

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDINGS BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS, ASHTABULA COUNTY RECORDER AND eRECORDING PARTNERS NETWORK (ePN), CORPORATION SERVICE COMPANY (CSC) AND SIMPLIFILE, LLC FOR ELECTRONIC RECORDING SERVICES**

WHEREAS, Barbara Schaab, Ashtabula County Recorder, has presented the following Memorandum of Understandings for the approval of the Board, to-wit:

**Scope:** to provide recording of real property documents by electronic transmission

**Cost:** No Cost to the County

**Term:** commence upon signing, either party may terminate with 30 days written notice of termination; now

**Parties:** eRecording Partners Network (ePN), 400 Second Ave. S., Minneapolis, MN 55401  
Ashtabula County Recorders, 25 W. Jefferson St., Jefferson, OH 44047  
Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047

Corporation Service Company \*(CSC), 251 Little Falls Drive, Wilmington, IN 19808  
Ashtabula County Recorders, 25 W. Jefferson St., Jefferson, OH 44047  
Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047

Simplifile, LLC, 4844 North 300 West., Suite 300, Provo, UT 84604  
Ashtabula County Recorders, 25 W. Jefferson St., Jefferson, OH 44047  
Ashtabula County Commissioners, 25 W. Jefferson St., Jefferson, OH 44047

THEREFORE, BE IT RESOLVED, By the Board of Commissioners of Ashtabula County, Ohio that the Memorandum of Understandings as noted above are approved in accordance with the copies now on file in this office.

BE IT FURTHER RESOLVED that the President of the Board, on behalf of the Board of Commissioners of Ashtabula County, is authorized to execute any and all necessary documents.

**ASHTABULA COUNTY COMMISSIONERS  
CERTIFICATION PAGE**

Resolution No. 2021-366

September 28, 2021

**RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE ASHTABULA COUNTY BOARD OF COMMISSIONERS, ASHTABULA COUNTY RECORDER AND eRECORDING PARTNERS NETWORK (ePN), CORPORATION SERVICE COMPANY (CSC) AND SIMPLIFILE, LLC FOR ELECTRONIC RECORDING SERVICES**

Upon the motion of Casey R. Kozlowski, seconded by J.P. Ducro IV.

**VOTE:**

Kathryn L. Whittington

Aye

J.P. Ducro IV

Aye

Casey R. Kozlowski

Aye

**CERTIFICATE OF CLERK**

IT IS HEREBY CERTIFIED that the foregoing is a true and correct transcript of a resolution acted upon and duly passed by the Board of County Commissioners of Ashtabula County, Ohio, on the date noted above.



---

Lisa Hawkins, Clerk of the Board  
Board of County Commissioners  
Ashtabula County, Ohio



## **CSC Memorandum of Understanding Agreement**

**Prepared for: Ashtabula County, OH**

**Prepared by:**  
Joe DeLuca  
National Account Manager

**Prepared on:**  
March 8, 2021

**CSC® 251 Little Falls Drive Wilmington, DE 19808-1674**

**Phone: 302-232-3725**

**Fax: 302-636-5454**

**Web: [cscglobal.com](http://cscglobal.com)**

Contents of this proposal are confidential and are presented for the exclusive use of Ashtabula County, OH.

Copyright © 2021 Corporation Service Company. All Rights Reserved.

# CSC Memorandum of Understanding Agreement

**THIS MEMORANDUM OF UNDERSTANDING**, dated March 8, 2021, (this "MOU") is between the **Ashtabula County, OH** Government Recording Office ("GRO") with its principal offices located at **25 W Jefferson St., Jefferson, Ohio, 44047**, and Corporation Service Company ("CSC"), a Delaware corporation with principal offices located at 251 Little Falls Drive, Wilmington, DE 19808.

The parties acknowledge that Electronic Recording permits its customers ("Submitters") to prepare and sign documents, transmit them in electronic format, and that the transmitted electronic likeness of the original documents can be considered as the "original" record of the transaction in substitution for, and with the same intended effect as, the original paper documents.

For purposes of this MOU, Electronic Recording ("E-Recording") is the electronic submission of documents from CSC to GRO for which GRO will provide CSC an electronic receipt.

Therefore, the parties agree to the following:

## **GRO's Responsibilities:**

GRO shall promptly notify CSC of any material changes to recording requirements or any changes to recording fees.

