



DEAN C. LOGAN  
Registrar-Recorder/County Clerk

**March 15, 2018**

**TO:** All Customers

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

**SUBJECT: SUBMITTING DOCUMENTS TO BE RECORDED/FILED**

In order to serve ALL of our counter customers in the most fair and efficient method, effective **Monday, April 16, 2018** the Registrar-Recorder/County Clerk's Norwalk office will be making the following changes to the acceptance of documents for recording and/or filing over the counter:

1. In Document Analysis and Recording all Courier and bulk windows will be closed starting at 4:30PM each day. Customers are welcome to use our drop off method for these documents brought in after 4:30PM at window.
2. In Business Filing and Registration, all customers with greater than 3 documents must be in line by 4:30PM. Customers with more than 3 documents are welcome to use our drop off method if they arrive after 4:30PM. In addition, to be as equitable as possible customers cannot take up more than one window at a time.

***NOTE: All packages referred to above may include all document types, submitted by any party, with the exception of Title Company prepared documents.***

If you have additional questions or need clarification please contact:  
Document Analysis & Recording - Natasha Campbell at (562) 462-2114  
Business Filing & Registration - Maria Garcia at (562)462-2122.