

## E-RECORDING PROCEDURES:

Simplifile is the e-recording "Delivery Agent" the Lincoln County Register of Deeds office uses to securely transfer documents to the Register of Deeds office and back to the Submitter for recording. All instruments e-recorded in Lincoln County must be sent through Simplifile. Please contact Simplifile at <https://simplifile.com/> for more information.

1. E-packages may be submitted at any time; however, they will only be received for recording between the hours of 8:00 am and 4:00 pm, Central Time.
2. Simplifile must make payments of recording fees via ACH. The County will not accept payments for recording fees and/or transfer fee directly from the e-recording customer.
3. Only Model 2 and 3 recording models will be accepted. (See [pria.us](http://pria.us) for additional information.)
4. DPI required. Documents must be scanned in black and white at 300 dpi.
5. Document Format. Images must be sent in a Tiff or PDF document format.
6. Electronic documents must adhere to all South Dakota Statutes.
7. Documents will be rejected if not legible.
8. When multiple documents are sent in a package, If one document does not qualify for recording, the whole packet of documents will be returned without being recorded.
9. No more than 10 documents may be submitted at one time.
10. Documents that contain more than one mortgage, or more than one mortgage or other instrument being assigned, partially released or satisfied will be rejected.
11. Lincoln County Register of Deed, by communicating the request to the Delivery Agent, reserves the right to terminate a submitter from using the electronic delivery system provided by the Delivery Agent.
12. Submission Fee charged by Delivery Agent. There are no additional fees collected by the county for electronically transmitting your documents; however, a submission fee will be required by the Delivery Agent from the Filer/Submitter upon using their system to securely transfer the documents.
13. The Lincoln County Register of Deeds shall make every reasonable attempt to record all documents on the same business day as received but is not expressly guaranteed.

14. Notary Information. The Notary Commission Expiration date, the State the Notary is commissioned in and the Notary's Name must be clearly stated on the document along with a proper acknowledgment. Seals should not cover up any information has to make the document illegible.

15. The following documents will be accepted electronically by the Lincoln County Register of Deeds:

1. Satisfaction of Mortgage
2. Assignment of Mortgage
3. Mortgage
4. Re-recorded Mortgage
5. Partial Release of Mortgage
6. Modification of Mortgage
7. Amendment of Mortgage
8. Subordination
9. Addendum
10. Assignment of Rents
11. Satisfaction of Assignment of Rents
12. Affidavit of possession
13. Transfer on Death Deed
14. Revocation of Transfer on Death Deed
15. Affidavit of Confirmation
16. Lis Pendens
17. Lis Pendens Release

16. The following document types will be accepted electronically by the Lincoln County Register of Deeds but will require a South Dakota Certificate of Value to be filed with the instrument.

1. Warranty Deed
2. Corrective Warranty Deed
3. Quit Claim Deed
4. Corrective Quit Claim Deed
5. Trustee's Deed
6. Personal Representative Deed
7. Conservator's Deed
8. Contract for Deed
9. Assignment of Contract for Deed
10. Amendment of Contract for Deed