GRO shall examine the electronic documents and indexing information, and complete the recording process using the electronic documents (the "E-files"). GRO acknowledges that Submitter provides indexing data for convenience and that such indexing data is not required for the E-Recording of documents. GRO shall not reject a document based on the indexing information unless the incorrect indexing information prevents GRO from verifying the document image or correctly calculating the recording fees.

GRO shall monitor the documents received and recorded through E-Recording in an effort to ensure document integrity.

GRO shall test and maintain E-Recording software and hardware required to operate the E-Recording capability. GRO, however, shall be held harmless for any damages resulting from software or equipment failure.

GRO shall apply the same level of diligence in handling E-files as those submitted via hard copy. Documents received on any business day after 5pm local time may be processed the next business day and in the order they were received.

GRO shall not void a document after recording except when required by law and shall immediately notify CSC when GRO voids a recorded document.

**CSC's Responsibilities:**

CSC shall work to ensure that security measures and credentials implemented are protected from unauthorized access, including by utilizing unique credentials for Submitters.

CSC shall maintain an electronic audit trail of all activity.

CSC shall be responsible for supporting any technical issues associated with E-Recording through their submitting software program. CSC is solely responsible for any and all costs of the system or services that enable CSC to meet the E-Recording program requirements.

CSC will email a daily report to GRO each evening detailing the documents recorded that day and the associated recording fees owed by Submitters ("ePay Report"). Recording fees will be paid daily via ACH by CSC for the E-Files recorded on the prior business day.

**General Understanding:**

GRO will not incur any liability for the E-files transmitted by CSC to GRO.

GRO will not incur any liability for any breach of security, fraud or deceit as a result of E-Recording.

Neither party shall be liable to the other for (i) any special, incidental, exemplary or consequential damages arising from or as a result of any unintentional delay, omission or error in the E-Recording transmission or receipt; (ii) any failure to perform processing of the E-files where such failure results from any act of God or other cause beyond the party's reasonable control including, without limitation, any mechanical, electronic or communications failure which prevents the parties from transmitting or receiving the E-Recording transactions.

The parties will attempt in good faith to resolve claims arising out of or relating to E-Recording either through negotiation or mediation prior to initiating litigation.

The parties acknowledge that the electronic recording process is an emerging technology and that state and national standards will continue to evolve. To further the technology and the E-Recording process, all parties agree to meet to discuss changes and additions to this MOU.

This MOU shall not be deemed to create a partnership between CSC and GRO in their respective endeavors, nor cause them to be considered members of any joint enterprise.

**ENTIRE AGREEMENT.** Except as expressly provided otherwise herein, this MOU, together with Attachment A, Technical Specifications, and Attachment B, Contact Information, represents the entire agreement between the parties.

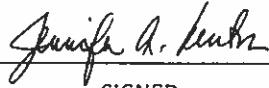
**TERMINATION.** Either party may terminate this MOU without cause with 30 days written notice to the other party. CSC remains responsible for payment of fees for the filing and recordation of documents prior to the effective date of termination.

**NO WARRANTIES/RELEASE OF LIABILITY.** Absent gross negligence or willful misconduct, CSC agrees to release the GRO from any liability in connection with the E-Recording of documents under this MOU. Parties to E-Recording understand that there are no warranties, express or implied, in connection with such transactions or E-files.

**GOVERNING LAW.** Without regard to state conflict of law provisions, the parties agree that this MOU shall be governed by the laws of the state in which the E-files are recorded, as if this MOU were a contract wholly entered into and wholly performed within that state. Any action to enforce this MOU or any matter related to this MOU shall be brought in any federal or state court within the state in which the E-files are recorded.

**IN WITNESS WHEREOF,** the parties hereto have caused this MOU to be executed by their duly authorized representatives as of the Effective Date.

CORPORATION SERVICE COMPANY



SIGNED

*Jennifer Kenton*

PRINT NAME

*Executive Vice President*

TITLE

March 8, 2021

DATE

ASHTABULA COUNTY, OH



SIGNED

*Kathryn Whittington*

PRINT NAME

*President*

TITLE

9-28-21

DATE

## **Attachment A**

### **Technical Specifications**

***E-Recording*** involves three levels of automation, which are described as follows:

**Model 1** Submitters transmit the E-files of executed original documents (the “Original Copies”) to the GRO. The GRO performs an electronic examination of the E-files and then completes the recording process using the E-Files. The E-files of the recorded document are returned electronically to the Submitters.

