

Tammy L. Shearer
RECORDER OF DEEDS



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SOLICITOR

FOR IMMEDIATE RELEASE
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The Cumberland County Recorder of Deeds office remains closed until further notice. Staff will **not** be available in the office for their safety and the safety of the required essential employees working at the courthouse. The Recorder is carefully and responsibly monitoring the COVID-19 situation on a daily, hour-by-hour basis. The health and safety of our employees and the public we serve, is paramount. We are not returning phone messages until further notice, but any time sensitive issues should be directed to recorderofdeeds@ccpa.net.

We highly encourage the utilization of the eRecording process to file documents (subdivision plans and notary commissions are **not** available for eRecording). We are remotely processing electronically recorded documents on a condensed schedule. This is the fastest and most efficient method for recording, and it is also the safest for our staff because it involves the fewest points of contact – no paper, no checks, no physical banking required. To set up an account, contact one of our approved vendors:
simplifile - www.simplifile.com, CSC - www.erecording.com, ePN – www.goepn.com.

Unfortunately, we are unable to record subdivision plans until further notice due to requirement of multiple face-to-face points of contact within the county. We are also unable to provide notary commissions and/or receive notary bonds. New notary commission deadlines have been extended by the Department of State. If you need your new commission, it will not expire until this emergency is over. We will post details on our website when these services become available.

At this time, any documents received by US Mail, UPS or Fed Ex will not be recorded for a minimum of two weeks due to the Governor's Stay-A-Home order. We are a non-life sustaining department, and we are trying to limit staff's physical presence in the courthouse for their safety.

As always, our land records are available for 24/7 searching at www.landex.com. For more information on any of our services, please visit: www.ccpa.net/123/Recorder-of-Deeds.

These are unprecedented times. The Recorder's Office is using all available resources to try and maintain a process of recording for you. However, due to circumstances beyond our control, we cannot work at normal capacity. Certain items will have to wait. We ask for your patience and understanding as we face uncertain days ahead. We are all in this together!