

## 103RD GENERAL ASSEMBLY State of Illinois 2023 and 2024 SB2227

Introduced 2/10/2023, by Sen. Linda Holmes

## SYNOPSIS AS INTRODUCED:

See Index

Amends the Recorder Division of the Counties Code. Removes a requirement that a recorder be commissioned by the Governor. Provides that the chief deputy recorder (rather than the deputy recorder) shall be the recorder when the elected recorder is in active military service and that the chief deputy recorder shall receive the same compensation as the recorder during this time unless already receiving higher compensation than the recorder. Allows storage of certain information or documents in databases rather than only in books. Removes provisions repealing a Section concerning a mechanics lien demand and referral pilot program that would have otherwise repealed on January 1, 2024. Provides that the recorder may accept facsimile or other photographic or photostatic copies of the signatures of parties executing documents without labeling those signatures as copies if they are digital signatures offered in compliance with federal or State law. In provisions relating to documents received stating that a mortgage or lien is to be filed but not recorded, provides that the document will be marked filed only upon payment of a fee equal to what would be charged if the document were to be recorded. Provides that a recorder may waive the fee for additional copies of certificates of discharge or release from active duty if the recorder deems collecting the fee to be a burden to the county and the fee is waived for all requesting copies of these documents. Removes and repeals provisions relating to the time for opening and closing the recorder's office. Increases the fee for violations relating to recording a map, plat, or subdivision of land to \$1,000 (rather than \$200). Replaces pronouns with gender-neutral terms. Makes other changes. Effective immediately.

LRB103 28861 AWJ 55246 b

1 AN ACT concerning local government.

## Be it enacted by the People of the State of Illinois, represented in the General Assembly:

- Section 5. The Counties Code is amended by changing Sections 3-5001, 3-5002, 3-5003, 3-5004, 3-5005, 3-5005.1, 3-5005.2, 3-5005.3, 3-5005.4, 3-5006, 3-5007, 3-5008, 3-5009, 3-5010, 3-5010.5, 3-5010.8, 3-5011, 3-5012, 3-5013, 3-5014, 3-5015, 3-5016, 3-5018, 3-5018.1, 3-5019, 3-5020, 3-5020.5, 3-5021, 3-5024, 3-5025, 3-5029, 3-5031, 3-5033, 3-5036.5,
- 11 (55 ILCS 5/3-5001) (from Ch. 34, par. 3-5001)

3-5037, 3-5038, and 3-5045 as follows:

- Sec. 3-5001. County clerk as recorder; election of recorder. The county clerk in counties having a population of less than 60,000 inhabitants shall be the recorder in the clerk's his county.
- In counties having a population of 60,000 or more inhabitants, there shall be elected a recorder, as provided by law, who shall hold his office until a his successor is qualified.
- If the population of any county in which a recorder has been elected decreases to less than 60,000, the voters of that county shall continue to elect a recorder if the county board adopts a resolution to continue the office of an elected

- 1 recorder.
- 2 (Source: P.A. 86-962; 86-1028.)
- 3 (55 ILCS 5/3-5002) (from Ch. 34, par. 3-5002)
- 4 Sec. 3-5002. Bond. Every recorder, whether elected as such 5 or holding the office of recorder in addition to the office of county clerk as hereinbefore provided, shall, before entering 6 upon the duties of the his or her office, give bonds (or, if 7 county is self-insured, the county through its 8 the 9 self-insurance program may provide bonding), with sufficient 10 security to be approved by the circuit court, payable to the 11 People of the State of Illinois, in the penal sum of \$10,000 12 (except that in counties having a population of 60,000 or more 1.3 inhabitants the penalty of the bond shall be \$20,000), 14 conditioned for the faithful discharge of the recorder's his 15 or her duties, and to deliver up all papers, books, records and 16 other things appertaining to the his or her office, whole, safe and undefaced, when lawfully required so to do - which 17 bond shall be filed in the office of the Secretary of State, 18 and a copy thereof filed of record in the court. 19
- 20 (Source: P.A. 88-387.)
- 21 (55 ILCS 5/3-5003) (from Ch. 34, par. 3-5003)
- Sec. 3-5003. Oath. Each recorder, before entering upon the duties of the his office, shall take and subscribe to the oath or affirmation prescribed by Section 3, Article XIII of the

- 1 Constitution, which shall be filed with the county clerk.
- 2 (Source: P.A. 86-962.)
- $3 mtext{(55 ILCS } 5/3-5004) mtext{ (from Ch. } 34, par. 3-5004)$
- 4 Sec. 3-5004. Commencement of duties. The recorder shall
- 5 enter upon the duties of the his office on the first day in the
- 6 month of December following the recorder's his election on
- 7 which the office of the recorder is required, by statute or by
- 8 action of the county board, to be open. He shall be
- 9 commissioned by the Governor.
- 10 (Source: P.A. 86-962.)
- 11 (55 ILCS 5/3-5005) (from Ch. 34, par. 3-5005)
- 12 Sec. 3-5005. Functions, powers and duties of recorder. The
- 13 functions and powers of the recorders shall be uniform in the
- 14 various counties of this State. The recorder has those
- 15 functions, powers, and duties as provided in this Division the
- 16 Sections following this Section and preceding Section 3 5006.
- 17 (Source: P.A. 86-962.)
- 18 (55 ILCS 5/3-5005.1) (from Ch. 34, par. 3-5005.1)
- 19 Sec. 3-5005.1. Appointment of deputies, assistants and
- 20 personnel. The recorder shall appoint his deputies,
- 21 assistants, and personnel to assist the recorder him in the
- 22 performance of the recorder's his duties.
- 23 (Source: P.A. 86-962.)

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1 (55 ILCS 5/3-5005.2) (from Ch. 34, par. 3-5005.2)
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Sec. 3-5005.2. Internal operations of office. The recorder shall have the right to control the internal operations of the his office; to procure necessary equipment, materials and services to perform the duties of the his office. The recorder Recorder shall have the right to select the computer or micrographic system to be used for document storage and retrieval. The recorder Recorder may retain the services of management or consulting firms to establish or maintain such a system.

