recording information, including recording date and time, as well as the unique recording reference number, such as instrument number. Indexing is performed by the indexing staff of the Clerk & Comptroller’s Recording department, as with paper documents. A copy of the recorded image(s) is electronically returned to the submitter, together with the recording endorsement data.

**Model 2:** Submitting organizations transmit scanned images of ink signed documents or an electronic document electronically signed and notarized, along with data necessary for processing, indexing, and returning the document, to the Clerk & Comptroller. The Clerk & Comptroller performs an electronic review of the imaged document and indexing data, corrects indexing errors and then completes the recording process using the imaged copy and electronic indexing information. The electronic version of the recorded document is electronically returned to the submitter, together with the recording endorsement data.

**Model 3:** Submitting organizations transmit documents which have been created, signed and notarized electronically containing the electronic indexing information, or SMART™ documents, which are a single object containing the electronic version of the document in such a way that enables the electronic extraction of data from the object. SMART™ documents are required to be signed and notarized electronically. Electronic signatures must comply with the Florida Uniform Electronic Transaction Act (UETA). The Clerk & Comptroller performs an electronic review of the electronic documents and indexing information, corrects indexing errors and then completes the recording process using the electronic documents. Images of electronic and SMART™ documents are made, and electronically returned to the submitter, together with the recording endorsement data.

<b>Feature/Function</b>	<b>Model 1</b>	<b>Model 2</b>	<b>Model 3</b>
Paper documents / static images	X	X	
Wet-ink signatures	X	X	
Automated index population		X	X
Electronic signatures		X	X
Tagged data (XML)		X	X
Interactive data & view sections			X
Rules-based processing			X

The models are separated primarily by the origination of the document(s), electronic or paper, and the amount of data indexed. Each Submitter may employ any of the eRecording models.

eRECORDING BUSINESS RULES

**FORMAT OF THE TRANSMITTED FILE:**

Property Records Industry Association (PRIA)/Mortgage Industry Standards Maintenance Organization (MISMO) file format standards will be used. The file format shall be TIFF and must be so specified.

**COMMUNICATIONS PROTOCOL AND OPTIONS:**

Web Service or API will be used.

**SECURITY FRAMEWORK:**

Encryption will be a minimum 128 bit file and image encryption. Secure Socket Layer (SSL) and user login/password will be employed. User passwords are controlled by the Submitter and must be monitored/or changed periodically to ensure security. Computers on which documents originate must have all critical operating system patches applied, have a firewall (hardware or software) installed, and have up to date virus scan software.

**RETURNED FILE FORMAT:**

Property Records Industry Association (PRIA)/Mortgage Industry Standards Maintenance Organization (MISMO) file format standard will be used. Documents will be returned in TIFF format.

**ELECTRONIC SIGNATURES AND USE OF DIGITAL CERTIFICATES:**

The use of Electronic Signatures and Digital Certificates will need to adhere to the guidelines set out in any applicable Florida Statutes and Florida Department of State administrative rules.

**IMAGING STANDARDS:**

Documents shall be scanned at 300 dpi in portrait mode. Document images will be captured in single page storage format. Scanned documents will be legible and reproducible – including signatures and notary seals. Document details, such as margins, font size, and other similar requirements, must meet all applicable state or local standards. Documents must be scanned to original size no larger than 8 ½"x 14".

eRECORDING BUSINESS RULES

**ATTACHMENT B**

**DOCUMENT SPECIFICATIONS**

**Eligible Document Types:**

Most document types recorded in a paper-based system are acceptable for eRecording. Please refer to the table in this attachment for a list of document types currently accepted for eRecording by our office.

**County Specific Document Type Coding:**

It is not our office's intention to reject documents based on "incorrect or non-County specific" document types. The Clerk & Comptroller will correct the document type as part of the eRecording process provided the correction is clerical and does not increase fees by more than \$100.00.

**Fields for each Document:**

Submitters are asked to provide the following fields for each document: 1) document type, 2) each grantor, 3) each grantee, 4) amount of consideration (for applicable documents), 5) number of abstracts and 6) number of legal description searches. The grantor and grantee indexing information for all party names, including name and spelling variations should be included. Our office will not reject documents submitted for recording for incomplete or inaccurate indexing information.

**Recording, Indexing, Abstract and Search Fees:**

Recording, indexing and search fees are collected in accordance with state law F.S. Section 28.24, Florida Statutes. An Abstract fee in the amount of .60¢ each for the first two legal descriptions and .20¢ for each legal description thereafter are collected in accordance with Section 703.01, Florida Statutes and Palm Beach County Board of County Commission Resolution # 2004-2566. A search fee of \$ 2.00 is collected for each book and page number reference or Clerk's File Number cited, if the corresponding legal description is not contained in the document.

