



eRecording Frequently Asked Questions

Who may submit documents for eRecording?

Attorneys, title companies, financial institutions, surveyors, and other frequent filers may submit documents electronically through an approved eRecording vendor. Individuals who do not routinely file documents may contact an authorized vendor to determine eligibility and registration requirements.

How do I begin eRecording in Jefferson County?

To begin, you must register with an authorized eRecording company that has an agreement with the Jefferson County Clerk's Office. The vendor will provide training, software access, and instructions for submitting documents electronically.

What types of documents may be eRecorded?

Most land record documents eligible for recording in the Official Public Records may be submitted electronically, including deeds, deeds of trust, releases, liens, assignments, plats (if permitted by statute and vendor capability), and other real property instruments.

Documents must meet all statutory recording requirements under the **Texas Property Code** and any applicable local recording standards.

What are the benefits of eRecording?

- Faster document submission and return
- Reduced mailing and courier costs
- Immediate confirmation of receipt
- Improved document tracking
- Secure transmission using industry-standard encryption

Are electronically recorded documents legally valid?

Electronic documents are recorded in the Official Public Records in the same manner as paper documents and are afforded the same legal status and evidentiary effect under Texas law.

How are recording fees paid?

Recording fees are collected through the authorized eRecording vendor at the time of submission. The vendor will provide payment options and fee breakdowns.

How long does it take for an eRecorded document to be processed?

Processing times vary depending on daily volume; however, electronic submissions are typically reviewed more quickly than paper filings. Clerks shall confirm or reject an electronic filing of an electronic document or other instrument not later than the first business day after the date the electronic document or other instrument is filed. § 195.004 LGC

Who do I contact with questions?

For technical issues related to submission, payment, or account access, please contact your eRecording vendor directly.

Submission through an authorized eRecording vendor does not guarantee acceptance for recording. Documents are reviewed for statutory compliance, legibility, required indexing information, and applicable fees. Documents that do not meet recording requirements will be rejected and returned electronically for correction.