- 11 (Source: P.A. 86-962.)
- 12 (55 ILCS 5/3-5005.3) (from Ch. 34, par. 3-5005.3)

Sec. 3-5005.3. Monthly report of financial status. The recorder shall file a monthly report with the county clerk summarizing the financial status of the his office in such form as shall be determined by the county board.

17 (Source: P.A. 86-962.)

- 18 (55 ILCS 5/3-5005.4) (from Ch. 34, par. 3-5005.4)
- 19 Sec. 3-5005.4. Deposit of fee income; special funds. The 20 recorder shall deposit in the office of the county treasurer 21 monthly by the 10th day of the month following, all fee income. 22 The recorder may maintain the following special funds from 23 which the county board shall authorize payment by voucher

- between board meetings:
- 2 (a) Overpayments.
- 3 (b) Reasonable amount needed during the succeeding
- 4 accounting period to pay office expenses, postage, freight,
- 5 express or similar charges.
- 6 (c) Excess earnings from the sale of revenue stamps to be
- 7 maintained in a fund to be used for the purchase of additional
- 8 stamps from the Illinois Department of Revenue.
- 9 (d) Fund to pay necessary travel, dues and other expenses
- incurred in attending workshops, educational seminars and
- 11 organizational meetings established for the purpose of
- 12 providing in-service training.
- 13 (e) Trust funds and for such other purposes as may be
- 14 provided for by law.
- 15 (f) Such other funds as may be authorized by the county
- 16 board. The recorder shall make accounting monthly to the
- 17 county board through the county clerk of all special funds
- 18 maintained by the recorder him in the discharge of the
- 19 recorder's <del>his</del> duties.
- 20 (Source: P.A. 86-962.)
- 21 (55 ILCS 5/3-5006) (from Ch. 34, par. 3-5006)
- Sec. 3-5006. Appointment of deputies in writing.
- 23 Appointments of deputies shall be in writing, and entered upon
- the records of the his office.
- 25 (Source: P.A. 86-962.)

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1 (55 ILCS 5/3-5007) (from Ch. 34, par. 3-5007)

Sec. 3-5007. Oath of deputies. Each deputy shall, before entering upon the <u>deputy's</u> duties <del>of his office</del>, take and subscribe an oath or affirmation, in like form as is required of the recorder, which shall be filed in the office of the recorder.

7 (Source: P.A. 86-962.)

8 (55 ILCS 5/3-5008) (from Ch. 34, par. 3-5008)

Sec. 3-5008. Powers of deputies. Deputy recorders duly appointed and qualified may perform any and all duties of the recorder in the name of the recorder, and the acts of such deputies shall be held to be the acts of the recorder, and in case of the death of the recorder or the recorder's his deposition from office, the chief deputy shall thereupon become the acting recorder until such vacancy shall be filled according to the The Election Code, and the chief deputy he shall file a like bond and be vested with the same powers and subject to the same responsibilities and entitled to the same compensation as in case of recorder. Provided, that if the recorder is called into the active military service of the United States, the his office shall not be deemed to be vacant during the time the recorder he is in the active military service of the United States, but during the time the recorder he is in such active military service of the United States the

chief deputy recorder shall be the recorder, and shall perform 1 and discharge all of the duties of the recorder in such county, 2 3 and shall be paid the same compensation as provided by law for the recorder of the county unless compensated at a higher rate 4 5 than the recorder as chief deputy, apportioned as to the time of service, and such deputy recorder shall cease to be the 6 7 recorder upon the discharge of said recorder from the active 8 military service of the United States; and provided further, 9 that the chief deputy recorder, upon becoming the temporary 10 recorder during the absence of the recorder in the active 11 military service of the United States, shall give bond as 12 required of a regularly elected recorder.

- 13 (Source: P.A. 86-962.)
- 14 (55 ILCS 5/3-5009) (from Ch. 34, par. 3-5009)
- Sec. 3-5009. Recorder liable for deputies. The recorder shall be liable for any neglect or omission of the duties of the his office, when occasioned by a deputy, in the same manner as for the recorder's his own personal neglect or omission.
- 19 (Source: P.A. 86-962.)
- 20 (55 ILCS 5/3-5010) (from Ch. 34, par. 3-5010)
- Sec. 3-5010. Duties of recorder. Every recorder shall, as soon as practicable after the receipt of any instrument in writing in the his office, entitled to be recorded, record the same at length in the order of time of its reception, in well

bound books or computer databases to be provided for that 1 2 purpose. In counties of 500,000 or more inhabitants, the recorder may microphotograph or otherwise reproduce on film 3 any of such instruments in the manner provided by law. In 5 counties of less than 500,000 inhabitants, the recorder may cause to be microphotographed or otherwise reproduced on film 6 7 any of such instruments or electronic method of storage. When 8 any such instrument is reproduced on film or electronic method 9 of storage, the film or electronic method of storage shall 10 comply with the minimum standards of quality approved for records of the State Records Commission and the device used to 11 reproduce the records on the film or electronic method of 12 13 storage shall be one which accurately reproduces the contents 14 of the original.

- 15 (Source: P.A. 97-757, eff. 7-6-12.)
- 16 (55 ILCS 5/3-5010.5)

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- 17 Sec. 3-5010.5. Fraud referral and review.
- 18 (a) Legislative findings. The General Assembly finds that
  19 property fraud, including fraudulent filings intended to cloud
  20 or fraudulently transfer title to property by recording false
  21 or altered documents and deeds, is a rapidly growing problem
  22 throughout the State. In order to combat the increase in the
  23 number of these filings, a recorder may establish a process to
  24 review and refer documents suspected to be fraudulent.
  - (b) Definitions. The terms "recording" and "filing" are

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used interchangeably in this Section.

(c) Establishment and use of a fraud referral and review process. A recorder who establishes a fraud referral and review process under the provisions of this Section may use it to review deeds and instruments and refer any of them to an administrative law judge for review pursuant to subsection (g) of this Section that cause the recorder to reasonably believe that the filing may be fraudulent, unlawfully altered, or intended to unlawfully cloud or transfer the title of any real property. The recorder may enter into an intergovernmental agreement with local law enforcement officials for the purposes of this referral and review. A recorder may request Secretary of the Department of Financial that the Professional Regulation assist in reviewing possible fraudulent filings. Upon request, the Secretary, or the Secretary's his or her designee, shall assist in identifying the validity of filings. The recorder shall notify the Secretary when a document suspected to be fraudulent is discovered.