**Document Imaging Quality Control Standards:**

The xhtml document must display in W3C (World Wide Web Consortium) Standards.

**Notary Requirements per Document:**

It is the responsibility of the eRecording submitter to confirm that notary signatures and seals are present on all documents as required by Florida law. Notarial seals are not required although the data contained on a notarial stamp is required. All electronic notary signatures must adhere to Section 117.021, Florida Statutes for electronic notaries.

**Eligible Document Batches:**

Document batches will be submitted by a standard naming convention as specified by our office. The maximum size of electronic document batches will be 25mb.

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**DOCUMENTS AND DOC TYPES AVAILABLE TO eRECORD**

State Category	PB Doc Type	
<u>Code</u>	<u>Code</u>	<u>Document</u>
AFF	AFF	AFFIDAVIT
AFF	AFF A	AFFIDAVIT AMENDED
AFF	AFF C	AFFIDAVIT CERTIFIED
AFF	AFF TX	AFFIDAVIT OF LOST MORTGAGE
AFF	AFF TX A	AFFIDAVIT OF LOST MORTGAGE AMENDED
AFF	AFF TX C	AFFIDAVIT OF LOST MORTGAGE CERTIFIED
AGD	AGD	AGREEMENT FOR DEED
AGD	AGD A	AGREEMENT FOR DEED AMENDED
AGD	AGD C	AGREEMENT FOR DEED CERTIFIED
AGR	AGR	AGREEMENT
AGR	AGR A	AGREEMENT AMENDED
AGR	AGR C	AGREEMENT CERTIFIED
AGR	AGR TX	AGREEMENT TAXABLE
AGR	AGR TX A	AGREEMENT TAXABLE AMENDED
AGR	AGR TX C	AGREEMENT TAXABLE CERTIFIED
ASG	ASG	ASSIGNMENT
ASG	ASG A	ASSIGNMENT AMENDED
ASG	ASG C	ASSIGNMENT CERTIFIED
ASG	ASG TX	ASSIGNMENT OF PROPRIETARY LEASE
ASG	ASG TX A	ASSIGNMENT OF PROPRIETARY LEASE AMENDED
ASG	ASG TX C	ASSIGNMENT OF PROPRIETARY LEASE CERTIFIED
CTF	CTF	CERTIFICATE
CTF	CTF A	CERTIFICATE AMENDED
CTF	CTF C	CERTIFICATE CERTIFIED
CP	CP C	COURT PAPERS CERTIFIED
CP	CP FAM C	COURT PAPERS FAMILY CERTIFIED (Hidden from Web)
CP	CP JUV C	COURT PAPERS JUVENILE/DEPENDENCY CERTIFIED (Hidden from Web)
CP	CP LP C	COURT PAPERS LIS PENDENS CERTIFIED (Hidden from Web)
CP	CP MH C	COURT PAPERS MH & GUARDIANSHIP CERTIFIED (Hidden from Web)
CP	CP REL	COURT PAPERS RELEASE (Hidden from Web)
CP	CP REL A	COURT PAPERS RELEASE AMENDED (Hidden from Web)
CP	CP REL C	COURT PAPERS RELEASE CERTIFIED (Hidden from Web)
CP	CP SAT	COURT PAPERS SATISFACTION (Hidden from Web)
CP	CP SAT A	COURT PAPERS SATISFACTION AMENDED (Hidden from Web)
CP	CP SAT C	COURT PAPERS SATISFACTION CERTIFIED (Hidden from Web)
DC	DC	DEATH CERTIFICATE
DC	DC A	DEATH CERTIFICATE AMENDED
DC	DC C	DEATH CERTIFICATE CERTIFIED

