



County Clerk - Recorder and Registrar of Voters

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Rebecca Martinez, County Clerk-Recorder & Registrar of Voters

Memo

DATE: April 8, 2015
TO: Interested Parties
FROM: Rebecca Martinez, County Clerk-Recorder
RE: Recording Procedures

This memo serves to clarify two items regarding procedures: acceptable forms of payment and recording times for Title Companies.

Personal and Business Checks will be accepted from any entity that is a party to the document being presented for recording provided they do not have a negative payment history with our Department. Additionally, our practice is to accept checks from Title Companies and Courier Service providers who regularly do business with our office and have established a pattern of honoring their payments.

On a case-by-case basis we have and will continue to accept third-party checks when I, or a member of my management team, know the individual involved and the individual has satisfactorily demonstrated to be an agent of or otherwise formally associated with the individuals/entities that are a party to the document.

Our procedure has been to artificially set a recording time of 8:00am for all documents presented by 8:00am that day. This policy will continue. However, any documents presented after 8:00am on any recording day, will be treated as over-the-counter recordings meaning that they will indicate the actual time the recording information is keyed into the computer and there will be no special indication on the recording label indicating who submitted the document for recording. **This change effectively eliminates any other special recording times that previously existed, however, title companies, couriers etc. may present their documents at any time prior to 3:30pm at the counter.**

Please note that our office accepts documents for recording between the hours of 8:00am and 3:30pm on all recording days. Documents are not available for public view until the following day.

Our office is fully aware that in most cases time is of the essence and that situations arise that may require consideration outside of this policy. Should a situation arise that you believe warrants consideration, I strongly encourage you to bring it to my or my managers' attention.

As always, if you have any questions or concerns, please do not hesitate to contact me.