PENNINGTON COUNTY PROCEDURES FOR E-RECORDING

1. E-packages may be submitted at any time, however, they will only be received for recording between the hours set forth in Paragraph 2.

2. The Hours During Which Electronic Submissions Shall Be Accepted and Processing Schedules that Affect the Order of Acceptance.

**Hours of Operation:**

Normal Business Hours are: Monday thru Friday between 8:00 a.m. to 5:00 p.m. Mountain Time.

Electronic Recording Hours will be 9:00 a.m. to 3:00 p.m. Mountain Time.

All submitted documents, i.e., submitted over the counter, delivered via U.S. Postal mail, express delivery service mail or thru an electronic delivery system, shall only be processed during normal business hours on normal business days. (Normal business days are set by the Board of County Commissioners pursuant to SDCL 7-7-2 and 7-7-2.4.)

The term “normal business hours” will not include weekends, holidays or any other day the “Participating Register of Deeds” is closed for public business as set forth by the Pennington County Board of County Commission.

In the event of a network or equipment failure with regards to the electronic delivery of documents, then and in that instance, the “Delivery Agent” will notify the Submitters of such failure. If the office is open for business pursuant to the hours set by the Pennington County Board of Commission on the day of the delivery system failure, the paper documents will continue to be recorded when received. The electronic documents will not be recorded until they can be opened but only during normal business hours.

**Processing Schedules that May affect Order of Acceptance:**

The “Participating Register of Deeds” shall record all documents submitted through the Electronic Document Delivery System in the same manner as documents submitted by US Postal or express delivery service mail, in that they are processed periodically throughout the day depending upon staff availability and any other statutory duties that may take precedence.
The” Participating Register of Deeds” will not open or receive documents for recording outside the normal business hours as state above.

3. THE ‘PARTICIPATING REGISTER OF DEEDS’ SHALL MAKE EVERY REASONABLE ATTEMPT TO RECORD ALL DOCUMENTS ON THE SAME BUSINESS DAY AS RECEIVED BUT IS NOT EXPRESSLY GUARANTEED.


5. Document types. Document types that will be accepted initially for recording by the Pennington County Register of Deeds: See Attachment A.

   Additional document types will be accepted at a later date.

6. DPI Required. Documents must be original and scanned in black and white at 300 dpi.

7. Document Format. Images must be sent in a PDF or Tiff document format.

8. Electronic Documents must adhere to all South Dakota Statutes.

9. Legible Documents. Documents may be rejected if they are not legible.

10. Notary Information. The Notary Commission Expiration date, the State of Notary is commissioned in, and the Notary’s Name must be clearly stated on the document along with a proper acknowledgment. When seals are affixed they should not cover up any information to make the document illegible.

11. Document Standards:

12. Multiple Documents. When multiple documents are sent in a package, if one document does not qualify for recording, the whole packet of documents will be returned without being recorded.

13. Restriction on Number of Documents Submitted. No more than 10 documents may be submitted at one time.

14. Relative Documents to a Document Previously Recorded. No documents to be recorded may contain more than one mortgage, or more than one mortgage or other instrument being assigned, partially released or satisfied.
15. **Termination of Submitter Rights to Electronically Record.** Pennington County Register of Deeds by communicating the request to the Delivery Agent, reserves the right to terminate a submitter from using the electronic delivery system provided by the Delivery Agent.

16. **Payment of Recording Fees.** Payment of recording fees must be made via ACH thru the Delivery Agent (e-Recording Vendor). The County will not accept payments for recording fees and/or transfer tax directly from the e-recording (submitter) customer. Contact Delivery Agent to set up this type of transaction.

17. **Submission Fee Charged by Delivery Agent.** There are no additional fees collected by the County for electronically transmitting your documents, however, a submission fee will be required by the Delivery Agent from the Filer/Submitter upon using their system to securely transfer the documents.

18. Pennington County’s current delivery agent(s):

   - Simplifile
   - Corporation Service Company (CSC)
   - Indecom Global Services (INDECOMM)

Dated: September 25, 2017
Revised: October 12, 2017
Revised: November 1, 2017
Revised: February 6, 2018
Revised: February 14, 2018
Revised: October 3, 2018
Document types that will be accepted for recording by the Pennington County Register of Deeds:

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DV  DECREE OF DIVORCE
DE70  DEED
DF  DEED FOR SOUTH DAKOTA
DLF  DEED IN LIEU OF FORECLOSURE
DW  DISCLAIMER
EA71  EASEMENT
ES71  ESTOPPEL AFFIDAVIT
ED  EXECUTOR/EXECUTRIX DEED
FD71  FINAL DECREE
GD70  GUARDIAN'S DEED
GU  GUARDIANSHIP AND CONSERVATORSHIP
JP  JOINDER OF PLAT
JD71  JUDGMENT
LS71  LEASE
LSA  LEASE AMENDMENT
LSR  LEASE RELEASE
LE  LIFE ESTATE
LP  LIS PENDENS
LPA  LIS PENDENS AMENDMENT
LPR  LIS PENDENS PARTIAL RELEASE
LR  LIS PENDENS RELEASE
MI  MINERAL DEED
MLS  MINERAL LEASE
MD73  MODIFICATION
ME  MODIFICATION & EXTENSION
MG73  MORTGAGE
NAM  NAME CHANGE
NC  NOTICE OF CONTRACT
NI  NOTICE OF INTENT TO
NM  NOTICE OF PROJECT COMMENCEMENT
NMR  NOTICE OF PROJECT COMMENCEMENT RELEASE
OG72  OIL AND GAS LEASE
OP  OPTION TO PURCHASE
OD  ORDER
OR  ORDER CONFIRMING SALE
PR73  PARTIAL RELEASE
PRR  PARTIAL RELEASE ASSIGNMENT OF RENTS
P70  PATENT
PD70  PERSONAL REPRESENTATIVES DEED
PA71  POWER OF ATTORNEY
QT  QUIET TITLE
QC70  QUIT CLAIM DEED
OSR  ORDER SHORTENING REDEMPTION PERIOD
RD  REDEMPTION
RA73  REGULATORY AGREEMENT
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ATTACHMENT B

Indexing Fields Required for Each Document Code:

Primary Fields:

Document type, number of pages, grantor(s), grantee(s), book and page/document if applicable, consideration amount if applicable.

The register of deeds is responsible for recording the document and creating the index. Submitters are asked to provide grantor and grantee indexing information for all party names.

Name Formats:

No comma should be used in the grammatical sense or as a field delimiter.

(i.e.) Barry C. O’Brien Jr. index as BARRY C O’BRIEN JR

(i.e.) Barry C. O’Brien Company, Inc. index as BARRY C O’BRIEN COMPANY INC

(i.e.) Estate of Barry C. O’Brien index as BARRY C O’BRIEN ESTATE

(i.e.) Barry C. O’Brien Personal Representative index as BARRY C O’BRIEN PERSONAL REP

(i.e.) Susan C. O’Brien-Smith index as SUSAN C O’BRIEN-SMITH

Legal Descriptions:

Lot, Block, Subdivision Name

Lot, Lot, Tract, Subdivision Name

No hyphens (-) are used in the lot or tract when a subdivision legal description, but hyphens (-) are used in the lot or unit when a condominium legal description

Quarter, Section, Township, Range

Reference Formats:

Document numbers are to be entered as: A201200001

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