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D	D	DEED
D	D A	DEED AMENDED
D	D C	DEED CERTIFIED
D	DM	DEED/MORTGAGE (Timeshares)
D	DM A	DEED/MORTGAGE AMENDED (Timeshares)
D	DM C	DEED/MORTGAGE CERTIFIED (Timeshares)
D	D SMP	DEED WITH ASSUMPTION
D	D SMP A	DEED WITH ASSUMPTION AMENDED
D	D SMP C	DEED WITH ASSUMPTION CERTIFIED
D	D TR	TRUSTEES NON-JUDICIAL FORECLOSURE DEED (Requires \$50 DOR fee)
EAS	EAS	EASEMENT
EAS	EAS A	EASEMENT AMENDED
EAS	EAS C	EASEMENT CERTIFIED
FIN	FIN	FINANCING STATEMENT RELATED
FIN	FIN A	FINANCING STATEMENT AMENDED
FIN	FIN C	FINANCING STATEMENT CERTIFIED
FIN	FIN T	FINANCING STATEMENT TERMINATION
JUD	JUD C	JUDGMENT CERTIFIED
JUD	JUD FAM C	JUDGMENT FAMILY CERTIFIED (Hidden from Web)
JUD	JUD JUV C	JUDGMENT JUVENILE CERTIFIED (Hidden from Web)
JUD	JUD MH C	JUDGMENT MH & GUARDIANSHIP CERTIFIED (Hidden from Web)
LN	LN	LIEN
LN	LN A	LIEN AMENDED
LN	LN C	LIEN CERTIFIED
LP	LP C	LIS PENDENS CERTIFIED
MAR	MAR C	MARRIAGE RECORD CERTIFIED
MAR	MAR F	MARRIAGE RECORD FOREIGN
MOD	MOD	MODIFICATION
MOD	MOD A	MODIFICATION AMENDED
MOD	MOD C	MODIFICATION CERTIFIED
MTG	MTG	MORTGAGE
MTG	MTG A	MORTGAGE AMENDED
MTG	MTG C	MORTGAGE CERTIFIED
MTG	MTG EXE	MORTGAGE EXEMPT (Must recite exemption statement on face of document)
MTG	MTG INT EX	MORTGAGE INTANGIBLE TAX EXEMPT
MTG	NT	NOTE (Not secured by Real Property - Only Doc Stamp due)
MTG	NT A	NOTE AMENDED (If increased consideration, taxes due on new money amount)
MTG	NT C	NOTE CERTIFIED
MTG	NT RP	NOTE SECURED BY REAL PROPERTY (Both Doc and Intangible Tax due)
NOT	NOT	NOTICE
NOT	NOT A	NOTICE AMENDED
NOT	NOT C	NOTICE CERTIFIED

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eRECORDING BUSINESS RULES

NOC	NOC	NOTICE OF COMMENCEMENT
NOC	NOC A	NOTICE OF COMMENCEMENT AMENDED
NOC	NOC C	NOTICE OF COMMENCEMENT CERTIFIED
PL	PLR	PLAT RELATED (Affidavit of Error, Minor S/D Plat, etc.)
PR	PR	PARTIAL RELEASE
PR	PR A	PARTIAL RELEASE AMENDED
PR	PR C	PARTIAL RELEASE CERTIFIED
PRO	PRO C	PROBATE COURT PAPERS CERTIFIED (Hidden from Web)
POA	POA	POWER OF ATTORNEY
POA	POA A	POWER OF ATTORNEY AMENDED
POA	POA C	POWER OF ATTORNEY CERTIFIED
D	QCD	QUIT CLAIM DEED
D	QCD A	QUIT CLAIM DEED AMENDED
D	QCD C	QUIT CLAIM DEED CERTIFIED
REL	REL	RELEASE
REL	REL A	RELEASE AMENDED
REL	REL C	RELEASE CERTIFIED
RES	RES	RESTRICTIONS
RES	RES A	RESTRICTIONS AMENDED
RES	RES C	RESTRICTIONS CERTIFIED
SAT	SAT	SATISFACTION
SAT	SAT A	SATISFACTION AMENDED
SAT	SAT C	SATISFACTION CERTIFIED
TER	TER	TERMINATION
TER	TER A	TERMINATION AMENDED
TER	TER C	TERMINATION CERTIFIED

**DOCUMENTS NOT AVAILABLE FOR eRECORD TO THE PUBLIC AT THIS TIME**

BND	BND	BOND
BND	BND A	BOND AMENDED
BND	BND C	BOND CERTIFIED
BND	BND CN	BOND CONTINUATION
CTF	CF COM	CERTIFICATE OF COMPLIANCE
CTF	CF COM A	CERTIFICATE OF COMPLIANCE AMENDED
CTF	CF COM C	CERTIFICATE OF COMPLIANCE CERTIFIED
CND	CND	DECLARATION OF CONDOMINIUM
CND	CND A	DECLARATION OF CONDOMINIUM AMENDED
CND	CND C	DECLARATION OF CONDOMINIUM CERTIFIED
CND	CND T	DECLARATION OF CONDOMINIUM TERMINATION

