

Electronic Recording Procedures

This Electronic Recording Procedures Statement is dated _____ by and between Receiver, the government recording office of _____, located at _____, 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 ~~and~~ 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.

EFFECTIVE the date written above.

RECEIVER

By: _____
Name: _____
Office/Capacity: _____
Date: _____

SIMPLIFILE LC

By: _____
Name: _____
Office/Capacity: _____
Date: _____



County Contact Information

Recorder Contact Name and Information

The recorder contact information will be entered on the Simplifile site.

Name	Title
Email Address	Phone No.

County Contact Name and Information

The county contact will be a reference for submission questions and will receive and review test documents.

Name	Title
Email Address	Phone No.

Technical Contact Name and Information

The technical contact is who Simplifile developers will be working with on the IT side.

Name	Title
Email Address	Phone No.

General Office Information

County Information will be posted on the Simplifile site for submitters.

Website	Recording Hours	
Street Address		
City	State	Zip Code
Phone No.	Fax No.	



Simplifile ACH Credit and Debit Authorization

Signatory Authorization Declaration

I, _____, as an authorized signatory for _____ (County),
by my signature below, authorize Simplifile, LC (Vendor) to initiate credit and debit entries to my (our)

☐ Checking Account ☐ Savings Account

at the account and financial institution named below, for payments due to County for recording fees as described in the user agreement between County and Vendor as those payments become due. Vendor will identify transactions with the Simplifile ID number 1010658627. I acknowledge that the electronic fund transfer transactions to the account must comply with the provisions of U.S. law.

Financial Institution

Name	Branch	Phone
Street Address		
City	State	Zip Code
ACH Routing No.	Account No.	
Name On Account		

This authorization is to remain in full force and effect until either party provides written notification to the other of its termination in such time and manner as to afford both parties and the Depository a reasonable opportunity to act on it.

Authorized Signature

Name	Title	Phone
ID or Tax ID Number		
Signature	Date	