In counties with a population of less than 3 million, a recorder shall provide public notice 90 days before the establishment of the fraud referral and review process. The notice shall include a statement of the recorder's intent to create a fraud referral and review process and shall be published in a newspaper of general circulation in the county and, if feasible, posted on the recorder's website and at the

1 recorder's office or offices.

In determining whether to refer a document to an administrative law judge for review, a recorder may take into consideration any of the following factors:

- (1) whether the owner of the property or <u>owner's</u> his or her designated representative has reported to the recorder that another individual is attempting or has attempted to record a fraudulent deed or other instrument upon the property;
- (2) whether a law enforcement official has contacted the recorder indicating that the law enforcement official he or she has probable cause to suspect title or recording fraud;
- (3) whether the filer's name has a copyright attached to it or the property owner's name has nonstandard punctuation attached to it;
- (4) whether the documents assert fines that do not exist or have no basis under current law or that require payment in gold or silver;
- (5) whether the documents are maritime liens, or liens under the Federal Maritime Lien Act or the Preferred Ship Mortgage Act, or not authorized by the United States Coast Guard;
- (6) whether the documents are land patents not authorized and certified by the United States Department of the Interior Bureau of Land Management;

- 1 (7) whether the documents are representing that the
  2 subject of the lien is releasing itself from a lien held by
  3 another entity, with no apparent cooperation or
  4 authorization provided by the lienholder;
  5 (8) whether the documents are protesting or disputing
  6 a foreclosure proceeding that are not filed within the
  - (8) whether the documents are protesting or disputing a foreclosure proceeding that are not filed within the foreclosure suit and with the court presiding over the matter;
  - (9) whether the documents are Uniform Commercial Code filings referencing birth certificates or other private records that are not in compliance with Section 9-501 of the Uniform Commercial Code;
  - (10) whether the documents are re-recording deeds to re-notarize or attach notary certification if prior notarization already appears unaltered on the document of record;
  - (11) whether the documents are asserting diplomatic credentials or immunity, non-United States citizenship, or independence from the laws of the United States;
  - (12) whether the documents are claims that a bank cannot hold title after a foreclosure;
  - (13) whether the documents are deeds not properly signed by the last legal owner of record or the owner's court-appointed his or her court appointed representative or attorney-in-fact under a power of attorney;
    - (14) whether the documents are manipulated or altered

federal or State legal or court forms that release a lien;

- (15) whether a document is not related to a valid existing or potential adverse transaction, existing lien, or judgment of a court of competent jurisdiction;
- (16) a document that is not related to a valid existing or potential commercial or financial transaction, existing agricultural or other lien, or judgment of a court of competent jurisdiction;
- (17) whether the document is filed with the intent to harass or defraud the person identified in the record or any other person;
- (18) whether the document is filed with the intent to harass or defraud any member of a governmental office, including, but not limited to, the recorder's office, local government offices, the State of Illinois, or the Federal government; and
- (19) whether the documents are previous court determinations, including a previous determination by a court of competent jurisdiction that a particular document is fraudulent, invalid, or forged.
- (d) Determinations. If a recorder determines, after review by legal staff and counsel, that a deed or instrument that is recorded in the grantor's index or the grantee's index may be fraudulent, unlawfully altered, or intended to unlawfully cloud or transfer the title of any real property, the recorder he or she shall refer the deed or instrument to an

- administrative law judge for review pursuant to subsection (g) of this Section. The recorder shall record a Notice of Referral in the grantor's index or the grantee's index identifying the document, corresponding document number in question, and the date of referral. The recorder shall also notify the parties set forth in subsection (e) of this Section. The recorder may, at the recorder's his or her discretion, notify law enforcement officials regarding a filing determined to be fraudulent, unlawfully altered, or intended to unlawfully cloud or transfer the title of any real property.
  - (e) Notice. The recorder shall use county property tax records to identify and provide notice to the last owner of record by telephone, if available, and certified mail both when: (1) a deed or instrument has been referred for review and determination; and (2) a final determination has been made regarding the deed or instrument. Notice, by mail, shall also be sent to the physical address of the property associated with the deed or instrument.
  - (f) Administrative decision. The recorder's decision to add a Notice of Referral and refer a document for review is a final administrative decision that is subject to review by the circuit court of the county where the real property is located under the Administrative Review Law. The standard of review by the circuit court shall be de novo.
    - (q) Referral and review process. Prior to referral, the

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recorder shall notify the last owner of record of the document or documents suspected to be fraudulent. The person, entity, or legal representative thereof shall confirm in writing the person's, entity's, or legal representative's his or her belief that a document or documents are suspected to be fraudulent and may request that the recorder refer the case for review. Upon request, the recorder shall bring a case to its county department of administrative hearings and, within 10 business days after receipt, an administrative law judge shall schedule a hearing to occur no later than 30 days after receiving the referral. The referral and case shall clearly identify the person, persons, or entity believed to be the last true owner of record as the petitioner. Notice of the hearing shall be provided by the administrative law judge to the filer, or the party represented by the filer, of the suspected fraudulent document, the legal representative of the recorder of deeds who referred the case, and the last owner of record, as identified in the referral.

If clear and convincing evidence shows the document in question to be fraudulent, the administrative law judge shall rule the document to be fraudulent and forward the judgment to all the parties identified in this subsection. Upon receiving notice of the judgment of fraud, the recorder shall, within 5 business days, record a new document that includes a copy of the judgment in front of the Notice of Referral that shall clearly state that the document in question has been found to

- be fraudulent and shall not be considered to affect the chain

  of title of the property in any way.
- If the administrative law judge finds the document to be legitimate, the recorder shall, within 5 business days after receiving notice, record a copy of the judgment.

A decision by an administrative law judge shall not preclude a State's attorney or sheriff from proceeding with a criminal investigation or criminal charges. If a county does not have an administrative law judge that specializes in public records, one shall be appointed within 3 months after the effective date of this amendatory Act of the 98th General Assembly, or the original case shall be forwarded to the proper circuit court with jurisdiction.