**Model 2** Submitters transmit E-files of Original Copies along with electronic indexing information to the GRO. The GRO performs an electronic examination of the E-files and indexing data, and then completes the recording process using the E-files and electronic indexing information. The E-files are returned electronically to Submitters along with the electronic recording data.

**Model 3** Submitters transmit documents which have been created, signed and notarized electronically along with the electronic indexing information. The GRO performs an electronic examination of the E-files and indexing information then completes the recording process using the E-files.

1) Format of the transmitted File:

PRIA file format standard will be used. Images will be in single page Group IV TIFF format

2) Communications Protocol and Options:

TCP/IP, HTTP and HTTPS

3) Security Framework:

Encryption will be 128bit file and image encryption. SSL and user login/password will be employed.

4) Returned File Format:

PRIA file format standard will be used. Images will be in single page Group IV TIFF format.

5) Models (or Levels) of Recording Supported:

Models 1, 2 and 3 are supported.

6) Electronic Signatures and Use of Digital Certificates:

The use of Electronic or Digital signatures, notary seals, and notary signatures are supported but are not required. CSC must work with the GRO to accommodate their use. Digitized signatures, notary signatures, and notary seals are immediately acceptable.

7) Indexing Requirement and Imaging Standards:

Will be determined by CSC and the GRO during the implementation process.

#### 8) Acceptance/Rejection of Documents:

Submitted documents that are accepted for recording will be provided to CSC by GRO in electronic format after acceptance. Confirmation of acceptance and recordation by GRO will be provided to CSC in electronic format after recordation is complete. This confirmation will include the document image and GRO recording data. GRO reserves the right to make changes to the index at a later date.

GRO will return rejected documents to CSC in electronic format after rejection, along with a description of the reason(s) for rejection. CSC will electronically return the documents to the Submitter for correction and resubmission.

CSC agrees to provide the transmission to the GRO following the specifications outlined. CSC understands that the specifications may change from time to time. In the event changes to the specification are required, the GRO will provide a written notice to the CSC within a reasonable timeframe.

## **Attachment B**

### **Contact Information**

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Additional Contact Names, Phone, Email:

Daily Reports will be sent to:

Additional recipients of Daily Reports (Name, Email):

### **Vendor Contacts:**

1) System/Ops Support:

Or [csc-help@cscglobal.com](mailto:csc-help@cscglobal.com)

2) Billing/Accounting Support:

Please contact [csc-accounting@cscglobal.com](mailto:csc-accounting@cscglobal.com)

3) Additional Vendor Contacts:

Reggie Rogers, Operations Mgr. [reggie.rogers@cscglobal.com](mailto:reggie.rogers@cscglobal.com) (800) 927-9801 x64147

Tyler Worf, Operations Mgr. [tyler.worf@cscglobal.com](mailto:tyler.worf@cscglobal.com) (800) 927-9801 x64131

**Signature Page**

Agreement Title: Memorandum of Understanding for E-Recording Company  
CSC

Approved as to Legal Form Only:

By:  \_\_\_\_\_  
Colleen O'Toole,  
Ashtabula County Prosecutor

Dated: May 15 2021

# Electronic Recording Procedures

---

This Electronic Recording Procedures Agreement (the "Agreement") is dated June 9, 2021 (the "Effective Date") by and between Receiver, the government recording office of Ashtabula County, Ohio, located at 25 W Jefferson St., Jefferson, Ohio 44047, and SIMPLIFILE LC, a submitting e-recording vendor located at 5072 North 300 West, Provo, Utah, 84604.

This document outlines the procedures and rules for the trusted relationship between Simplifile and Receiver to facilitate a safe and secure Electronic Recording relationship. Simplifile will be delivering documents to Receiver from Simplifile's customers herein known as Submitter.

Electronic Recording means the electronically-based submittal of documents by or through Simplifile to Receiver and electronically-based confirmation of recording from Receiver to Simplifile. Such transactions are categorized by levels of automation, described as follows:

Level 1 Submitter transmits scanned image copies of ink-signed documents to Receiver.

Level 2 Submitter transmits scanned images of ink-signed documents along with any required electronic indexing information to Receiver.

Level 3 Submitter transmits documents which have been created, signed and notarized electronically, along with any required electronic indexing information.

Within all of these levels, Receiver performs an examination of the electronic document, then either completes the recording process or rejects the documents and returns them to Submitter as Rejected. After recording, the electronic document is returned to Submitter as Recorded, with the original recording information contained thereon.

