



# COOK COUNTY RECORDER OF DEEDS Edward M. Moody

OUR MISSION: Accuracy—Efficiency—Advocacy

Phone: 312-603-5050 Address: 118 N. Clark Street, Room 120, Chicago, Illinois 60602 Website: [www.cookrecorder.com](http://www.cookrecorder.com)

## Recorder of Deeds Office to Resume Operations but Remain Closed to Non-Employee Members of the Public

Cook County Recorder of Deeds Edward M. Moody would like to announce that, effective July 6, 2020, the Recorder of Deeds office will resume on-site operations. While the Office's Employees will be working on-site to provide critical services to the public, the Recorder of Deeds Office and Satellite Offices will remain closed to non-Employee members of the public. The following explains how customers can record their documents or obtain other services while the office remains closed to the public:

**Recording** - Customers will continue to be able to record documents through e-recording process or by submitting documents to the office via USPS mail or commercial shipping carrier (such as FedEx or UPS). Please be advised that e-recording is only available to those that have an account with a third-party document submitter. If a customer plans to record only one or two documents on their own, the best solution would be to submit your documents by USPS mail or commercial shipping carrier. Information regarding Information relating to e-recording documents with the office can be found on the Recorder of Deeds website at <https://cookrecorder.com/e-record-deeds-cook-county/>. Documents sent via USPS Mail or commercial shipping carrier should be sent to:

Cook County Recorder of Deeds  
Attn: Recording Operations  
118 N. Clark Street, Room 120  
Chicago, IL 60602

**\*\*\* Please do not mail documents to our satellite offices as this may result in a delay in recording your documents.**

**Special Note about Plats and Condo Declarations** – Plats of Subdivision and Condominium Declarations cannot be recorded through our e-recording platform. If you would like to record these documents, please send them along with the appropriate fee to the address above, attention Plat and Condo Declaration Recording.

**Special Note about Transfer on Death Instruments (“TODIs”)** – The fastest and most efficient way to record TODI's would be to submit the documents to our office through USPS Mail or commercial shipping carrier. Please send these documents along with the \$48 fee to the address above.

**Special Note about Mechanic's Liens** – When submitting Mechanic's Liens to the office through USPS Mail or commercial shipping carrier, please send them along with the appropriate fee to the address above, attention Mechanic's Lien processing.

**Retrieving and Purchasing Previously Recorded Documents** - If you need to obtain a copy of a previously recorded document, there are several options available to you. If the document you are requesting was recorded since 1985, you can purchase a copy of the document on the Recorder's website or on the website of our vendor, Onyx Electronics, through its website at [ccrecorder.org](http://ccrecorder.org). Information regarding purchasing documents online can be found on the Recorder's website at <https://cookrecorder.com/search-our-records/>.

If you are in need of a document that was recorded prior to 1985, you can request that document by sending an email to [ROD.support@cookcountyil.gov](mailto:ROD.support@cookcountyil.gov) (please include Document Search in the subject line and information relating to your document request in the body of the email). If you need additional assistance regarding your document request, please call (312) 603-5050.

Please refer to our website, [www.cookrecorder.com](http://www.cookrecorder.com) for any updates regarding the status of the Recorder of Deeds Office. If you have any questions, please contact us at (312) 603-5050 or at [ROD.Support@cookcountyil.gov](mailto:ROD.Support@cookcountyil.gov).

We appreciate your understanding and thank you for your patience as we work through this difficult time together.