Nothing in this Section precludes a private right of action by any party with an interest in the property affected by the review and referral, or the filer of the document or documents suspected to be fraudulent. Nothing in this Section requires a person or entity who may have had a fraudulent document or encumbrance filed against the person's or entity's his or her property to use the fraud review and referral process or administrative review created by this Section.

(h) Fees. The recorder shall retain any filing fees associated with filing a deed or instrument that is determined to be fraudulent, unlawfully altered, or intended to unlawfully cloud or transfer the title of any real property under this Section.

- Liability. Neither a recorder nor 1 (i) anv 2 recorder's his or her employees or agents shall be subject to 3 personal liability by reason of any error or omission in the performance of any duty under this Section, except in case of 4 5 willful or wanton conduct. Neither the recorder nor any of the recorder's his or her employees shall incur liability for the 6 7 referral or review, or failure to refer or review, a document or instrument under this Section. 8
- 9 (j) Applicability. This Section applies only to filings
  10 provided to the recorder on and after the effective date of
  11 this amendatory Act of the 98th General Assembly.
- 12 (k) (Blank).
- 13 (Source: P.A. 100-276, eff. 8-22-17.)
- 14 (55 ILCS 5/3-5010.8)
- 15 (Section scheduled to be repealed on January 1, 2024)
- Sec. 3-5010.8. Mechanics lien demand and referral pilot program.
- 18 (a) Legislative findings. The General Assembly finds that 19 expired mechanics liens on residential property, which cloud 20 title to property, are a rapidly growing problem throughout the State. In order to address the increase in expired 21 22 mechanics liens and, more specifically, those that have not been released by the lienholder, a recorder may establish a 23 process to demand and refer mechanics liens that have been 24 25 recorded but not litigated or released in accordance with the

- 1 Mechanics Lien Act to an administrative law judge for
- 2 resolution or demand that the lienholder commence suit or
- 3 forfeit the lien.
- 4 (b) Definitions. As used in this Section:
- 5 "Demand to Commence Suit" means the written demand
- 6 specified in Section 34 of the Mechanics Lien Act.
- 7 "Mechanics lien" and "lien" are used interchangeably in
- 8 this Section.
- 9 "Notice of Expired Mechanics Lien" means the notice a
- 10 recorder gives to a property owner under subsection (d)
- informing the property owner of an expired lien.
- 12 "Notice of Referral" means the document referring a
- mechanics lien to a county's code hearing unit.
- 14 "Recording" and "filing" are used interchangeably in this
- 15 Section.
- 16 "Referral" or "refer" means a recorder's referral of a
- 17 mechanics lien to a county's code hearing unit to obtain a
- 18 determination as to whether a recorded mechanics lien is
- 19 valid.
- "Residential property" means real property improved with
- 21 not less than one nor more than 4 residential dwelling units; a
- residential condominium unit, including, but not limited to,
- 23 the common elements allocated to the exclusive use of the
- 24 condominium unit that form an integral part of the condominium
- 25 unit and any parking unit or units specified by the
- 26 declaration to be allocated to a specific residential

condominium unit; or a single tract of agriculture real estate consisting of 40 acres or less that is improved with a single-family residence. If a declaration of condominium ownership provides for individually owned and transferable parking units, "residential property" does not include the parking unit of a specified residential condominium unit unless the parking unit is included in the legal description of the property against which the mechanics lien is recorded.

- (c) Establishment of a mechanics lien demand and referral process. After a public hearing, a recorder in a county with a code hearing unit may adopt rules establishing a mechanics lien demand and referral process for residential property. A recorder shall provide public notice 90 days before the public hearing. The notice shall include a statement of the recorder's intent to create a mechanics lien demand and referral process and shall be published in a newspaper of general circulation in the county and, if feasible, be posted on the recorder's website and at the recorder's office or offices.
- (d) Notice of Expired Lien. If a recorder determines, after review by legal staff or counsel, that a mechanics lien recorded in the grantor's index or the grantee's index is an expired lien, the recorder shall serve a Notice of Expired Lien by certified mail to the last known address of the owner. The owner or legal representative of the owner of the residential property shall confirm in writing the owner's or

legal representative's his or her belief that the lien is not involved in pending litigation and, if there is no pending litigation, as verified and confirmed by county court records, the owner may request that the recorder proceed with a

referral or serve a Demand to Commence Suit.

For the purposes of this Section, a recorder shall determine if a lien is an expired lien. A lien is expired if a suit to enforce the lien has not been commenced or a counterclaim has not been filed by the lienholder within 2 years after the completion date of the contract as specified in the recorded mechanics lien. The 2-year period shall be increased to the extent that an automatic stay under Section 362(a) of the United States Bankruptcy Code stays a suit or counterclaim to foreclose the lien. If a work completion date is not specified in the recorded lien, then the work completion date is the date of recording of the mechanics lien.

(e) Demand to Commence Suit. Upon receipt of an owner's confirmation that the lien is not involved in pending litigation and a request for the recorder to serve a Demand to Commence Suit, the recorder shall serve a Demand to Commence Suit on the lienholder of the expired lien as provided in Section 34 of the Mechanics Lien Act. A recorder may request that the Secretary of State assist in providing registered agent information or obtain information from the Secretary of State's registered business database when the recorder seeks

to serve a Demand to Commence suit on the lienholder. Upon request, the Secretary of State, or the Secretary of State's his or her designee, shall provide the last known address or registered agent information for a lienholder who is incorporated or doing business in the State. The recorder must record a copy of the Demand to Commence suit in the grantor's index or the grantee's index identifying the mechanics lien and include the corresponding document number and the date of demand. The recorder may, at the recorder's his or her discretion, notify the Secretary of State regarding a Demand to Commence suit determined to involve a company, corporation, or business registered with that office.

When the lienholder commences a suit or files an answer within 30 days or the lienholder records a release of lien with the county recorder as required by subsection (a) of Section 34 of the Mechanics Lien Act, then the demand and referral process is completed for the recorder for that property. If service under this Section is responded to consistent with Section 34 of the Mechanics Lien Act, the recorder may not proceed under subsection (f). If no response is received consistent with Section 34 of the Mechanics Lien Act, the recorder may proceed under subsection (f).

