

Recorder Office Jan. 22, 2021

**RECORDER UPDATE**

**PUBLIC RECORDS: OPEN 8a-4p**

**Recorder Offices: 8:30a-3:30p (By Appointment)**

**SDR\* ends at 3:30 (Same Day Recording)**

**Recorder Office: 440-350-2510**

Public Records are open. Ohio Revised Code allows this access with the Recorder's ability to also limit such access for specific reasons. The Recorder has opted to be open for as much time as possible for our Land Records Professionals at this time. Note that requirements for entering county buildings should be followed in Public Records areas. Recorder Offices are available by appointment 8:30a to 3:30p for recordings/services. Please note that options for Same Day Recording (SDR) is now set at 3:30p which means that after 3:30 recordings may file next business day.

We currently have a Recorder file-drawer located in the main building foyer and In and Out baskets located on our counter. We can take Auditor drop-box documents provided that the necessary approvals such as transfer/tax map stamps are there and instructions detailing 'order of filing' is stated along with payment. For now we will be bringing back customer baskets to keep your documents for one week. After that they will be mailed at your expense.



The use of remote services such as eRecording and mail/delivery services is highly encouraged. We are continuing to take deeds by mail with proper approvals. Watermarks are not accepted for official recording.

For information on general public access to county buildings, please contact the Lake County Commissioners 440-350-2745.

Thank you!  
-Becky

A handwritten signature in blue ink that reads "Becky".

[www.LakeCountyOhioRecorder.com](http://www.LakeCountyOhioRecorder.com)

440-350-2510