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eRECORDING BUSINESS RULES

NOT	DPR	DOMESTIC PARTNERSHIP REGISTRATION (\$50.00 Recording Fee)
NOT	DPR A	DOMESTIC PARTNERSHIP AMENDED (\$20.00 Recording Fee)
NOT	DPR T	DOMESTIC PARTNERSHIP TERMINATED (\$20.00 Recording Fee)
CCJ	J FN C	FOREIGN JUDGMENT CERTIFIED
CCJ	J FN C A	FOREIGN JUDGMENT CERTIFIED AMENDED
GOV	GOV	GOVERNMENT RELATED
GOV	GOV A	GOVERNMENT RELATED AMENDED
GOV	GOV C	GOVERNMENT RELATED CERTIFIED
AGR	IA	INTERLOCAL AGREEMENT (No Recording Fees)
AGR	IA A	INTERLOCAL AGREEMENT (No Recording Fees)
LP	LP	LIS PENDENS (Only \$5/\$4 Recording Fee. Not \$10/\$8.50)
LP	LP A	LIS PENDENS AMENDED (\$10/\$8.50 Recording Fee)
REL	REL	LIS PENDENS RELEASE
MIL	MIL	MILITARY SEPARATION/DISCHARGE
NOT	NOH	NOTICE OF HOMESTEAD
NOT	NOH A	NOTICE OF HOMESTEAD AMENDED
NOT	NOH C	NOTICE OF HOMESTEAD CERTIFIED
NOT	NOB	NOTICE OF BOND
NOT	NOB A	NOTICE OF BOND AMENDED
NOT	NOB C	NOTICE OF BOND CERTIFIED
NCL	NCL	NOTICE OF CONTEST OF LIEN
NCL	NCL A	NOTICE OF CONTEST OF LIEN AMENDED
NCL	NCL C	NOTICE OF CONTEST OF LIEN CERTIFIED
NOT	NIL	NOTICE OF INTEREST IN LAND
NOT	NIL A	NOTICE OF INTEREST IN LAND AMENDED
NOT	NIL C	NOTICE OF INTEREST IN LAND CERTIFIED
PL	PL	SUBDIVISION PLATS (When Statutes allow)
PL	PL RD	ROAD PLATS (When Statutes allow)
PL	PL MIS	MISCELLANEOUS PLAT (When Statutes allow)
PL	PL WAT	SOUTH FLORIDA WATER MGMT PLAT (When Statutes allow)
TRA	TRA	TRANSFER OF LIEN/JUDGMENT TO CASH/SURETY BOND
TRA	TRA A	TRANSFER OF LIEN/JUDGMENT TO CASH/SURETY BOND AMENDED
TRA	TRA C	TRANSFER OF LIEN/JUDGMENT TO CASH/SURETY BOND CERTIFIED
TRA	TRA T	TERMINATION OF TRANSFER OF LIEN/JUDGMENT TO CASH/SURETY BOND

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eRECORDING BUSINESS RULES

**DOCUMENTS AND DOC TYPES AVAILABLE FOR GOVERNMENT AGENCY eRECORDING**

State

Category	PB Doc Type	
<u>Code</u>	<u>Code</u>	<u>Document</u>
AGR	AGR	AGREEMENT
AGR	AGR A	AGREEMENT AMENDED
AGR	AGR C	AGREEMENT CERTIFIED
ASG	ASG	ASSIGNMENT
ASG	ASG A	ASSIGNMENT AMENDED
ASG	ASG C	ASSIGNMENT CERTIFIED
CTF	CTF	CERTIFICATE
CTF	CTF A	CERTIFICATE AMENDED
CTF	CTF C	CERTIFICATE CERTIFIED
CP	CP C	COURT PAPERS CERTIFIED
D	D	DEED
D	D A	DEED AMENDED
D	D C	DEED CERTIFIED
EAS	EAS	EASEMENT
EAS	EAS A	EASEMENT AMENDED
EAS	EAS C	EASEMENT CERTIFIED
LN	FFL	FEDERAL FINE LIEN
LN	FFL A	FEDERAL FINE LIEN AMENDED
REL	FFL R	FEDERAL FINE LIEN RELEASE
LN	LN	LIEN
LN	LN A	LIEN AMENDED
LN	LN C	LIEN CERTIFIED
LN	LN HSP	HOSPITAL LIEN
GOV	GOV	GOVERNMENT RELATED
GOV	GOV A	GOVERNMENT RELATED AMENDED
GOV	GOV C	GOVERNMENT RELATED CERTIFIED
AGR	IA	INTERLOCAL AGREEMENT (No Recording Fees)
AGR	IA A	INTERLOCAL AGREEMENT (No Recording Fees)
JUD	JUD C	JUDGMENT CERTIFIED
MOD	MOD	MODIFICATION
MOD	MOD A	MODIFICATION AMENDED
MOD	MOD C	MODIFICATION CERTIFIED
MTG	MTG	MORTGAGE
MTG	MTG A	MORTGAGE AMENDED
MTG	MTG C	MORTGAGE CERTIFIED
MTG	MTG EXE	MORTGAGE EXEMPT (Must recite exemption statement on face of document)
MTG	MTG INT EX	MORTGAGE INTANGIBLE TAX EXEMPT
MTG	NT	NOTE (Not secured by Real Property - Only Doc Stamp due)
MTG	NT A	NOTE AMENDED (If increased consideration, taxes due on new money amount)
MTG	NT C	NOTE CERTIFIED
MTG	NT RP	NOTE SECURED BY REAL PROPERTY (Both Doc and Intangible Tax due)

