

## **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 Thursday between 7:00 a.m. to 6:00 p.m. Mountain Time.

Electronic Recording Hours will be 7:00 a.m. to 5:30 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.**
4. **Model 2 and 3 Recording Models will be accepted. See following Rule for further information.** <http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=22:03:01:02>
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:**  
<http://www.sdlegislature.gov/Rules/DisplayRule.aspx?Rule=22:03:01:06> SDCL 43-28-23, 7-9-15(1)
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)  
Indecomm 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  
Revised: January 3, 2023

## ATTACHMENT A

### Document types that will be accepted for recording by the Pennington County Register of Deeds:

<b>Code</b>	<b>Description</b>
AD73	ADDENDUM
AD	ADMINISTRATOR'S DEED
AF71	AFFIDAVIT
AMO	AFFIDAVIT MINERAL OWNERSHIP
AFSD	AFFIDAVIT OF CONFIRMATION AND SURVIVORSHIP FOR TRANSFER ON DEATH DEED
AG	AGREEMENT
AE	AMENDED CONTRACT FOR DEED
AJ	AMENDED JUDGEMENT
AMD	AMENDED MASTER DEED
AE73	AMENDED MORTGAGE
AAR	AMENDMENT OF ASSIGNMENT OF RENTS
ATM	ARTICLES OF MERGER
AO	ASSIGNMENT
AC	ASSIGNMENT OF CONTRACT FOR DEED
ALSC	ASSIGNMENT LAND SALE CONTRACT
AC73	ASSIGNMENT OF CERTIFICATE OF SALE
AL71	ASSIGNMENT OF LEASE
AM73	ASSIGNMENT OF MORTGAGE
AO72	ASSIGNMENT OF OIL AND GAS LEASE
AR73	ASSIGNMENT OF RENTS
AT71	ASSIGNMENT OF TRUST
AS73	ASSUMPTION
BS	BILL OF SALE
CS73	CERTIFICATE OF SALE
CTR	CERTIFICATE OF TRUST
CM71	CONDEMNATION
CON	CONSENT
CD71	CONTRACT FOR DEED
CCD	CONTRACT FOR DEED CANCELLATION
CP70	CORPORATE DEED
CR70	CORRECTION DEED
CV	COVENANTS & RESTRICTIONS
CT	COVENANT TERMINATION

DT71	DECLARATION OF TRUST
DD	DECREE OF DISTRIBUTION
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
RA	REL ASSIGN OF CONTRACT FOR DEED
RO	RELEASE
RM73	RELEASE MORTGAGE
RR73	RELEASE OF ASSIGNMENT OF RENTS
RO72	RELEASE OF OIL AND GAS LEASE
RTD	REVOCABLE TRANSFER OF DEATH DEED
RVC	REVOCATION
RP71	REVOCATION OF POWER OF ATTORNEY
RDD	REVOCATION OF TRANSFER OF DEATH DEED
RF	RIGHT OF REFUSAL
RFR	RIGHT OF REFUSAL RELEASE
RW	RIGHT OF WAY EASEMENT
SD70	SHERIFF'S DEED
SF	SHORT FORM CONTRACT
SPA	SPECIAL ADMINSTRATOR
SW70	SPECIAL WARRANTY DEED
SA73	SUBORDINATION AGREEMENT
TJ	TERMINATION OF JOINT TENANCY
TP	THIRD PARTY LENDER AGREEMENT
TPR	THIRD PARTY LENDER AGREEMENT RELEASE
TM	TIMBER DEED
TR70	TRUST DEED
TD70	TRUSTEE'S DEED
EU	UTILITY EASEMENT
WV	WAIVER
WV71	WAIVER OF HOMESTEAD
WD70	WARRANTY DEED
WL	WELL AGREEMENT

## 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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