

County Procedures For E-recording

- ❖ Electronic recordings will be received between the hours of 8:00 am and 4:00 pm Central Time. E-packages may be submitted at any time, however, they may not be recorded until the following business day.
- ❖ Payments of recording fees must be made via ACH by 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.
- ❖ Only Electronic Models 2 and 3 will be accepted (visit pria.us for additional information.)
- ❖ Documents must be original and scanned in black and white with a minimum of 300 dpi.
- ❖ Electronic documents must adhere to all South Dakota Statutes.
- ❖ Images must be sent in TIFF or PDF.
- ❖ Documents will be rejected if not legible.
- ❖ Hughes County's electronic recording provider is
 1. **Simplifile** (800)460-5657 or Simplifile.com
 2. **CSC** (866)652-0111 or erecording@cscglobal.com
- ❖ Hughes County Register of Deeds, by communicating the request to Simplifile & CSC, reserves the right to terminate the right for submitter customers to continue to e-record in Hughes County.
- ❖ There are no additional fees charged by this county for e-recording, however, a submission fee will be charged by the submitter vendor.
- ❖ Currently the following documents will be accepted electronically, by the Hughes County Register of Deeds Office:
 - Warranty Deeds, Quit Claim Deeds
 - Mortgages
 - Assignment of Mortgages
 - Satisfaction / Partial Release of Mortgage
 - Mortgage Addendums & Modifications
 - Severance / Subordination Agreement
 - Lis Pendens / Release of
 - Assignment of Rents
 - Affidavit
 - Easements