



Document Bulletin for Mecklenburg County, VA

Mecklenburg County, VA 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:

- Documents must have a 1 inch blank margin at top of first page and 1 inch blank margin on remaining sides of first page and on all sides and top of subsequent pages.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images
- Hours of Operation: M-F, 8:30 AM to 4:30 PM (Cut Off Time)
- Please refer to Virginia Court's Website to determine if the county requires a coversheet to be sent with each document:
http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccdeed_calc.cgi

Document Types	Required Indexed Fields
Affidavit *Agreement Amendment Assignment AssignmentOfDeedofTrust AssignmentOfLeaseAgreement CertificatePartialRelease CertificatePartialSatisfaction CertificateRelease CertificateOfSatisfaction Reconveyance CertificateofTransfer CondominiumInstrument *Contract DeclarationStatement *Deed *DeedInLieuofForeclosure *TrustDeed Easement Homestead Release Easement *DeedOfTrust *DeedOfTrustConstructionLoadn *DeedOfTrustCreditLine *DeedOfTrustModified *DeedOfTrustRefinance	Indexing for all document types: Grantor/Grantee Requesting Party/Address Tax Map/PIN Additional Indexing: *Consideration Amount

*DeedOfTrustRevolvingEquityLine

*GiftDeed

*LeaseAgreement

MechanicsLien

*MineralDeed

MineralLease

NoticeOfLien

NoticeOfLisPendens

Plats

PowerOfAttorney

*QuitClaimDeed

ReleaseOfLisPendens

RevocationOfPowerOfAttorney

Rider

Subordination

SubstitutionTrustee

*TaxDeed

*TimberDeed

TimberLease