



Carbon County Clerk's Office
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**ELECTRONIC RECORDING
POLICY AND PROCEDURES
ADOPTED MAY 2017**

The Carbon County Clerk & Recorder's Office is adopting Property Records Industry Association's (PRIA) best practices dated December 21, 2016 as our standards, policies and procedures for eRecording. In addition we have adopted the following policies and procedures:

Section 1. Legal Authority: The legal foundation for the acceptance of e-recording is pursuant to W.S. 34-1-401 through W.S. 34-1-407 Uniform Real Property Electronic Recording Act and W.S. 40-21-101 through 40-21-119 the Uniform Electronic Transactions Act (ETA).

Section 2. Submission of electronic documents: The Carbon County Clerk may enter into agreements and terminate those agreements with submitters of electronic documents as determined at the sole discretion of the County Clerk. The Carbon County Clerk's Office will only accept electronic documents from an e-recording vendor that has signed an agreement with the Clerk's Office. In addition, documents are considered received for recording once they have been reviewed and accepted for recording.

Section 3. Electronic Payments: The Carbon County Clerk's Office has the ability to accept electronic payments from submitters for payment. W.S. 34-1-404(a)(v) allows for electronic payments to be received as payment for filing fees. The eRecording vendor agrees to deposit recording fees at the end of business day via Automated Clearinghouse (ACH) and shall provide a reconciliation report of the fees remitted daily.

Section 4. Erroneous Documents: It is up to the submitter to make sure any document to be recorded is not in error. Once a document is recorded the Carbon County Clerk's Office will not remove or void a recorded document. If there is an error in the recording information and the submitter wishes to correct it, a new document with the word "Corrected" in the title and the book and page of the document that is being corrected can be recorded for the usual fee. The corrected document must be an original with notarized signatures of the grantors and it must reference the previous recording information of the document it is correcting.

Section 5. Duplicate recordings: The Clerk's Office will not be responsible for duplicate recordings. The responsibility lies on the party submitting their documents through the eRecording vendor.

Section 6. Refunds: Once a document has been recorded there will not be any refunds.

Section 7. Modifications: These policy and procedures shall be modified and superseded by any changes in the law or ETS Rules and regulations.

Section 8. Document Standards: The Carbon County Clerk's Office shall only accept e-filed documents that meet the following standards:

Submittal time:	8 AM – 4 PM MST- Mountain Standard Time
Paper size:	Letter or Legal
Color Type:	Only Black and white, or documents that have been converted to Black and White by the submitter
Image Type:	TIFF
Resolution:	At least 300 dpi
Font requirements:	It is important for the public records that documents are clearly and easily legible. Documents may be rejected if the font size is too small to be easily read therefore we request no less than a size 12 point font.
Margins:	Top – at least 1” (one inch) on all pages Left, Right, Bottom – at least 1/2” (one half inch) on all pages
Batch size:	No batch size will exceed 10 (ten) documents and/or 200 (two hundred) pages
Holidays:	Documents will not be received on adopted County Holidays or if the Courthouse is closed for any reason by the Board of County Commissioners. Non-emergency closure dates are located at www.carbonwy.com .
Illegibility:	Any documents that are determined by the County Clerk to be illegible, will be rejected by authority granted under W.S. 18-3-402(a)(viii).
Fee Schedule:	The fee schedule is listed in W.S. 18-3-402(a)(xvi) and any amendments thereto.

Approved and adopted this 5th day of May, 2017