



SHEBOYGAN COUNTY

Ellen R Schleicher
Register of Deeds

Amanda Drossel Walloch
Office Supervisor

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Dear Valued Recording Partners,

In order to cut expenses and streamline duties, Sheboygan County, will be changing its mail back policy. Effective May 1, 2025, we will be going to a partial tag-less recording system; This system will allow us to electronically return submitted paper documents via email.

NOTE: If you are already eRecording your documents, this process change will not affect you.

After the **paper** document is reviewed to meet statutory requirements, it is scanned into our land record system. Once recorded the document will be indexed, our software systems will then assign a document number and the electronic recording stamp, as it does now, to the digital image. **The document will be electronically returned to the submitter.** The original paper document, with the recording stamp, will be on file in the Register of Deeds office for a minimum of **30 days** following recording, unless you send a self-addressed stamped envelope with the document. If you currently have a pickup drawer they will be placed in your assigned drawer. If you do not have a pickup drawer and one is needed please contact our office. If the drawer gets to full we will have to purge and shred older documents.

Please note: Rejected documents will not be mailed back unless a self-addressed stamped envelope is provided. Or will be placed in the usual rejection drawer.

This change will bring benefits to you as well. Some of those are as follows:

- Access to your recorded document, via email, minutes after we finish recording the document.
- These digitized documents will allow you to store them directly into your software program.
- Same day notice of rejected documents allowing you to submit a correction quickly.
- The email will include a secure link to the recorded document allowing it to be printed a total of 3 times without paying additional copy fees to the county. This link is valid for 7 days.

What we need from you is simple:

- Please complete the enclosed user agreement providing us with any email address(es) to return recorded documents or rejection letters. We suggest that you use an email address that allows multiple folks to access, in the event that someone is on vacation another individual can retrieve that email.
- If you prefer to get set up with one of our eRecording vendors, the vendor information can be found on the back of the agreement.

Many of our partners are already enjoying their documents returned to them electronically. If you would like to start this today simply send in your signed agreement.

If your signed agreement is not returned via regular mail or email at register.deeds@sheboygancounty.com before **April 30, 2025**, our office will keep the document on file for you to retrieve within the 30-day window. You will not receive the electronic record until your signed agreement is received. If you have any questions regarding tag-less recording and/or the electronic return of documents, please give me a call at (920) 459-3027.

Thank you for your continued support of this office. ~ Ellen R. Schleicher