Basic E-Recording Document Standards Electronic recording permits documents to be prepared, signed and transmitted in electronic format, and electronically recorded documents shall be considered the "original" record of the transaction with the same intended legal effect as paper documents and, if any such document bears a digital or electronic signature, it shall be considered the same as paper documents bearing ink signatures. Electronic documents, compliant with state and federal e-sign legislation are acceptable for electronic recording. Simplifile and Receiver accept these electronic document protocols as standards for e-recording:

1. PRIA standards will be used.
2. Images will be in TIFF or PDF format, at Receiver's request.
3. Encryption will be 128-bit file and image encryption.
4. Receiver may provide requirements for indexing data.
5. Documents that do not conform to Receiver's recording requirements may be rejected.
6. Rejected documents will be returned to Simplifile in electronic format with the reason(s) for rejection.
7. Non-conforming fees and/or rejection fees will not be charged without first returning the unrecorded documents to submitter to confirm acceptance of these fees prior to recording.
8. The rules for accepting, reviewing, and processing documents for recording are the same for electronic documents as with paper submissions.

Simplifile's Duties. Electronic recordings by or through Simplifile shall conform to the requirements of Receiver's program. Further,

(a) Technical Coordination. Simplifile shall be responsible for coordinating all technical problems and issues between Receiver and Simplifile and its Submitter customer. There is no cost to the Receiver, from Simplifile, for any services provided by Simplifile for e-recording.

(b) Reporting. Simplifile will provide detailed data of each recording sufficient to reconcile fees associated with any/ all documents submitted by Simplifile for electronic recording.

(c) Payment of Recording Fees. Recording fees are determined by the County and shall be paid electronically via ACH, unless other arrangements have been made. Recording fees will be deposited into the County's account after business hours on the day of the recording, or as agreed prior to implementation.

Receiver's Duties. Electronic recordings by or through Simplifile will be processed by Receiver under the terms noted herein. Further,

(a) Availability. Receiver shall process electronically submitted documents during normal business hours. Receiver will notify Simplifile of the daily cut-off time. Receiver will attempt to notify Simplifile of service disruptions.

(b) General Provisions. The following provisions, to be incorporated into electronic recording processes by Receiver will ensure success of electronic recording.

- I. Receiver will not reject documents due to incorrect indexing data provided by Submitter unless it affects the Receiver's ability to accurately calculate recording charges or verify the image. Indexing data is provided to Receiver as a courtesy, not a requirement of the e-recording process.
- II. Receiver will make every effort to not void documents after they have been recorded and returned. If a document must be voided, Receiver will immediately notify Simplifile.
- III. Receiver will notify Simplifile if there are changes in recording fees or recording requirements that might affect Simplifile or its submitter customers.
- IV. Receiver shall apply the same level of diligence and recording standards in handling electronic documents as apply to paper documents.

Implementation. During the implementation process, Receiver will provide Simplifile with information pertinent to the implementation of electronic recording, and will update said information as it may change from time to time. Any such information will be in addition to this Agreement in support of the implementation of e-recording between Receiver and Simplifile. Said information may include:

- (a) Document Types to be accepted for Electronic Recording;
- (b) Recording or Indexing Requirements, if any;
- (c) Receiver's Recording Hours of Operations;
- (d) ACH account information and/or payment requirements.
- (e) Contact information for business, accounting and technical needs.
- (f) Up-to-date Fee schedule for all recording costs by document.

General Disclaimers: Neither Receiver or Simplifile shall be liable to the other for any damages arising from any delay, omission or error in any recording submitted by or through Simplifile. Both parties understand that there are no warranties, express or implied, in connection with e-recording except as written herein. Receiver disclaims any liability for information electronically transmitted to Receiver or any breach of security, fraud or deceit as a result of any electronic recording.

No Waiver of Governmental Immunity. Nothing contained herein waives any protections that may be applicable to Receiver or any of its elected or appointed officials, employees, or agents under any applicable statutes or regulations providing governmental immunity, protections, defenses or limitations on liability Receiver or such related parties that are provided by law.

No Third Party Beneficiaries. The enforcement of the terms of this Agreement and all rights of action relating to such enforcement shall be reserved to the parties of this Agreement.

Document conformity. Receiver shall be held harmless in any dispute concerning the accuracy, completeness and conformity to the paper originals of any documents electronically recorded.


No Infringement. Neither party shall attempt to hack, reverse engineer, inspect, copy, or use for any other purpose, any hardware, software, or digital data belonging to the other party or used in the electronic recording process.

