



COUNTY OF NORFOLK
COUNTY OF PRESIDENTS
REGISTRY OF DEEDS

NORFOLK REGISTRY DISTRICT OF THE LAND COURT

WILLIAM P. O'DONNELL
REGISTER OF DEEDS
ASSISTANT RECORDER OF THE
LAND COURT

Hello Norfolk County E-File Submitter,

On behalf of the Registry, I want to thank you for participating in our E-File program. We are proud of our partnership with our vendors and truly believe the E-File program is mutually beneficial both to the Registry and our end users.

As a way to promote best practices and ensure your experience electronically filing land documents is a good one, the following is an E-File Guide we would ask you to review to ensure the electronic document submittal conforms to our standards. By conforming to these standards, the Registry will be able to record your land document in a timely and efficient manner. If a land document submitted electronically is rejected, please review carefully the rejection reason and make the appropriate adjustment. We thank you for your cooperation.

When submitting land documents electronically, please ensure the following.

- 1) Please ensure documents are scanned in black and white. When documents are scanned in color or on auto, the type font is not solid black and that pixelized state can cause the Registry degradation problems down the line when we present the documents for viewing online. Please note your scan will be the permanent record and that is why it is so important that the document received electronically conforms to our minimum standard and the Registry is able to print a clear image for binding in our new books.
- 2) Please ensure that only the original document is being scanned for submission electronically. A photo copy, facsimile or printed email cannot be submitted electronically.
- 3) Make sure the land document sits properly in the scanner bed prior to electronic submittal. Otherwise, the edges of the document will show as a thick black wedge. The resulting poor quality scanning will not allow the Registry to record the document.
- 4) When a document is sent via email from one party to another PRIOR TO ELECTRONIC SUBMITTAL, the document size is invariably reduced. As a result, when the document is sent electronically, it is too small to read and the font size is too small to be scanned. Please ensure the document text size is correct before electronic transmittal; ensure the text fills the entire page. Please note 8 ½ x 14 inch documents automatically get reduced when scanned down to the size of the Registry's record books. Please try to limit the use of 8 ½ x 14 paper when you or your client produce original documents.

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www.norfolkdeeds.org

CC BY-NC 4.0

PLEASE ENSURE IF YOU ARE RECEIVING A DOCUMENT FROM ANOTHER PARTY VIA EMAIL, YOUR EMAIL BROWSER MARGINS MUST BE SET TO 0.00 SO THAT THE IMAGE DOES NOT GET REDUCED.

- 5) Make sure all exhibits attached to a land document are properly titled and incorporated by reference.
- 6) When electronically recording a deed, a confirmatory deed or a deed with one of the parties being a city/town or Fannie Mae, WHERE AN EXCISE STAMP/PAYMENT IS NOT REQUIRED, please ensure the amount of 1.00 dollar is entered. Otherwise, the system will charge your account for the full amount entered. We will adjust the true amount of consideration later.
- 7) The Notary Stamp must be legible on the land document. In addition, the Notary name and commission expiration date must be typed/clearly printed under the Notary signature.
- 8) Please ensure title references are correct.
- 9) Please note multiple reference instruments (documents) cannot be electronically filed.
- 10) Only land documents with a property address from one of the twenty-eight communities comprising Norfolk County can be submitted electronically to the Norfolk County Registry of Deeds for recording. The property address should be noted on the first page of the document. With all that said, please note the Registry does accept a small number of land documents, such as trusts and power of attorney without requiring a property address. However, even these land documents still need a reference to a town in order to be electronically recorded.
- 11) Prior to submitting document electronically, please redact the social security number on the document.
- 12) When electronically recording a Declaration of Homestead, the instrument type should be submitted as hmstd. This is important because of the recording fee charged for the Homestead. The recording fee for a Homestead is \$36.00 while the recording fee for a Declaration of Trust (dcln) is \$256.00.

If you still have questions, please do not hesitate to call our Recording Desk at (781)461-6123. Again, thank you for your attention to this matter.

Sincerely yours,

William P. O'Donnell
Register of Deeds