

# Trusted eRecord Submitter

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To become a Trusted eRecord Submitter (Submitter):

1. Complete the Trusted eRecord Submitter Agreement
2. Submit the form to the DuPage County Recorder's Office Attn: Accounting Department, through one of the following:
  1. Submit from the Trusted eRecord Submitter Agreement pdf
  2. Email: RecorderAccounting@dupageco.org
  3. Fax: (630)407-5300
  4. Mail: DuPage County Recorder Box 936, Wheaton, IL 60187
3. Receive confirmation by Email or Mail that your request has been received.
4. DuPage County Recorder's Office will review the Agreement, upon the decision you will be notified by telephone.
5. Accepted submitters then become established with DuPage County Recorder's office and setup ACH.
6. The Recorder's Office will setup your account with our electronic recording receiving module vendor and provide you with your unique URL to begin eRecording.
7. Trusted eRecord Submitter's Business information displayed on the Recorder's Website.

**OFFICE OF THE RECORDER**  
**DuPage County, Illinois**

FRED BUCHOLZ  
RECORDER



421 N. COUNTY FARM ROAD  
P.O. BOX 936  
WHEATON, ILLINOIS 60187-0936  
(630)407-5400  
FAX (630)407-5300  
WWW.DUPAGECO.ORG/RECORDER  
RECORDERACCOUNTING@DUPAGECO.ORG

**Trusted Submitter e-Record Agreement**

The DuPage County Recorder and Trusted eRecord Submitter voluntarily agree to engage in the process of electronic recording (erecording) of documents. The purpose of this agreement is to facilitate this process so that documents are recorded and indexed properly, and that all customers are well served by the erecording process. This agreement may be cancelled and future electronic recordings discontinued 30 days after receipt of written notification by the Submitter. The Recorder reserves the right to cancel or suspend all or any erecordings if the Submitter fails to make timely payments or fails to comply with any recording requirements set forth by the Illinois Compiled Statutes online at: [www.ilga.gov/legislation/ilcs/ilcs4.asp](http://www.ilga.gov/legislation/ilcs/ilcs4.asp) , local county ordinances (F-ORD-01-84 & F-ORD-04-86) and/or the rules set forth by the Illinois Electronic Recording Commission online at: [www.ilga.gov/commission/jcar/admincode/014/01401400sections.html](http://www.ilga.gov/commission/jcar/admincode/014/01401400sections.html) .

**The Trusted eRecord Submitter agrees to:**

1. Work cooperatively with the DuPage County Recorder to enable the successful recording of documents electronically and designate the staff persons responsible to answer any questions regarding the erecording process.
2. Work cooperatively with the DuPage County Recorder's vendor and use the erecording receiving module designated by this company.
3. Become informed of all established and current State of Illinois recording requirements set forth by the Illinois Compiled Statutes and local county ordinances. The Submitter will ensure that all erecorded documents will be in accordance with the Illinois State Statutes and the Illinois Electronic Recording Act as well as any county ordinances that pertain to recording documents.
4. Ensure the placement of the Submitter's client's name as the returnee on the document along with at least one (1) party name associated with the document to be recorded.
5. Make payment arrangements with the DuPage County Recorder for payment of all fees associated with erecording documents. All payments must be received by ACH within 24 hours of recordation or submitter risks termination of all services.
6. Consult with the DuPage County Recorder or appointed staff, as needed.
7. Submit grantor and grantees names on submitted documents.
8. Adhere to erecording approved technical specifications adopted by Property Records Industry Association [www.pria.us](http://www.pria.us) .

**The DuPage County Recorder agrees to:**

1. Work cooperatively with the Submitter to enable the successful recording of documents electronically.
2. Return rejected documents along with a specific explanation.
3. Process submitted recordings between the hours of 8:00 A.M. – 4:30 P.M. Monday thru Friday except on County observed holidays.
4. Return images of recorded documents to the Submitter after the recording process is complete.
5. Make the DuPage County Recorder’s imaging system available to the Submitter.
6. Only charge fees required by Illinois State Statutes and County Ordinances.

In the event of a dispute between the parties hereto, the venue for resolution of all disputes shall be the Circuit Court of the 18<sup>th</sup> Judicial Circuit, DuPage County, Illinois. All disputes shall be governed by the laws of the State of Illinois.

**RECORDER’S INFORMATION:**

_____ DuPage County Recorder’s Signature	_____ Date
_____ Fred Bucholz Printed Name	_____ DuPage County Name of County

**TRUSTED ERECORD SUBMITTER’S INFORMATION:**

_____ Submitter Signature	_____ Date
_____ Printed Name	_____ Federal ID Number
_____ Title	_____ Business Name
_____ Phone Number	_____ Address
_____ Email Address	_____ City, State & Zipcode

By checking this box you agree your electronic signature is the legal equivalent of your signature.