



**REGISTRAR-RECORDER/COUNTY CLERK**  
**DOCUMENT RECORDING DIVISION**

June 2, 2004

**TO:** All Courier Service Companies

**FROM:** Marlene F. Smith, Manager  
Document Recording Division

**SUBJECT: SUBMITTING DOCUMENTS TO BE RECORDED**

In an effort to provide equitable and consistent customer service, effective July 1, 2004 the Registrar-Recorder/County Clerk's, Norwalk office, Los Angeles Airport, Lancaster and Van Nuys District Offices will process all incoming courier service documents as mail for recording the next business day. As such, below are outlined instructions on how your documents shall be presented for recording and information on the process.

1. All Courier Service companies will be required to submit their recordings with a Registrar-Recorder/County Clerk "Courier Service Recording Request" form (ATTACHMENT), Company buck slip, or recording instruction cover sheet in duplicate. In order to ensure your documents are recorded correctly the following information should be provided:
  - a. All recording instructions
  - b. Number of conformed copies requested
  - c. Concurrent or sequential order information
  - d. Date and Time stamped (Date stamp located at window "C")
  - e. Proper Fees Attached (check or money order only)
2. All documents shall be presented for recording on the first floor at one of the two dedicated windows identified as "Attorney Service Window" in the Norwalk office, and as directed at each of the District Offices.
3. Courier Service Representative's shall keep a copy of the dated and timed stamp cover page to be used as a receipt of delivery and presented to the cashier staff when picking up the documents.
4. All documents will be available for pick up the same hour on the following business day. Recording date and time will reflect the pick up date with a recording time consistent with the hour the documents are to be picked up or earlier.
5. Documents can be picked up in the cashier's area at the window designated "Attorney Service" window after 10:00 a.m. in the Norwalk Office and as directed in the District Offices.

6. Fee shortages will be identified by the examiner and must be paid in full at the time of pick up.
7. Rejection forms will be attached to all documents that do not conform to the proper recording requirements.

**NOTE:**

As a result of staffing limitations in our District Office locations, Courier Services recording more than 10 documents per day for the LAX, Van Nuys and/or Lancaster Offices will need to be submitted to the Norwalk Facility.

We will gladly extend the courtesy of delivering these documents via county messenger, however, this will result in a two to three day delay in processing time.

If you have additional questions or need clarification please contact Monique Blakely, Assistant Division Manager or myself at (562) 462-2889.

- 1. Upon implementation of this policy change, Absolute Service will eliminate the \$10.00 Recorder surcharge.**
- 2. The use of the attached form is optional and is only necessary if you have special instructions that will not fit on our filing instruction form.**



**COURIER SERVICE  
RECORDING REQUEST**

DATE/TIME STAMP

Empty box for DATE/TIME STAMP

**PLEASE PRINT LEGIBLY**

**FIRM/CLIENT NAME** ABSOLUTE SERVICE OF LOS ANGELES

**MAILING ADDRESS** 1301 W. SECOND STREET, SUITE 204

**CITY** LOS ANGELES **STATE** CA **ZIP CODE** 90026

**TELEPHONE NUMBER** (213) 481-7334

**PLEASE CHECK: PICK UP**  **MAIL BACK**

**FILING INSTRUCTIONS**  
(INDICATE ANY AND ALL SPECIAL INSTRUCTIONS BELOW)

**NUMBER OF DOCS:** \_\_\_\_\_ **AMOUNT ENCLOSED \$** \_\_\_\_\_

Five horizontal lines for special instructions

CONFORMED or  CERTIFIED REQUESTED:  **All**

- |          |           |           |
|----------|-----------|-----------|
| 1. _____ | 6. _____  | 11. _____ |
| 2. _____ | 7. _____  | 12. _____ |
| 3. _____ | 8. _____  | 13. _____ |
| 4. _____ | 9. _____  | 14. _____ |
| 5. _____ | 10. _____ | 15. _____ |