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eRECORDING BUSINESS RULES

NOC	NOC	NOTICE OF COMMENCEMENT
NOC	NOC A	NOTICE OF COMMENCEMENT AMENDED
NOC	NOC C	NOTICE OF COMMENCEMENT CERTIFIED
NOT	NOT	NOTICE
NOT	NOT A	NOTICE AMENDED
NOT	NOT C	NOTICE CERTIFIED
LN	FTL	NOTICE FEDERAL TAX LIEN
LN	FTL A	NOTICE FEDERAL TAX LIEN AMENDED
REL	FTL R	NOTICE FEDERAL TAX LIEN RELEASE
REL	FTL R A	NOTICE FEDERAL TAX LIEN RELEASE AMENDED
REL	FTL R RE	NOTICE FEDERAL TAX LIEN INVOLVING REAL ESTATE RELEASE
REL	FTL R RE A	NOTICE FEDERAL TAX LIEN INVOLVING REAL ESTATE RELEASE AMENDED
LN	FTL RE	NOTICE FEDERAL TAX LIEN INVOLVING REAL ESTATE
LN	FTL RE A	NOTICE FEDERAL TAX LIEN INVOLVING REAL ESTATE AMENDED
LN	FTL RF	NOTICE FEDERAL TAX LIEN REFILE
LN	FTL RF A	NOTICE FEDERAL TAX LIEN REFILE AMENDED
REL	FTLW	NOTICE FEDERAL TAX LIEN WITHDRAWAL
ORD	ORD	ORDER
ORD	ORD A	ORDER AMENDED
ORD	ORD C	ORDER CERTIFIED
PR	PR	PARTIAL RELEASE
PR	PR A	PARTIAL RELEASE AMENDED
PR	PR C	PARTIAL RELEASE CERTIFIED
REL	REL	RELEASE
REL	REL A	RELEASE AMENDED
REL	REL C	RELEASE CERTIFIED
RES	RES	RESTRICTIONS
RES	RES A	RESTRICTIONS AMENDED
RES	RES C	RESTRICTIONS CERTIFIED
SAT	SAT	SATISFACTION
SAT	SAT A	SATISFACTION AMENDED
SAT	SAT C	SATISFACTION CERTIFIED
LN	LI TX	TAX LIEN
LN	LI TX A	TAX LIEN AMENDED
LN	LI TX C	TAX LIEN CERTIFIED
LN	LI TX CRP	TAX LIEN CORPORATE
LN	LI TX CP A	TAX LIEN CORPORATE AMENDED
LN	LI TX CP S	TAX LIEN CORPORATE SATISFACTION
REL	LI TX R	TAX LIEN RELEASE
REL	LI TX S	TAX LIEN SATISFACTION
TER	TER	TERMINATION
TER	TER A	TERMINATION AMENDED
TER	TER C	TERMINATION CERTIFIED
LN	WR	WARRANT
LN	WR A	WARRANT AMENDED
LN	WR C	WARRANT CERTIFIED
REL	WR S	WARRANT SATISFACTION

eRECORDING BUSINESS RULES

**ATTACHMENT C**

**SERVICE OFFERING**

**Hours of Operation:**

Documents may be submitted for eRecording 24/7 although routine maintenance, system outages or other issues beyond the Clerk & Comptroller's control may disrupt services. These documents will be placed in a queue for processing in the order in which they were received. The Clerk & Comptroller will process recordings during normal business hours, typically 8:00 a.m. to 5:00 p.m., Monday through Friday, except observed holidays, weekends, planned maintenance and unplanned times beyond the Clerk & Comptroller's control. We will attempt to timely notify all participating eRecording Submitters of any disruption in service.

