

## **Electronic Recording of Documents eRecording**

On October 16, 2019, the Probate Court of Baldwin County initiated the option of recording certain documents by electronic means. This service will be provided through the use of an approved vendor. Parties wishing to utilize this type of recording service must first contact the vendor for details and procedures. The vendor that we are using is listed below:

Simplifile: [www.simplifile.com](http://www.simplifile.com)  
4844 North 300 West, Provo, UT

### **Procedures and Information Relating to Electronic Recording of Documents**

1. Documents received via electronic filing will be placed into a "queue" in date/time order, such to be accessed by Probate Court staff at regular intervals throughout a scheduled work day.
2. It is anticipated that access to a queue will be made at 8:30 a.m. and at 1:00 p.m. daily. Only one queue will be worked at a time. Parties submitting documents for electronic recording should be aware of this schedule. Once a queue has been completed, that session will close until the next scheduled session opens.
3. Submitting a document electronically to the Probate Court does not confirm, guarantee or validate the recording of a document. The document in the queue must be reviewed by Court staff to confirm its acceptance and that the correct recording fees and taxes are being paid. If the document is accepted, verification will issue and the document will be recorded. If the document is rejected, a notice of such will issue accordingly.
4. The following will NOT be accepted for electronic recording.
  - Bonds
  - Estate Claims
  - Partnerships documents
  - Corporations and LLCs documents
  - Maps
  - Uniform Commercial Code (UCCs)
  - Wills and Codicils
5. Questions regarding electronic recording of documents with the Probate Court of Baldwin County should be directed to the Recording Division at 251-937-0230.

The Probate Court Recording Division appreciates feedback on any of its operations. To provide such, please e-mail same to: Lynn Parmer, [LParmer@baldwincountyal.gov](mailto:LParmer@baldwincountyal.gov) or Sally Ludke, [Sally.Ludke@baldwincountyal.gov](mailto:Sally.Ludke@baldwincountyal.gov).