

Document Bulletin for Clay County, IN

Clay County, IN 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:

- A margin of at least 1/2" inch is required around the entire document and a blank 2" at the top and bottom of the first and last pages of each document.
- Letter and Legal sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 8:00 am and 3:00 pm EST.
- Images must be submitted at 200dpi.
- Non-Conforming documents will be charged \$1.00 per non-conforming page.
- Deed submissions are not implemented. Any Deed or Deed class of document submitted under Miscellaneous document type will either result in a rejection or an invalid nonrefundable recording.

Document Type	Required Fields
Affidavit	Grantor/Grantee
Agreement	
Agreement or Modification	
Amendment	
Articles of Dissolution	
Articles of Incorporation	
Assignment	
Assumption Of Mortgage	
Bill Of Sale	
Blanket Assignment	
Bylaws	
Certificate	
Certificate Of Tax Sale	
Consent	
Contract	
Court Order	
Covenants and Restrictions	
Death Certificate	
Declaration	
Discharge	
Disclaimer	
Easement	
Federal Tax Lien	
Grant	
Indenture And Conveyance	
Judgment	
Lease	
Letters	
Lien	
Lien Release	
Loan Modification	
Mechanics Lien	

Memorandum	
Miscellaneous (Non-Mortgage)	
Modification of Loan	
Mortgage	
Notice	
Oaths of Office	
Option	
Ordinance	
Partial Release	
Patent	
Petition	
Plat	
Power Of Attorney	
Ratification	
Reconveyance	
Release	
Release Of Federal Tax Lien	
Rescission	
Resignation	
Resolution	
Revocation	
Right Of Way Agreement	
Sewer Lien	
Subordination Agreement	
Subordination Of Mortgage	
Termination	
Transfer on Death Deed	
Trust Agreement	
UCC Amendment	
UCC Continuation	
UCC Financing Statement	
UCC Termination	
Waiver	