(f) Referral. Upon receipt of an owner's confirmation that the lien is not involved in pending litigation and a request for the recorder to proceed with a referral, the recorder shall: (i) file the Notice of Referral with the county's code

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hearing unit; (ii) identify and notify the lienholder by telephone, if available, of the referral and send a copy of the Notice of Referral by certified mail to the lienholder using information included in the recorded mechanics lien or the last known address or registered agent received from the Secretary of State or obtained from the Secretary of State's registered business database; (iii) send a copy of the Notice of Referral by mail to the physical address of the property owner associated with the lien; and (iv) record a copy of the Notice of Referral in the grantor's index or the grantee's index identifying the mechanics lien and include the corresponding document number. The Notice of Referral shall clearly identify the person, persons, or entity believed to be the owner, assignee, successor, or beneficiary of the lien. The recorder may, at the recorder's his or her discretion, notify the Secretary of State regarding a referral determined to involve a company, corporation, or business registered with that office.

No earlier than 30 business days after the date the lienholder is required to respond to a Demand to Commence Suit under Section 34 of the Mechanics Lien Act, the code hearing unit shall schedule a hearing to occur at least 30 days after sending notice of the date of hearing. Notice of the hearing shall be provided by the county recorder, by and through the recorder's his or her representative, to the filer, or the party represented by the filer, of the expired lien, the legal

- representative of the recorder of deeds who referred the case, 1
- 2 and the last owner of record, as identified in the Notice of
- 3 Referral.
- If the recorder shows by clear and convincing evidence
- 5 lien in question is an expired lien,
- administrative law judge shall rule the lien is forfeited 6
- 7 under Section 34.5 of the Mechanics Lien Act and that the lien
- 8 no longer affects the chain of title of the property in any
- 9 way. The judgment shall be forwarded to all parties identified
- 10 in this subsection. Upon receiving judgment of a forfeited
- 11 lien, the recorder shall, within 5 business days, record a
- 12 copy of the judgment in the grantor's index or the grantee's
- 13 index.
- If the administrative law judge finds the lien is not 14
- 15 expired, the recorder shall, no later than 5 business days
- 16 after receiving notice of the decision of the administrative
- 17 law judge, record a copy of the judgment in the grantor's index
- or the grantee's index. 18
- 19 A decision by an administrative law judge is reviewable
- under the Administrative Review Law, and nothing in this 20
- 21 Section precludes a property owner or lienholder
- 22 proceeding with a civil action to resolve questions concerning
- 23 a mechanics lien.
- 24 A lienholder or property owner may remove the action from
- 25 the code hearing unit to the circuit court as provided in
- 26 subsection (i).

- (g) Final administrative decision. The recorder's decision to refer a mechanics lien or serve a Demand to Commence Suit is a final administrative decision that is subject to review under the Administrative Review Law by the circuit court of the county where the real property is located. The standard of review by the circuit court shall be consistent with the Administrative Review Law.
- (h) Liability. A recorder and the recorder's his or her employees or agents are not subject to personal liability by reason of any error or omission in the performance of any duty under this Section, except in the case of willful or wanton conduct. The recorder and the recorder's his or her employees or agents are not liable for the decision to refer a lien or serve a Demand to Commence Suit, or failure to refer or serve a Demand to Commence Suit, of a lien under this Section.
- (i) Private actions; use of demand and referral process. Nothing in this Section precludes a private right of action by any party with an interest in the property affected by the mechanics lien or a decision by the code hearing unit. Nothing in this Section requires a person or entity who may have a mechanics lien recorded against the person's or entity's his or her property to use the mechanics lien demand and referral process created by this Section.

A lienholder or property owner may remove a matter in the referral process to the circuit court at any time prior to the final decision of the administrative law judge by delivering a

certified notice of the suit filed in the circuit court to the administrative law judge. Upon receipt of the certified notice, the administrative law judge shall dismiss the matter without prejudice. If the matter is dismissed due to removal, then the demand and referral process is completed for the recorder for that property. If the circuit court dismisses the removed matter without deciding on whether the lien is expired and without prejudice, the recorder may reinstitute the demand and referral process under subsection (d).

- 10 (j) (Blank). Repeal. This Section is repealed on January
  11 1, 2024.
- 12 (Source: P.A. 101-296, eff. 8-9-19; 102-671, eff. 11-30-21.)
- 13 (55 ILCS 5/3-5011) (from Ch. 34, par. 3-5011)

Sec. 3-5011. Office to remain open during bank holiday. Whenever an emergency exists which involves the banking or credit structure within the State of Illinois, and which is recognized by a proclamation by the Governor or by an act or resolution of the General Assembly, and by such proclamation of the Governor a public holiday has been or shall be declared, the proclamation of such public holiday shall not require the recorder or registrar of titles in any county in this State to close the recorder's or registrar's his office, but every such recorder or registrar of titles shall continue to keep the recorder's or registrar's his office open and to operate in the same manner as though no such public holiday had been

- declared, unless in and by such proclamation the Governor of
- 2 this State shall make specific reference to the closing of
- 3 recorders' or registrars' offices in this State. The actions
- 4 of any recorder or registrar of titles performed prior to May
- 5 26, 1933 and during the continuance of any such holiday, are
- 6 validated.

7 (Source: P.A. 86-962.)

serial numbers apply.

- 8 (55 ILCS 5/3-5012) (from Ch. 34, par. 3-5012)
- 9 Sec. 3-5012. Recording and indexing books. Separate books 10 and computer databases may be kept for the recording and 11 indexing of different classes of instruments. Three distinct series of document numbers may be used for recording documents 12 1.3 received for recordation, one series of numbers to be preceded 14 by the letter "b" in each case, which series shall be used only 15 for bills of sale of personal property, chattel mortgages and 16 releases, extensions and assignments, thereof, one series of numbers to be preceded by the letter "c" in each case, which 17 series shall be used only for certificates of discharge of 18 discharged members of the military, aviation and naval forces 19 of the United States, and the other series of document numbers 20 21 shall be used for all other instruments received for 22 recordation. When three series of document numbers are thus 23 used, a separate place may be provided in the Recorder's 24 office for the receipt of each kind of documents to which such

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1 (Source: P.A. 86-962.)

