



## Document Bulletin for Jefferson County, TN

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Jefferson County, TN 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:**

- The first page of the document shall have a top margin of 3 inches, a bottom margin of 3 inches, and 1 inch side margins. All other margins can be 1 inch.
- Letter and Legal sized documents accepted.
- All documents require proper signatures, seal, and notary.
- eRecording hours – Recording Hours 8:00 AM, M-F. The county will process efilings each day at 8:00 AM. Any packages received the previous day and up to 7:30 AM the next day will be recorded at 8:00 AM.

Note: The Tennessee General Assembly passed a new law affecting E-Filed documents. A "certification of electronic document" page is required per amendment (SA0241) to SB0317 to be notarized and attached at the end of the document to be filed. For any L3 submitted documents this template page has been added by CSC and will need to be signed. For any L2 submitted documents a certification of electronic document (see example below) will have to be signed and sent with the original documents. Also this new certification page is considered an additional page to the submission and fees will apply.

Document Type	Required Indexing and Attachment
ACKNOWLEDGMENT **ADMINISTRATORS DEED AFFIDAVIT AFFIDAVIT OF HEIRSHIP AGREEMENT AMEND UCC AMENDED ARTICLES OF ORGANIZATION AMENDMENT AMENDMENT TO CHARTER AMENDMENT TO RESTRICTIONS AMENT PARTNERSHIP APPOINTMENT OF SUB-TRUSTE ARTICLES OF CONVERSION ARTICLES OF DISSOLUTION ARTICLES OF MERGER ARTICLES OF ORGANIZATION ARTICLES OF REVOCATION ARTICLES OF TERMINATION ASSIGNMENT ASSIGNMENT OF RENTS LEASE ASSUMPTION ATTACHMENT BANKRUPTCY BILL OF SALE BOAT BOAT SLIP BOAT SLIP CLERKS ERROR BOND BY LAWS **CEMETERY DEED	<p><b>Indexing for all document types:</b>            Grantor/Grantee            Certificate of Authenticity Attachment Option</p> <p><b>Additional Indexing:</b>            **Consideration on deed types            +Loan Amount</p>

CERTIFICATE  
CERTIFICATE OF AUTHORITY  
CERTIFICATE OF PARTNERSHI  
CHARTER  
CHILD SUPPORT LIEN  
\*\*CLERKS DEED  
CLERKS ERROR  
CLERKS ERROR  
COLLATERAL ASSIGNMENT  
COMPLAINT  
CONSENT  
\*\*CONSERVATORS DEED  
CONTINUATION AND AMEN UCC  
CONTRACT  
CORRECTED ACKNOWLEDGEMENT  
CORRECTED AGREEMENT  
CORRECTED ASSIGNMENT  
CORRECTED MODIFICATION  
\*\*CORRECTED QUIT CLAIM DEED  
CORRECTED RELEASE  
CORRECTED RESTRICTIVE COVENANTS  
CORRECTED T D CLERK ERR  
\*\*CORRECTED TRUST DEED  
\*\*CORRECTED WARRANTY DEED  
\*\*CORRECTION DEED  
CORRECTION TRUST  
CORRECTIVE SUB TR DEED  
DECLARATION OF TRUST  
DECREE  
\*\*DEED IN AID OF WILL  
\*\*DEED IN LIEU OF FORECLOSU  
DELAYED MODIFICATION  
DELAYED MODIFICATION  
DISCHARGE  
DISCLAIMER  
DISMISSAL  
DISOLUTION OF EST ENTIRET  
EASEMENT  
\*\*EXECUTORS DEED  
FINDINGS OF THE CLERK  
FIXAM  
FIXTURE  
FIXTURE AMENDMENT  
FIXTURE ASSIGNMENT  
FIXTURE CONTINUATION  
FIXTURE PARTIAL RELEASE  
FIXTURE RELEASE  
FIXTURE SEARCH  
GREENBELT  
GROWTH BOUNDARY PLAN  
INTEREST PAID BY BANK  
\*\*INTERNAL REVENUE SERVICE DEED  
JEFFERSON COUNTY GROWTH P  
JUDGMENT  
LAST WILL AND TESTAMENT  
LEASE  
LIEN  
\*\*LIFE ESTATE DEED  
LIS PENDENS  
LIVING WILL  
MAJOR ROAD PLAN  
\*\*MASTER DEED  
MASTER FORM TRUST DEED  
MEMORANDUM  
MERGER  
METHAMPHETAMINE LAB FILINGS  
MILITARY DISCHARGE

MINERAL INTEREST  
MISCELLANEOUS  
MOBILE HOME AFFIXATION  
MODIFICATION  
+MORTGAGE  
NEGATIVE PLEDGE  
NOTE  
NOTICE  
NOTICE OF COMPLETION  
NOTICE OF ENCROACHMENT  
OPTION  
ORDER  
OVERAGE  
PARTIAL RELEASE  
PARTIAL RELEASE UCC  
\*\*PARTITION DEED  
\*\*PERSONAL REPRESENTATIVES DEED  
PETITION  
PLAT  
POSTAGE  
POWER OF ATTORNEY  
PRINT PLAT  
PROBATE LETTER  
\*\*QUITCLAIM DEED  
RE RECORD PARTIAL RELEASE  
RE RECORDED RELEASE  
REINSTATEMENT OF LIEN  
RELEASE  
REPORT OF SALE  
\*\*RE-REC PARTITION DEED  
RERECORDED AFFIDAVIT  
RERECORDED ASSIGNMENT  
RERECORDED MODIFICATION  
RERECORDED QUIT CLAIM DEED  
RERECORDED RESTRICTIONS  
RERECORDED TRUST DEED  
\*\*RERECORDED WARRANTY DEED  
RESOLUTION  
RESTRICTIONS  
REVOCATION  
RIDER  
RIGHT OF FIRST REFUSAL  
\*\*SHERIFFS DEED  
SITE PLAN  
STATEMENT OF DENIAL OF PARTNERSHIP  
STATEMENT OF DISSOLUTION  
STATEMENT OF MERGER  
STATEMENT OF PARTNERSHIP  
STATEMENT OF PARTNERSHIP AUTHORITY  
STATEMENT OF PARTNERSHIP AUTHORITY  
SUBORDINATION AGREEMENT  
SUBSTITUTE TRUSTEES DEED  
SUPPLEMENT TO RECEIPT  
SURVEY  
TENANCY BY ENTIRETY  
TENANCY IN COMMON  
TERMINATION  
TERMINATION OF LEASE  
TIM  
TRUST DEED  
\*\*TRUSTEES DEED  
UCC AMENDMENT  
UCC ASSIGNMENT  
UCC CLERK ERROR  
UCC CLERKS ERROR  
UCC CONTINUATION  
UCC FINANCING STATEMENT

UCC LEASE UCC MODIFICATION UCC PARTIAL TERMINATION UCC SEARCH UCC SEARCH UCC TERMINATION UCCF WAIVER **WARRANTY DEED WITHDRAWAL OF FORECLOSURE	
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