

Document Bulletin for Adams County, CO

Adams County, CO is now electronically recording documents through CSC Systems. 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:

- Documents must have a top margin of at least one inch and a left, right and bottom margin of at least ½ inch.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images.
- Document batches will be checked for and processed (accepted or rejected) at 8:00 a.m., 10:00 a.m. and 1:00 p.m. Documents received after 1:00 p.m. but prior to 4:30 p.m. will be processed at the beginning of the following business day.
- Note: For deed type documents where the consideration amount is less than \$ 500, No TD1000 attachment is needed.
- Deed documents greater than \$ 500 consideration require that a TD1000 be sent as an attachment. ALL transfer deeds will be accompanied by a TD1000. If one TD1000 covers multiple Transfer Deeds, a duplicate TD1000 will be submitted with each Transfer Deed.
- NOTE: Documents that must be routed to the Public Trustee’s office are not accepted at this time through CSC.

Document Type	Required Indexed Fields
Abstract Of Judgment	All document types require: Grantor/Grantee, Requesting Party/Address
Affidavit	
Agreement	
Agreement Modification	
Agreement Subordination	
Assignment	
Assignment Of Deed Of Trust	
Assignment Of Rents	
**Bargain And Sale Deed	
Certificate Of Death	
Certificate Of Purchase	
Certificate Of Redemption	
Covenants And Restrictions	
**Deed	
--Deed Of Trust	
Easement	
Federal Tax Lien	
Judgment	
Letters	
Lien	
Lis Pendens	
--Mortgage	
Notice Of Disburser	
Notice Of Election And Demand	
Notice Of Election And Demand	

Withdrawal
Oaths Of Office
Order
Other
Partial Release Of Lien
Plat
Power Of Attorney
**Public Trustees Deed
**Quit Claim Deed
Real Property Transfer Declaration
Reconveyance
Release Of Federal Tax Lien
Release of Lien
Release of Mortgage
Release Of State Tax Lien
Release of Treasurers Tax Lien
State Tax Lien
Statement Of Authority
Substitution Of Trustee
Treasurers Tax Lien
Uniform Commercial Code
Uniform Commercial Code
Amendment
Waiver