



Document Bulletin for Williamsburg James City County, VA

Williamsburg James City 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 sized documents accepted.
- 300 DPI on all Images
- Hours of Operation: M-F, 8:30 AM to 4:30 PM

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 *DeedOfTrustRevolvingEquityLine *GiftDeed *LeaseAgreement MechanicsLien *MineralDeed	Indexing for all document types: Grantor/Grantee Requesting Party/Address Tax Map/PIN Coverpage attachment Additional Indexing: *Assessed Value, Consideration Amount, Grantee Address

MineralLease NoticeOfLien NoticeOfLisPendens Plats PowerOfAttorney *QuitClaimDeed ReleaseOfLisPendens RevocationOfPowerOfAttorney Rider Subordination SubstitutionTrustee *TaxDeed *TimberDeed TimberLease	
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