

Document Bulletin for Douglas County, WI

Douglas County, WI 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 drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- A margin of at least 1/2" inch is required around the entire document and a blank 3"X3" square at the top right hand corner of the document.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:00 am and 3:30 pm CST.
- Images submitted at 300dpi.
- Note: Conveyance (Deeds) documents are not accepted electronically at this time. Accepted documents are limited to the list below.

Document Type	Required Indexing
Amendment to Mortgage	Grantor/Grantee, Reference#
Assign of Mortgage	Grantor/Grantee, Reference#
Federal Mortgage	Grantor/Grantee, Consideration
Lis Pendens	Grantor/Grantee
Modification of Mortgage	Grantor/Grantee, Reference#
Mortgage (Used for Banks)	Grantor/Grantee, Consideration
Mortgage (Used for Non-Banks)	Grantor/Grantee, Consideration
Partial Release of Mortgage	Grantor/Grantee, Reference#
Release Lis Pendens	Grantor/Grantee, Reference#
Satisfaction	Grantor/Grantee, Reference#
Subordination	Grantor/Grantee, Reference#