

## Document Bulletin for Alpena County, MI

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Alpena County, MI 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:**

- 2 ½ inch top margin, ½ inch side and bottom margin
- Letter and Legal sized documents accepted.
- County will accept documents Monday-Friday 8:30AM-4:00 PM EST (Will not accept after hours)
- 200 or 300 DPI on all Images.
- Note: Documents received are not fully processed until the following business day.

Document Type	Required Indexing
Affidavit Assignment *ConservatorDeed *CountyClerkDeed *CovenantDeed *DeedForcio *DeedPursuantToLandContract DischargeOfMortgage Easement_Ratification Easement_RightOfWayRelease *EstateDeed *ExecutorDeed FederalTaxLien Judgment *LandContract Lien *MasterDeed *MineralDeed Mortgage Other *PersonalRepresentativeDeed PowerOfAttorney *QuitClaimDeed RealEstateTransferTaxValuationAffidavit ReleaseDeedTr *SheriffsDeed StateTaxLien *StateTreasurerDeed Survey *TaxDeed Trust *TrustDeed *WarrantyDeed	All Document Types: Grantor/Grantee Requesting Party/Address *Consideration