

Document Bulletin for Shelby County, IL

Shelby County, IL 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 on all pages and a blank 3X5" at the top right corner of the first page.
- Letter sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:00 am and 3:00 pm CST.
- Images must be submitted at 300dpi.
- County does not accept UCC's or Conveyance/Land Transfer documents electronically at this time.

Document Type	Required Indexing
AffidavitDisclaimer	NONE
ArticlesOfIncorporation	
ArticlesOfIncorporationChangeR.A.	
AssignmentOfMortgage	
AssignmentOfRentsAndLeases	
DissolutionOfIncorporation	
Easement	
EnvironmentalDisclosure	
ExtensionOfMortgage	
Judgment	
JudgmentRelease	
LastWill	
LimitedPartnership	
LisPendens	
MechanicsLien	
MemorandumOfJudgment	
MemorandumOfReleaseOfJudgmentLien	
MiscellaneousAgreement	
Mortgage	
MortgageModification	
NoticeFederalTaxLien	
NoticeForeclosure	
NoticeOfLien	
NoticeOfStateTaxLien	
Ordinance	
PartialRelease	
PartialReleaseOfJudgment	
PartialReleaseOfMechanicsLien	

PowerOfAttorney ProbateLettersTestamntary ProbateNoticeOfEstateTransfer RecaptureAgreement Release ReleaseDeedOfForeclosure ReleaseLisPendens ReleaseOfLien ReleaseOfMechanicsLien ReleaseOfStateTaxLien RerecordMortgage RerecordRelease RightOfWay SecondMortgage SubordinateAgreement Subordination	
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