MEMORANDUM

FOR IMMEDIATE RELEASE

AMY M. MEYER

OFFICE OF THE MADISON COUNTY RECORDER

In response to the ongoing COVID-19 crisis, Madison County Recorder Amy M. Meyer is taking steps to ensure the safety of our patrons, employees and the residents of Madison County. Understanding the essential function our office provides and the need to continue our operations, we have changed our operations with the goal of continuing our services to the public while limiting exposure of the virus to our patrons and staff. Fortunately, many of the services provided by the Recorder’s Office can be provided without direct in-person contact.

As a result, the Recorder will be making the following changes:

At the start of the business day of March 23, 2020, the Madison County Recorder will be recording documents by USPS MAIL, FedEx, UPS mail or electronic-recording ONLY.

The public will not be allowed into the Recorder’s Office. This will remain in effect until April 7, 2020.

These precautionary measures will help protect employees and the public against the spread of COVID-19 while safeguarding the continued operations of our office.

There are several ways for customers to receive important services from the Recorder’s Office during this period:

RECORDING

Patrons will continue to be able to record documents with this office via our e-recording process or by submitting documents to our office via USPS mail or commercial shipping carriers (such as FedEx or UPS). Hardcopy documents will be returned via USPS mail. However, submitters who request electronic returns and provide an email address, may also have documents returned electronically at no cost.

RETRIEVING PREVIOUSLY RECORDED DOCUMENTS

All existing electronic search options, including LAREDO, TAPESTRY and MONARCH are available for searching. Further, copies from the Vault records will continue to be available by request at recorder@co.madison.il.us

Should you wish to contact the office, please leave a message at the main line or e-mail recorder@co.madison.il.us  This is temporary and will allow us to focus on our recording process. Messages left via telephone and e-mail will be checked and responded to in a timely fashion.

We are very proud of the essential functions of our office and are committed to continuing the recording process and to serving you during this difficult time.