2 (55 ILCS 5/3-5013) (from Ch. 34, par. 3-5013)

Sec. 3-5013. Transcription or reproduction of written instruments. The recorder, when recording at in writing in the his or her office, instruments transcribe the instruments in handwriting or typewriting, make photographic or photostatic reproductions of the instruments, transcribe the instruments partly in handwriting or typewriting and make photographic or photostatic reproductions of the remaining portions of the instruments. Every document, however, shall be filed in a complete and intelligible manner. The recorder may not accept facsimile or other photographic or photostatic copies of the signatures of parties executing documents without labeling those signatures as copies unless they are digital signatures offered in compliance with federal or State law. When photographic or photostatic reproductions are used, the recorder shall first be satisfied that the reproductions are as lasting and durable as handwritten or typewritten copies. The reproductions may shall be upon sheets bound together in well bound books or placed in books that are permanently locked so that the sheets cannot be tampered with removed. When instruments are reproduced microphotography, digital scanning, or otherwise reproduced on film as provided in this Section the reproduction thus made shall be deemed the record for all purposes.

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1 (Source: P.A. 86-962; 87-376.)

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2 (55 ILCS 5/3-5014) (from Ch. 34, par. 3-5014)
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Sec. 3-5014. Mortgages or liens filed but not recorded. Upon receipt of any mortgage, trust deed or conveyance of personal property having the effect of a mortgage or lien upon such property, upon which is indorsed the words, "this instrument to be filed, but not recorded" or words of a similar import, signed by the mortgagee, the mortgagee's his agent or attorney, and upon payment of a fee equal to what would be charged if the document were to be recorded, the recorder shall mark the instrument "filed", endorse the time (including the hour of the day) of the receipt thereof and file the same in the his office.

Each instrument filed as above shall be numbered and indexed by the <u>recorder</u> Recorder in the book wherein <u>the</u> recorder he alphabetically indexes chattel mortgages and shall refer to the number appearing on the filed instrument.

The recorder may destroy any instrument filed but not recorded in the manner hereinabove provided, one year after the maturity thereof as stated therein; except, no such instrument may be destroyed until one year after the maturity of the last extension thereof filed in the recorder's office.

23 (Source: P.A. 86-962.)

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(55 \text{ ILCS } 5/3-5015) \text{ (from Ch. 34, par. 3-5015)}
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Sec. 3-5015. Certificates of discharge or release from active duty. Certificates of discharge or MEMBER-4 copy of certificate of release or discharge from active duty of honorably discharged or separated members of the military, aviation and naval forces of the United States shall be recorded by each recorder, free of charge, in a separate book or computer database which shall be kept for the purpose. The recorder in counties of over 500,000 population shall as soon as practicable after the recording of the original discharge certificate or MEMBER-4 copy of certificate of release or discharge from active duty, deliver to each of the persons named in the discharge certificate or MEMBER-4 copy of certificate of release or discharge from active duty, or the person's his agent, one certified copy of the person's his discharge certificate or MEMBER-4 copy of certificate of release or discharge from active duty without Additional certified copies shall be furnished by the recorder upon the payment to the recorder of a fee of \$1.25, payable in advance, for each such additional certified copy. The recorder may waive the fee for additional copies if the recorder deems collecting the fee to be a burden to the county, but only if the fee is waived for all requesting copies under this Section.

Upon the delivery of the certificate of discharge or MEMBER-4 copy of certificate of release or discharge from active duty after the recordation thereof is completed, and

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the delivery of one certified copy thereof to the person named in the discharge certificate or MEMBER-4 copy of certificate of release or discharge from active duty or the person's his agent, the receipt theretofore issued by the recorder, or a copy thereof shall be surrendered to the recorder, with a signed statement acknowledging the receipt of the discharge certificate or MEMBER-4 copy of certificate of release or discharge from active duty and the certified copy thereof.

Certified copies of the certificates of discharge or MEMBER-4 copy of certificate of release or discharge from active duty furnished by the recorder may vary from the size of the original, if in the judgment of the recorder, such certified copies are complete and legible.

military discharge form (DD-214)or any certificate of discharge or release from active duty document that was issued by the United States government or any state government in reference to those who served with an active or inactive military reserve unit or National Guard force and that was recorded by a County Clerk or Recorder of Deeds is not subject to public inspection, enjoying all the protection covered by the federal Privacy Act of 1974 or any other privacy law. These documents shall be accessible only to the person named in the document, the named person's dependents, the service officer, representatives of county veterans' Department of Veterans' Affairs, or any person with written authorization from the named person or the named person's

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dependents. Notwithstanding any other provision in 1 2 paragraph, these documents shall be made available for public inspection and copying in accordance with the 3 archival schedule adopted by the National Archives and Records 4 5 Administration and subject to redaction of information that is considered private under the Illinois Freedom of Information 6 7 Act, the federal Freedom of Information Act, and the federal 8 Privacy Act.

9 (Source: P.A. 101-402, eff. 8-16-19.)

10 (55 ILCS 5/3-5016) (from Ch. 34, par. 3-5016)

3-5016. Quarters; office hours. Every recorder Sec. Recorder shall keep the recorder's his office at courthouse of the county for which the recorder was elected he is recorder, or in counties of the second or third class in some other suitable building provided at the county seat by the county for which the person was elected he is recorder and shall keep the his office open except as hereinafter provided and attend to the duties thereof in counties of the first and second classes from 8 o'clock A.M. to 5 o'clock P.M. of each working day, except Saturday and Sunday, and in counties of the third class from 9 o'clock A.M. to 5 o'clock P.M. of each working day, except Saturday and Sunday. The, and except in each county of all classes such days as under any law are or may be legal holidays in any part of the county, as regards the presenting for payment, acceptance, maturity, protesting, or

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giving notice of the dishonor of bills of exchange, bank checks, promissory notes, or other negotiable or commercial paper or instruments: Provided, however, that the hours of opening and closing of the office of the recorder Recorder may be changed and otherwise fixed and determined by the county board of any county. Any such action taken by the county board shall be by an appropriate resolution passed at a regular meeting. The office of the recorder shall accept instruments for recordation at all times during which the office is open. (Source: P.A. 86-962.)

