



Document Bulletin for Jefferson, IL

Jefferson, 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:

- 3 inch by 5 inch at the top right corner
- 1 inch Left, Right, Bottom on all pages
- Letter documents accepted – Legal documents accepted as non-conforming
- 300 DPI on all Images.
- Recording Hours: M-F, 8:30 AM to 4:30 PM

Document Type	Required Indexing and Attachment
*Administrators Deed	Grantor/Grantee Consideration Amount *My Deck Required for all deeds
Affidavit	
Agreement	
Amended LisPendens	
Amendment	
Amendment Of Lien	
Amendment Of Mortgage	
Amendment Of Oil And Gas Lease	
Annual Report	
Application For Authority	
Application For Reinstatement	
Articles Of Organization	
Assessment Plat	
Assignment	
Assignment Of Beneficial Interest	
Assignment Of Contract For Deed	
Assignment Of Deed Of Trust	
Assignment Of Mortgage	
Assignment Of Oil And Gas	
Assignment Of Rents	
Assumed Business Name	
Bankruptcy	
Biennial Renewal Report	
Bill Of Sale	
*Cemetery Deed	
Certificate	
Certificate Of Authority	
Certificate Of Merger	
Certificate Of Purchase	
Certificate Of Release	
Certificate Of Revocation	
Certificate Of Sale	
Coal Lease	
Collateral Assignment	
Community Development	
Contract Assignment	
*Contract For Deed	
Conveyance	
*Corporate Deed	
Corporations	

Correcting Amendment Correction Of Mortgage Corrective *Court Deed Declaration Of Trust *Deed *Deed Amended Deed Into Land Trust Deed In Trust Deed Of Trust Discharge Of Property Disclaimer Dissolution Of Incorporation Easement *Executors Deed Extension Of Lease Guardians Deed Home Equity Incorporation Judges Deed Judgment Lease Lien Lien Release Limited Partnership Limited Partnership Renew LisPendens Marshal Deed Mechanics Lien Memorandum Memorandum Contract For Deed Memorandum Of Judgment Memorandum Of Oil And Gas Lease Merger *Mineral Deed Miscellaneous *Miscellaneous Deed Modification Extension Monument Record Mortgage Mortgage Assumption Mortgage Miscellaneous Mortgage Release Mortgage Subordination MYDEC Notice Notice Of Claim Nuisance Lien Oil And Gas Lease Oil And Gas Lien Option Order Ordinance Partial Assignment Of Oil And Gas Lease Partial Release Partial Release Mortgage Partial Release Of Judgment Partial Release Of Oil And Gas Petition Plat Pooling Declaration Power Of Attorney Probate Property Tax Deferral PTAX Purchase Agreements *Quit Claim Deed	
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Ratification Recapture Agreement Reinstatement Release Release Assignment Mortgage Release Assignment Of Collateral Release Assignment Of Rents Release Coal Lease Release Financing Statement Mortgage Release LisPendens Release Of Judgment Release Of Oil And Gas Lease Release Of Severance Agreement Renewal Renewal Lien Repayment Agreement Resolution Restrictive Covenants Revocation Of Power Of Attorney Revocation Of Release Right Of Way Severance Agreement Sheriff Deed Statement Of Change Stipulation Stock Transfer Subordination Subordination Lien Subordination Surface Rights Supplemental Indenture Survey Tax Deed Transfer On Death *Trust Deed *Trustees Deed Unemployment Contribution Veteran Record *Warranty Deed Will Withdrawal	
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