Disputes. The parties shall attempt in good faith to resolve any controversy or claim arising out of or relating to electronic recording with Receiver through negotiation, followed by non-binding mediation, before resorting to litigation. Parties agree that this document shall be governed and enforced by the laws of (and within) the state in which the documents are e-recorded.


Term and Termination. This Agreement shall take effect on the Effective Date and shall continue in effect for one (1) year, subject to an automatic renewal unless either party gives written notice to the other party sixty (60) days prior to each yearly anniversary date of the Effective Date. Receiver may terminate this Agreement for any reason by providing sixty (60) days notice prior to the date of termination.

Entire Agreement. This Agreement sets forth the entire agreement and understanding between the parties as to the subject matter hereof, and supersedes all prior and contemporaneous agreements or understandings, whether oral or written.

ASHTABULA COUNTY, OH

By:   
Name: Kathryn Whittington  
Office/Capacity: President  
Date: 9-28-21


SIMPLIFILE LC

By:   
Auri Burnham (Jun 28, 2021 10:56 MDT)  
Name: Auri Burnham  
Office/Capacity: VP of Finance  
Date: Jun 28, 2021

**Signature Page**

Agreement Title: Memorandum of Understanding for E-Recording Submitting Company  
Simplifile

Approved as to Legal Form Only:

By:   
Colleen O'Toole  
Ashtabula County Prosecutor

Dated: Five 9, 2021



## ELECTRONIC RECORDING MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING, dated 8/16/2021, is between eRecording Partners Network (ePN) and Ashtabula County ("County") located in Jefferson, OH.

ePN offers a national electronic recording service to function as a trusted third party for Title Insurance Companies, Attorneys, Mortgage Bankers, Full Service Banks and other trusted entities to submit electronic documents to government entities for recording.

County desires to offer recording of real property documents by electronic transmission in substitution for conventional paper based documents and to assure that transactions are not legally invalid or unenforceable as a result of the use of available electronic technologies for the mutual benefit of the parties of the transactions.

For purposes of this Memorandum of Understanding, *Electronic Recording* is defined based on the level of automation and structure of the transaction. The three levels of automation are as follows:

- Level 1 Submitting organizations transmit scanned image copies of ink signed documents to the county. The County completes the recording process in the same way as paper using the imaged copy as the source document. An electronic recording endorsement is returned to the organization in the form of a label or printing process in order for the submitting organization to append that information to the original paper document.
- Level 2 Submitting organizations transmit scanned images of ink signed documents along with electronic indexing information to the county. The County performs an electronic examination of the imaged documents and indexing data, and then completes the recording process using the imaged copy and electronic indexing information. The electronic version of the recorded document is returned electronically to the submitting organization along with the electronic recording data.
- Level 3 Submitting organizations transmit "Smart" documents which are a single object containing the electronic version of the document in such a way that enables the electronic extraction of data from the object. Smart documents are required to be signed and notarized electronically. The Smart document is endorsed electronically by the county and returned in Smart document format to the submitting organization.

### **Program Eligibility**

Title Insurance Companies, Attorneys, Mortgage Bankers, Full Service Banks and other trusted entities may directly or through a trusted third party provider submit real property records for electronic recording. Electronic Recording mandates a close working relationship as well as mutual trust between the County and the submitting entity. All parties of the Electronic Recording transaction desire to operate and maintain a secure recording system that safeguards parties to recordation from deceit, fraud and forgery. This Memorandum of Understanding outlines the procedures and rules for the trusted relationship between ePN and the County to facilitate a safe and secure Electronic Recording relationship.

Participation in the Electronic Recording program is voluntary and the decision to do so is a business judgment.

There will be no added fees or costs of any kind charged by the County for Electronic Recording.

### **County Requirements**

The Electronic Recording Program of the County is defined by the requirements attached to this Memorandum of Understanding.

- ***Attachment A*** contains the County address and contact information.
- ***Attachment B*** contains the document and indexing specifications for the Electronic Recording program. For each document, the County specific document code is provided along with the required indexing information. Any County specific editing rules will also be described in this attachment. ePN acknowledges that County will reject and return any transactions that do not meet the document and indexing specifications.
- ***Attachment C*** contains the processing schedules and hours of operation for the Electronic Recording Program. Neither party shall be liable for any failure to perform processing of the transactions and documents where such failure results from any act of God or other cause beyond the party's reasonable control (including, without limitation, any mechanical, electronic or communications failure which prevents the parties from transmitting or receiving the electronic recording transactions. If the County system causes delays or power failures that interfere with the normal course of business, the County will notify ePN with a choice of using a courier service or waiting until the problem has been remedied.
- ***Attachment D*** provides the payment instructions for the Electronic Recording program. This form provides the account information for ePN to deposit payments via ACH into the County bank account.