11 (55 ILCS 5/3-5018) (from Ch. 34, par. 3-5018)

Sec. 3-5018. Traditional fee schedule. Except as provided for in Sections 3-5018.1, 4-12002, and 4-12002.1, the recorder elected as provided for in this Division shall receive such fees as are or may be provided for him or her by law, in case of provision therefor: otherwise the recorder he or she shall receive the same fees as are or may be provided in this Section, except when increased by county ordinance or resolution pursuant to the provisions of this Section, to be paid to the county clerk for the county clerk's his or her services in the office of recorder for like services.

For recording deeds or other instruments, \$12 for the first 4 pages thereof, plus \$1 for each additional page thereof, plus \$1 for each additional document number therein noted. The aggregate minimum fee for recording any one

1 instrument shall not be less than \$12.

For recording deeds or other instruments wherein the premises affected thereby are referred to by document number and not by legal description, a fee of \$1 in addition to that hereinabove referred to for each document number therein noted.

For recording assignments of mortgages, leases or liens, \$12 for the first 4 pages thereof, plus \$1 for each additional page thereof. However, except for leases and liens pertaining to oil, gas and other minerals, whenever a mortgage, lease or lien assignment assigns more than one mortgage, lease or lien document, a \$7 fee shall be charged for the recording of each such mortgage, lease or lien document after the first one.

For recording any document that affects an interest in real property other than documents which solely affect or relate to an easement for water, sewer, electricity, gas, telephone or other public service, the recorder shall charge a fee of \$1 per document to all filers of documents not filed by any State agency, any unit of local government, or any school district. Fifty cents of the \$1 fee hereby established shall be deposited into the County General Revenue Fund. The remaining \$0.50 shall be deposited into the Recorder's Automation Fund and may not be appropriated or expended for any other purpose. The additional amounts available to the recorder for expenditure from the Recorder's Automation Fund shall not offset or reduce any other county appropriations or

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funding for the office of the recorder.

For recording maps or plats of additions or subdivisions approved by the county or municipality (including the spreading of the same of record in map case or other proper books) or plats of condominiums, \$50 for the first page, plus \$1 for each additional page thereof except that in the case of recording a single page, legal size 8 1/2 x 14, plat of survey in which there are no more than two lots or parcels of land, the fee shall be \$12. In each county where such maps or plats are to be recorded, the recorder may require the same to be accompanied by such number of exact, true and legible copies thereof as the recorder deems necessary for the efficient conduct and operation of the his or her office.

For non-certified copies of records, an amount not to exceed one-half of the amount provided in this Section for certified copies, according to a standard scale of fees, established by county ordinance or resolution and made public. The provisions of this paragraph shall not be applicable to any person or entity who obtains non-certified copies of records in the following manner: (i) in bulk for all documents recorded on any given day in an electronic or paper format for a negotiated amount less than the amount provided for in this paragraph for non-certified copies, (ii) under a contractual relationship with the recorder for a negotiated amount less the amount provided for in this paragraph non-certified copies, or (iii) by means of Internet access

1 pursuant to Section 5-1106.1.

For certified copies of records, the same fees as for recording, but in no case shall the fee for a certified copy of a map or plat of an addition, subdivision or otherwise exceed \$10.

Each certificate of such recorder of the recording of the deed or other writing and of the date of recording the same signed by such recorder, shall be sufficient evidence of the recording thereof, and such certificate including the indexing of record, shall be furnished upon the payment of the fee for recording the instrument, and no additional fee shall be allowed for the certificate or indexing. A physical or electronic image of the recorder's stamp satisfies the signature requirement for recorded instruments prior to, on, and after the effective date of this amendatory Act of the 102nd General Assembly.

The recorder shall charge an additional fee, in an amount equal to the fee otherwise provided by law, for recording a document (other than a document filed under the Plat Act or the Uniform Commercial Code) that does not conform to the following standards:

(1) The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded

- without charging an additional fee.
  - (2) The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
  - (3) The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
  - (4) The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
  - (5) The document shall not have any attachment stapled or otherwise affixed to any page.
  - A document that does not conform to these standards shall not be recorded except upon payment of the additional fee required under this paragraph. This paragraph, as amended by this amendatory Act of 1995, applies only to documents dated after the effective date of this amendatory Act of 1995.

The county board of any county may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record, (1) in order to defray the cost of converting the county recorder's document storage system to computers or micrographics and (2) in order to defray the cost

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of providing access to records through the global information system known as the Internet.

A special fund shall be set up by the treasurer of the county and such funds collected pursuant to Public Act 83-1321 shall be used (1) for a document storage system to provide the equipment, materials and necessary expenses incurred to help defray the costs of implementing and maintaining such a document records system and (2) for a system to provide electronic access to those records.

The county board of any county that provides and maintains a countywide map through a Geographic Information System (GIS) may provide for an additional charge of \$3 for filing every instrument, paper, or notice for record (1) in order to defray cost of implementing or maintaining the county's Geographic Information System and (2) in order to defray the cost of providing electronic or automated access to the county's Geographic Information System or property records. Of that amount, \$2 must be deposited into a special fund set up by the treasurer of the county, and any moneys collected pursuant to this amendatory Act of the 91st General Assembly and deposited into that fund must be used solely for the equipment, materials, and necessary expenses incurred in implementing and maintaining a Geographic Information System and in order to defray the cost of providing electronic access to the county's Geographic Information System records. The remaining \$1 must be deposited into the recorder's special

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funds created under Section 3-5005.4. The recorder may, in the 1 recorder's his or her discretion, use moneys in the funds 2 created under Section 3-5005.4 to 3 defray the cost of implementing or maintaining the county's Geographic 5 Information System and to defray the cost of providing 6 electronic access to the county's Geographic Information 7 System records.

The recorder shall collect a \$9 Rental Housing Support Program State surcharge for the recordation of any real estate-related document. Payment of the Rental Housing Support Program State surcharge shall be evidenced by a receipt that shall be marked upon or otherwise affixed to the real estate-related document by the recorder. The form of this receipt shall be prescribed by the Department of Revenue and the receipts shall be issued by the Department of Revenue to each county recorder.

