



Los Angeles County Registrar-Recorder/County Clerk

Dean C. Logan  
Registrar-Recorder/County Clerk

August 1, 2015

TO: All Courier Service Companies

FROM: Jaime T. Pailma, Manager *Jaime T. Pailma*  
Document Recording Division

**SUBJECT: SUBMITTING DOCUMENTS TO BE RECORDED**

In an effort to provide efficient and consistent customer service, effective **September 1, 2015** the Registrar-Recorder/County Clerk's Norwalk office will process all incoming courier service documents as follows:

1. In Norwalk, packages containing up to 10 documents will be handled over the counter.
  - a. Due to staffing limitations in our District Office locations (LAX, Van Nuys and Lancaster) packages containing up to 3 documents will be handled over the counter.
2. Packages containing more than 10 documents (or more than 3 documents at the District Office locations) will utilize our drop off method and be processed within 3 business days.
  - a. An exception to this rule would be documents legally mandated to be recorded within 2 days.

All other processing procedures and requirements will remain the same.

If you have additional questions or need clarification please contact Bessie O'Camb at (562) 462-2114.