

## Document Bulletin for Cleveland County, NC

Cleveland County, NC 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:**

- 3 inch top margin, 1/2 inch side and bottom margin
- Letter and Legal sized documents accepted.
- 200 or 300 DPI on all Images.
- Recording Hours M-F, 8:00 AM – 4:30 PM (Cut Off Time)
- Submitters must submit an MOU prior to eRecording. Please refer to the CSC quickstart guide to complete the MOU - <http://erecording.com/Submitter/quickstart.aspx>
- North Carolina statute requires that documents submitted included the following statement that will appear on the public record. It should appear on the first page of the document to be recorded:

Submitted electronically by \_\_\_\_\_ (Submitter’s Name) in compliance with North Carolina statutes governing recordable documents and the terms of the submitter agreement with \_\_\_\_\_ (County Name) County Register of Deeds.

Document Type	Required Indexing and Attachment
AbstractOfJudgment Affidavit AffidavitOfTrust Agreement Amendment AppointmentOfSubstituteTrustee Assignment AssignmentOfDeedOfTrust AssignmentOfRents *BankruptcyDeed BankruptcyNotice BillOfSale Cancellation *CemeteryDeedAndCertifOwnership Certification Condemnation CondoDeclaration Contract Correction CourtOrder DeclarationDesignation *Deed *DeedFromEstate *DeedGasOilMineral *DeedOfGift DeedOfTrust Easement EstateDocument ExtensionOfLien Judgment	<b>Indexing for all document types:</b> None  <b>*Additional Indexing for Conveyance Documents:</b> Consideration Amount

Lease LisPendens Memorandum Miscellaneous Modification ModificationOfLien Mortgage Notice OilGasMineralDocument PartialRelease PowerOfAttorney *QuitClaimDeed Release ReleaseOfFederalTaxLien ReleaseOfLien ReleaseOfStateTaxLien Request ResignationOrRemoval Restrictions RevocationOfPowerOfAttorney SatisfactionOfMortgage SecurityInstrument SheriffsCertificateOfPurchase *SheriffsDeed SurveyorsCertificate UniformCommercialCode *WarrantyDeed	
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