

# NEO 2020 Agenda (Draft)

“The Recorder Next Door” – (Mary. I like that.) [Do this live]

- Find Recorders in adjacent counties to new Recorders who are on the same software.
- Invite them to briefly introduce themselves, and volunteer as mentors.
- We are willing to help: phone, email, anything. You are not alone!

Recording documents [Eric, recorded]

- Document types:
  - We do not have a standard list of types that all counties use.
  - Deed
    - How to parse a Legal Description for indexing
    - Notarization: what are the requirements? More requirements for commissions expiring on or after July 1, 2026.
    - The “witness proof” mess
  - Mortgage
  - Mortgage Modification (xref)
  - Release of Mortgage (xref)
  - Assignment of Mortgage (xref)
  - UCC
  - DBA
  - DD214 (restricted, do not redact)
    - Restricted from public
    - Do not redact SSNs
    - Use your county’s VA administrator
    - Some changes in the process forthcoming

Fee structure [Anita, recorded]

- Mortgages – \$55
- Most others – \$25
- UCCs – \$6 or \$10
- Copies
  - Regular \$1 per page
  - Large \$5 per page
  - Doxpop and Tapestry – customer pays based on subscription level, we get \$1 per page
  - Bulk – up to \$0.20 per image (page) – Provide templates of ordinance and contract

## Resources

- Tour of website [Eric, live]
- Getting Started Guide [Eric, live]
- Recording Manual [Eric, live]
  - Acceptable reasons for rejections, best practices
- Frequently used statutes in Indiana Code (IC) [Eric, live]
- PRIA – lots of great resources, consider joining [Live]
  - Indexing – best practices
  - Rejections – best practices

## Perpetuation Fund [Anita, recorded]

- Sworn Statement and Council Ordinance
- Statutory uses for the fund
- Check with SBOA for PowerPoint

## Brief introduction of vendors [Live]

- Fidlar
- CSI
- Doxpop

## Departing Recorders [Jenny, live]

- Slide show
- Invite them on the Zoom?