### **ePN Responsibilities**

ePN acknowledges that Electronic Recording permits them to prepare, sign and/or transmit in electronic formats documents and business records and the document or records shall be considered as the "original" record of the transaction in substitution for, and with the same intended effect as, paper documents and, in the case that such documents bear a digital or electronic signature, paper documents bearing handwritten signatures.

By use of electronic or digital certificates to sign documents, ePN intends to be bound to those documents for all purposes as fully as if paper versions of the documents had been manually signed.

By use of electronic or digital certificates to sign documents, ePN intends to be bound by those electronic signatures affixed to any documents and such electronic signature shall have the same legal effect as if that signature was manually affixed to a paper version of the document.

### **General Terms**

The County will not incur any liability for the information electronically transmitted by ePN. Should a dispute or legal action arise concerning an electronic transaction, the County will be held harmless and not liable for any damages.

The County will not incur any liability for any breach of security, fraud or deceit as a result of Electronic Recording. Neither ePN nor the County shall be liable to the other for any special, incidental, exemplary or consequential damages arising from or as a result of any delay, omission or error in the Electronic Recording transmission or receipt.

ePN and the County will attempt in good faith to resolve any controversy or claim arising out of or relating to Electronic Recording through either negotiation or mediation prior to initiating litigation.

Either party may terminate this Memorandum of Understanding for any reason by providing 30 days written notice of termination.

**ePN Contact Information:**

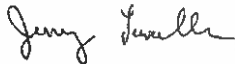
Pamela Trombo  
eRecording Manager  
888-325-3365 ext. 11240  
[pam@GOePN.com](mailto:pam@GOePN.com)

ePN Support  
888-325-3365 ext. 1  
[support@GOePN.com](mailto:support@GOePN.com)

ePN Accounting  
888-325-3365  
[accounting@GOePN.com](mailto:accounting@GOePN.com)

**Agreed and Accepted:**

eRecording Partners Network



Signature

Name: Jerry Lewallen

Title: President

Date: 8/16/2021

County of Ashtabula



Signature

Name: Kathryn Whittington

Title: President

Date: 9-28-21

**Attachment A**

**County Contact Information**

**Daily eRecording Contact:**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

**Accounting Contact:**

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

## **Attachment B**

### **Document and Indexing Specifications**

#### **Accepted eRecord Document Types and Document Codes:**

**(Attach document list or note that software vendor will provide document list.)**

#### **XML Indexing Specifications:**

**Required: ( i.e. Grantor/Grantee, Consideration, etc. )**

**Attachment C**

**Processing Schedules and Hours of Operation**

**Office Hours of Operation:** \_\_\_\_\_AM to \_\_\_\_\_PM ( )  
Time Zone

**eRecording/Processing Hours:** \_\_\_\_\_AM to \_\_\_\_\_PM

**Closed for Holidays as Follows:** (Optional)

**Attachment D**

**Payment Instructions**

**Authorization Agreement for Direct Deposits  
(ACH CREDITS)**

\_\_\_\_\_  
County County ID Number (TAX ID)

I (We) hereby authorize eRecording Partners Network LLC, herein after called COMPANY, to initiate CREDIT entries and/or correction entries to our  
[ ] CHECKING [ ] SAVINGS account (select one) indicated below at the depository named below, herein after called DEPOSITORY.

\_\_\_\_\_  
Depository Name/Bank Name Branch

\_\_\_\_\_  
City State

\_\_\_\_\_  
Bank Transit / ABA Number ( 9 digits ) Account Number

This authorization is to remain in full force until ePN has received written notification from me (or either or us) of its termination in such manner as to afford ePN and DEPOSITORY reasonable opportunity to act upon it.

\_\_\_\_\_  
Name(s) Title

\_\_\_\_\_  
Signature Date

***\*To be retained in ePN File until termination\****

Name and email addresses for recipients of nightly ACH Report:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature Page**

Agreement Title: Memorandum of Understanding for E-Recording Submitting Company  
EPN

Approved as to Legal Form Only:

By:  \_\_\_\_\_  
Colleen O Toole  
Ashtabula County Prosecutor

Dated: June 9 \_\_\_\_\_, 2021