



# Good Deeds

News from the Office of the Recorder of Deeds, Chester County, PA 19380

Winter 2007

## Office Officials:

Terence Farrell, *Recorder of Deeds*  
Ruth C. Huganir, *Deputy Recorder*  
Edward C. Sweeney, *Solicitor*

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Website: [dsf.chesco.org/recorder](http://dsf.chesco.org/recorder)

Click on "Records Search" for records on line

## Hours:

The office is opened Monday through Friday from 8:30 a.m. to 4:30 p.m. However, same-day document recording stops at 4:00 p.m. on all days. The Record Room opens at 8:30 a.m., weather permitting.

## Fees:

For a full list of fees charged for services, see our website: [dsf.chesco.org/recorder](http://dsf.chesco.org/recorder)

## Reminder:

To save time and facilitate the filing and recording of documents in the Chester County Office of Recorder of Deeds, submitting parties should include two return self-addressed, stamped envelopes with the initial filing. The first envelope will be used to notify the submitting party the document has been received and the second envelope will be used to return the original recorded document. If return envelopes aren't included, the notification process will take longer to complete.

Prior Newsletters are available at [dsf.chesco.org/recorder](http://dsf.chesco.org/recorder)

## Chester County Recorder of Deeds Enters Proof of Concept Agreement for Multi-State eRecording Portal

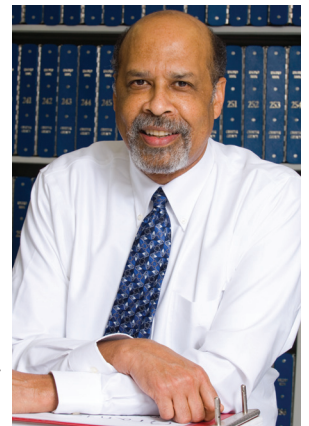
Terence Farrell, Chester County Recorder of Deeds, has agreed to enter into a Proof of Concept with Monmouth County, New Jersey for a multi-state eRecording Portal. Chester County will be the leading—and first—Pennsylvania county to join the existing New Jersey eRecording Portal. The Portal enables the title industry to submit electronic documents to numerous counties, in both States, via one website.

Mr. Farrell's office began accepting electronic documents in March 2006 through the vendor Simplifile. Submitters using this method must also utilize the Simplifile system. Under the Portal, electronic documents can be submitted to the Portal using any eRecording system the submitter chooses. The Portal then translates the submission into digital data and images compatible with each County's recording system.

"The Portal allows for seamless transmission of eDocuments from any submitter," said Farrell. The Monmouth County Chief Clerk's office has been using the Portal since 2003. "The technology being used in New Jersey has proven to be a time-saving and cost saving tool for both the users and the County," explained Farrell.

The initial Proof of Concept will be ninety days in duration with specified electronic documents and submitters. Once the initial phase is completed, all document types and submitters will be able to integrate with the Portal and other interested Pennsylvania Recorders will join. Mr. Farrell's goal is to enable all sixty-seven Pennsylvania County Recorders of Deeds to participate in the Portal so that only one website is needed to electronically record documents in any county in Pennsylvania that is capable of eRecording.

Chester County's participation in this multi-state eRecording Portal is one more way that Mr. Farrell has fulfilled his promise to bring the Chester County Recorder of Deeds office into the 21st Century.



Terence Farrell,  
Recorder of Deeds

## Deputy Recorder Ruth Huganir Becomes an eNotary



Ruth Huganir,  
Deputy Recorder

Ruth Huganir, Chester County's Deputy Recorder of Deeds, has recently completed the requirements to become an eNotary. "The process was simple, and took just a few weeks from start to finish," said Huganir.

To become an eNotary, a commissioned Pennsylvania notary must receive approval from the Department of State and obtain an Electronic Notary Seal from the National Notary Association. The process begins by submitting an application and fee to the Pennsylvania Department of State (go to [www.dos.state.pa.us/notaries](http://www.dos.state.pa.us/notaries) for more information). "After receiving a letter of approval from the PA Department of State, the notary comes to the Recorder of Deeds office for verification. After verification, you can go to your office or home computer and complete the process by downloading the Electronic Notary Seal," explained Huganir.