**Processing Schedules:**

Documents/batches will normally be processed or rejected within twenty-four (24) business hours of receipt.

**Alternative Delivery Options:**

There are no other electronic delivery options at this time.

**Return Options:**

Submitted documents that are accepted for recording will be made available to the eRecording Submitter in electronic format after recording. Submitted documents that are rejected will be made available to the eRecording Submitter in electronic format after rejection, along with a description of the reason(s) for rejection. The failure of the submitter to receive actual notice of confirmation or rejection of a recording shall not affect the validity of the confirmation or rejection.

**Service Help Contact Information:**

The following Clerk & Comptroller's staff members are identified as the primary points of contact for the eRecording Submitter:

Name: Tony LoBianco, Manager  
Email: [ALoBianco@mypalmbeachclerk.com](mailto:ALoBianco@mypalmbeachclerk.com)  
Phone number: (561) 355-4169

or

Name: Lisa Guia, Supervisor  
Email: [LGuia@mypalmbeachclerk.com](mailto:LGuia@mypalmbeachclerk.com)  
Phone number: (561) 355-6761

or

Name: Rachelle Funke, Court Specialist III  
Email: [RFunke@mypalmbeachclerk.com](mailto:RFunke@mypalmbeachclerk.com)  
Phone number: (561) 355-2296

Sharon R. Bock, Clerk & Comptroller  
15<sup>th</sup> Judicial Circuit  
Palm Beach County, Florida

eRECORDING BUSINESS RULES

**ATTACHMENT D**

PAYMENT OPTIONS

**ACH DEPOSIT:**

It is the Clerk & Comptroller's decision to accept Automated Clearing House (ACH) deposit transactions as the payment method for an eRecording transaction. The eRecording Submitter must authorize a deposit into our designated account for the total amount of all fees relating to transactions accepted and completed by the Clerk & Comptroller before midnight Eastern Standard Time for that day. The eRecording Submitters must notify our office by email of the deposit before 7:30 A.M. the following business day.

The Clerk & Comptroller's office may terminate the Submitter's access and authorization to eRecord for failure to provide ACH deposits for all associated fees related to recorded documents. Any and all amounts due at the time of closure of the authorization to eRecord will be paid to the Clerk & Comptroller through an ACH deposit before 7:30 A.M. the following business day.



**DEPARTMENT OF FINANCIAL SERVICES**  
*Division of Treasury – Bureau of Collateral Management*

**ATTACHMENT E**

**PUBLIC DEPOSIT IDENTIFICATION AND ACKNOWLEDGMENT FORM**

**Public Depositor Account Information**

Account Number: \_\_\_\_\_ Type of Account (CD/other): \_\_\_\_\_

Account Name: \_\_\_\_\_  
Full Name as it Appears on the Records of the Qualified Public Depository

Accountholder's Federal Employer Identification Number (FEIN): \_\_\_\_\_

**Qualified Public Depository (QPD) Information**

QPD's Full Legal Name: \_\_\_\_\_  
For Protection Under Chapter 280, Florida Statutes, Depository MUST be a QPD

QPD's Address: \_\_\_\_\_  
\_\_\_\_\_

QPD's FEIN: \_\_\_\_\_

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**Public Deposit Identification**

**I DECLARE** that the above referenced account meets the definition of a public deposit pursuant to Section 280.02, Florida Statutes (F.S.), and is not exempt under the laws of Florida. A current Public Deposit Identification and Acknowledgment Form will be maintained as a valuable record of the public depositor. The current Public Deposit Identification and Acknowledgment Form with original signatures will need to be submitted in the event the above named QPD becomes insolvent or in default and a claim is filed with the Chief Financial Officer, State of Florida's office.

Signature for Public Depositor: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

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**Qualified Public Depository Acknowledgment**

**I ACKNOWLEDGE** that the above referenced account has been identified to this QPD as a public deposit. Pursuant to Chapter 280, F.S., this account will be classified on the records of this QPD as a public deposit, collateralized as such, and reported as such on the Public Depository Monthly Report J1-1003, Public Depository Annual report J14-1004, and any other report of public deposits requested by the Chief Financial Officer, State of Florida.

Signature for Qualified Public Depository: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_