Recommended Guidelines

for Wisconsin Register of Deeds

Who Accept Electronic Documents for Recording

1. Follow Administrative Rule 70 and the Electronic Recording Council of Wisconsin (ERCWIS) business rules, and insist that your customers follow these rules.

2. Inform customers of Trusted Submitter Application and Agreement required to record electronically in the State of Wisconsin with the adoption of Admin 70.

3. Visit the ERCWIS website to determine approved Trusted Submitters.

4. Discontinue accepting electronic documents from customers who are not Trusted Submitters.

5. Accept all documents electronically unless an attachment, certification, accompanying document or colored seal make this impossible at the current time.

6. When experiencing recurring recording problems with an eRecord customer, check the ERCWIS website to find contact information (www.ercwis.wi.gov). Contact the Trusted Submitter and explain the problem.

7. When experiencing recurring recording problems with an eRecord customer whom you have contacted but after a reasonable period of time has not resolved the problem, or if a problem is of a very serious nature, contact the ERCWIS Chairperson or one of the Register of Deeds (ROD) representatives serving on the Council.

8. Transportation Project Plats (TPP) – accepted from approved Trusted Submitter. Set up process to suspend recording if ROD requires review prior to acceptance. Assign unique document number to TPP; volume and page number are optional and may be discontinued. If county chooses, generate and store paper copy for public access in ROD or other county office.   Pursuant to 706.25(3)(a)(1), hand written map notations for amendments may be indexed by electronic means.