## A Look Back: The Recorders Office 2000 - 2006

As he enters his final year, we thought we would offer a look back at the accomplishments achieved in the Recorder of Deeds Office under Recorder Terence Farrell and Deputy Recorder Ruth Huganir. Over the course of the last seven years, the office has seen many improvements in technology and efficiency—bringing increased service to users and increased cost savings to taxpayers. In the upcoming year, the Office of the Chester County Recorder of Deeds will again be at the forefront in the recording industry. Recorder Terence Farrell has been appointed to participate in Phase II of the Pennsylvania eNotary Initiative. Phase II is a continuation of the successful Phase I Initiative started early in 2006. Farrell will also continue to work with Monmouth County, New Jersey in establishing a multi-state eRecording Portal. “We have accomplished much,” said Mr. Farrell. “But, the past is only a prologue to what we hope to do.”

### Timeline of Recorder of Deeds Milestones • 2000-2006

<b>2006</b>	<ul style="list-style-type: none"> <li>Farrell Participates in PA eNotary Initiative Phase I, establishing eNotary service in Chester County</li> <li>Farrell and Huganir participate in the initial drafting of model legislation securing individual privacy as it relates to documents handled by the Recorder's Office</li> <li>ROD funds historic deed restoration project to be completed with the Records &amp; Archives Department using fee based funds, not taxpayer dollars</li> <li>ROD records 2994 electronic documents</li> </ul>	Documents Recorded: 106,301 Departmental Earnings: \$4.3m (as of 9/30)
<b>2005</b>	<ul style="list-style-type: none"> <li>Ability to print recorded docs offsite/from web</li> <li>New document standards take effect: standardizing format, font, paper size, and other attributes according to nationally accepted standards, paving the way for electronic recording</li> <li>ROD begins upload of 30 years of historic document images</li> </ul>	Documents Recorded: 117,013 Departmental Earnings: \$5.3m (\$3.9m transferred to the County's General Fund)
<b>2004</b>	<ul style="list-style-type: none"> <li>ROD moves from the Dague Building to 121 N. Walnut Street, West Chester</li> <li>Upgrade of iCRIS (Internet access of Records) allows increased staff productivity and greater access speed for users</li> <li>ROD selected to participate in Pennsylvania's new e-Notary program</li> </ul>	Documents Recorded: 134,294 Departmental Earnings: \$6.9m (\$5.6m transferred to the County's General Fund)
<b>2003</b>	<ul style="list-style-type: none"> <li>Huganir becomes Deputy Recorder</li> <li>Farrell institutes triple key index verification, ensuring the accuracy of the Recorder's records</li> <li>ROD adopts Mission Statement</li> </ul>	Documents Recorded: 190,644 Departmental Earnings: \$10.3m – an all time record
<b>2002</b>	<ul style="list-style-type: none"> <li>Farrell accepts “Exemplary Systems in Government Award” on behalf of ROD and the County of Chester</li> </ul>	Documents Recorded: 137,412 Departmental Earnings: \$7.8m
<b>2001</b>	<ul style="list-style-type: none"> <li>Farrell spearheads Chester County's adoption of the Uniform Parcel Identifier Ordinance, creating parcel identifier numbers for all land located in Chester County. This enhances the County's 911 Emergency System and generates revenues for the County's General Fund</li> <li>Farrell signs a six-year lease with Eagle Computer for computerized recording system. This system saves Chester County taxpayers \$200,000 the first year.</li> </ul>	Documents Recorded: 102,696 Departmental Earnings: \$5.2m
<b>2000</b>	<ul style="list-style-type: none"> <li>Farrell takes office as Recorder of Deeds</li> <li>Farrell begins due diligence search for self-contained computerized recording system to ensure the safety of Chester County's land records and enable more cost-effective office productivity</li> <li>Farrell begins feasibility study of Uniform Parcel Identifier (UPI) Act enacted by Pennsylvania Legislature – enabling for the first time numerical index of Land Records</li> </ul>	Documents Recorded: 85,036 Departmental Earnings: \$3.7m

### Recorder of Deeds Terence Farrell to take part in Phase II of the Pennsylvania eNotary Initiative

Chester County Recorder of Deeds Terence Farrell has been appointed to participate in Phase II of Pennsylvania's eNotary Initiative. Phase I was begun in February 2006 with Chester County being one of four Pennsylvania counties chosen to participate. “We saw a successful start this year and expect more applications in 2007,” commented Farrell. In 2006, 418 notaries applied for an eNotary seal in Pennsylvania. “As more submitters become familiar with the convenience and safety features of eNotarizing documents, the system will see more use,” said Farrell.

During Phase II of the Initiative, the Department of State will allow other Recorders of Deeds to participate in registering e-Notaries. If these counties are capable, they will also participate in e-recording documents notarized by Pennsylvania e-Notaries. Farrell noted, “Since Phase I of the Initiative was so successful, our goal is to bring in any interested Recorders so that all Pennsylvania Recorders' offices can begin doing business via e-commerce.”