



Document Bulletin for Nevada County, CA

Nevada County, CA 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:

- Reservation of space - all documents must have at least a 1/2" margin on the two vertical sides; the right-hand 5" of the top 2 1/2" shall be reserved for recording information.
- Requesting party and return address - the left-hand 3 1/2" of the top 2 1/2" shall be used for the name of the party requesting recordation and the name and mailing address where the document should be mailed after recording.
- Letter Only Accepted.
- 300 DPI on all Images.
- Deed type documents require an attachment be sent with the deed. If the document has transfer tax associated with it, then a PCOR (Preliminary Change of Ownership) must be completed and attached. If the deed does not have any associated tax, then a Documentary Transfer Tax Affidavit must be attached to the deed.
- Nevada, CA is part of the California SECURE Portal. SECURE requires each submitter to complete and send an MOU prior to submitting to any of their counties. If you have not already done so, please download the submitter MOU from our quickstart website and follow the instructions for sending it to CSC. If you have already filed the SECURE MOU and been approved, nothing further is needed to begin submitting to Nevada County.

Quickstart Address: <https://apps.erecording.com/Quickstart/CSC%20County%20Authorization%20Guide.pdf> (see pg 5)

Document Type	Required Indexing and Attachment
Affidavit Agreement Assignment Assumption Cancellation Certificate Deed Deed of Trust Easement Homestead Judgment Lease Lien Lis Pendens Mechanics Lien Mechanics Lien Release Modification Mortgage Notice Other (For All Other Document Types) Partial Release Power of Attorney Reconveyance Release Subordination Agreement Subreconveyance Substitution UCC Financing Statement	Indexing for Conveyance Documents: PCOR Attachment Transfer Tax Not For Public Record Affidavit