



COUNTY OF SAN DIEGO

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ASSESSOR/RECORDER/COUNTY CLERK

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TO: San Diego County Recorder/County Clerk Customers

FROM: Val Wood, Chief Deputy Recorder/County Clerk

DATE: October 31, 2014

SUBJECT: Conformed Copy Change

I am excited to inform you that we will soon be implementing our new recording system, Acclaim, and with this new system comes changes. This letter is to officially inform you of a change in conformed copies. Effective December 1, 2014 our office will no longer provide the conformed copy service. We are replacing this service by selling a copy of the first page which has the recording label. If you need the recording information returned to you quickly you may purchase a copy of the first page only, for \$2.00.

If your document requires a coversheet, and you only want a copy of the first page, you may want to write the names of the parties on the coversheet. This is not a recording requirement, but a way for you to easily identify your documents quickly if you have multiple recordings and you typically use the names as a reference.

The County of San Diego Board of Supervisors Policy #B-29 requires that county departments recover full cost, to the extent legally possible, for services provided to agencies or individuals. Any exception would require specific Board approval. Our office has conducted an initial time study for conformed copies which resulted in a cost higher than the \$2.00 copy fee for the first page mentioned above. We chose to discontinue the service and offer the first page copy as an alternative.

Additionally, our office is preparing to implement a new recording system. We are planning the implementation of electronic recording in 2015 for those customers who are eligible for these services and in mid-2015 we plan to implement immediate return of documents that are presented for recording in one of our offices – eliminating the wait time you now experience.

You may also purchase a copy of the entire document at the cost of \$2.00 per page. Certification is an additional \$1.00. However, you must purchase the entire document if you need certification. Thank you for your flexibility and cooperation in this matter.

Please email or call if you have any questions. My contact information is: (619) 557-4035 or val.wood@sdcounty.ca.gov.