

Document Bulletin for Huron County, OH

Huron County, OH 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" margin at the top of first page and 1.5" margin on top of subsequent pages with 1" side margin and bottom margins on all pages.
- Letter and Legal sized documents accepted
- Min 10 pt font
- Should contain name of person preparing the document. Suggested format: "This instrument was prepared by NAME"
- 300 DPI accepted for documents.
- Recording hours are M-F, 8:00 AM to 4:00 PM (Cut Off Time) (Can submit any time)
- County MOU required. Just needs to be emailed in and submitter can be activated once county confirms receipt of MOU.

Document Type	Required Indexing and Attachment
Agreement	Grantor/Grantee, Legal
Mortgage	Grantor/Grantee, Legal
Mortgage Amendment	Grantor/Grantee, Reference
Mortgage Assignment	Grantor/Grantee, Reference
Mortgage Assumption	Grantor/Grantee, Reference
Mortgage Partial Release	Grantor/Grantee, Reference
Discharge of Mortgage	Grantor/Grantee, Reference
Mortgage Subordination	Grantor/Grantee, Reference
Power of Attorney	Grantor/Grantee, Reference
Waiver of Priority	Grantor/Grantee, Reference