The recorder shall not collect the Rental Housing Support
Program State surcharge from any State agency, any unit of
local government or any school district.

On the 15th day of each month, each county recorder shall report to the Department of Revenue, on a form prescribed by the Department, the number of real estate-related documents recorded for which the Rental Housing Support Program State surcharge was collected. Each recorder shall submit \$9 of each surcharge collected in the preceding month to the Department of Revenue and the Department shall deposit these amounts in

the Rental Housing Support Program Fund. Subject to appropriation, amounts in the Fund may be expended only for the purpose of funding and administering the Rental Housing

4 Support Program.

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For purposes of this Section, "real estate-related document" means that term as it is defined in Section 7 of the Rental Housing Support Program Act.

The foregoing fees allowed by this Section are the maximum fees that may be collected from any officer, agency, department or other instrumentality of the State. The county board may, however, by ordinance or resolution, increase the fees allowed by this Section and collect such increased fees from all persons and entities other than officers, agencies, departments and other instrumentalities of the State if the increase is justified by an acceptable cost study showing that the fees allowed by this Section are not sufficient to cover the cost of providing the service. Regardless of any other provision in this Section, the maximum fee that may be collected from the Department of Revenue for filing or indexing a lien, certificate of lien release or subordination, or any other type of notice or other documentation affecting or concerning a lien is \$5. Regardless of any other provision in this Section, the maximum fee that may be collected from the Department of Revenue for indexing each additional name in excess of one for any lien, certificate of lien release or subordination, or any other type of notice or

- documentation affecting or concerning a lien is \$1.
- 2 A statement of the costs of providing each service,
- 3 program and activity shall be prepared by the county board.
- 4 All supporting documents shall be public record and subject to
- 5 public examination and audit. All direct and indirect costs,
- 6 as defined in the United States Office of Management and
- 7 Budget Circular A-87, may be included in the determination of
- 8 the costs of each service, program and activity.
- 9 (Source: P.A. 102-838, eff. 5-13-22.)
- 10 (55 ILCS 5/3-5018.1)

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- 11 Sec. 3-5018.1. Predictable fee schedule.
- 12 (a) As used in this Section:
- "Nonstandard document" means:
- 14 (1) a document that creates a division of a then 15 active existing tax parcel identification number;
- 16 (2) a document recorded pursuant to the Uniform
  17 Commercial Code;
  - (3) a document which is non-conforming, as described in paragraphs (1) through (5) of Section 3-5018;
  - (4) a State lien or a federal lien;
- 21 (5) a document making specific reference to more than 22 5 tax parcel identification numbers in the county in which 23 it is presented for recording; or
- 24 (6) a document making specific reference to more than 25 5 other document numbers recorded in the county in which

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1 it is presented for recording.

2 "Standard document" means any document other than a nonstandard document.

(b) On or before January 1, 2019, a county shall adopt and implement, by ordinance or resolution, a predictable fee schedule that eliminates surcharges or fees based on the individual attributes of a standard document to be recorded. The initial predictable fee schedule approved by a county board shall be set only as allowed under subsections (c) and (d) and any subsequent predictable fee schedule approved by a county board shall be set only as allowed under subsection (e). Except as to the recording of standard documents, the fees imposed by Section 3-5018 shall remain in effect. Under a predictable fee schedule, no charge shall be based on: page count; number, length, or type of legal descriptions; number tax identification or other parcel identifying code numbers; number of common addresses; number of references contained as to other recorded documents or document numbers; or any other individual attribute of the document except as expressly provided in this Section. The fee charged under this Section shall be inclusive of all county and State fees that the county may elect or is required to impose or adjust, including, but not limited to, GIS fees, automation fees, document storage fees, and the Rental Housing Support Program State surcharge.

A predictable fee schedule ordinance or resolution adopted

under this Section shall list standard document fees, including document class flat fees as required by subsection (c), and non-standard document fees.

Before approval of an ordinance or resolution under this Section, the recorder or county clerk shall post a notice in the recorder's or county clerk's their office at least 2 weeks prior, but not more than 4 weeks prior, to the public meeting at which the ordinance or resolution may be adopted. The notice shall contain the proposed ordinance or resolution number, if any, the proposed document class flat fees for each classification, and a reference to this Section or this amendatory Act of the 100th General Assembly.

A predictable fee schedule takes effect 60 days after an ordinance or resolution is adopted.

(c) Pursuant to an ordinance or resolution adopted under subsection (b), the recorder elected as provided for in this Division shall receive such fees as are or may be provided for him or her by law, in case of provision thereof: otherwise the recorder he or she shall receive the same fees as are or may be provided in this Section except when increased by county ordinance or resolution pursuant to the provisions of this Section, to be paid to the county clerk for the county clerk's his or her services in the office of recorder for like services. For the purposes of the fee charged, the ordinance or resolution shall divide standard documents into the following classifications and shall establish a single, all

inclusive, county and State-imposed aggregate fee charged for each such classification of document at the time of recording for that document, which is called the document class flat fee. A standard document is not subject to more than one classification at the time of recording for the purposes of imposing any fee. Each standard document shall fall within one of the following document class flat fee classifications and fees for each document class shall be charged only as allowed by this subsection (c) and subsection (d):

- (1) Deeds. The aggregate fee for recording deeds shall not be less than \$21 (being a minimum \$12 county fee plus \$9 for the Rental Housing Support Program State surcharge). Inclusion of language in the deed as to any restriction; covenant; lien; oil, gas, or other mineral interest; easement; lease; or a mortgage shall not alter the classification of a document as a deed.
- (2) Leases, lease amendments, and similar transfer of interest documents. The aggregate fee for recording leases, lease amendments, and similar transfers of interest documents shall not be less than \$21 (being a minimum \$12 county fee plus \$9 for the Rental Housing Support Program State surcharge).
- (3) Mortgages. The aggregate fee for recording mortgages, including assignments, extensions, amendments, subordinations, and mortgage releases shall not be less than \$21 (being a minimum \$12 county fee plus \$9 for the

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Rental Housing Support Program State surcharge).

- (4) Easements not otherwise part of another classification. The aggregate fee for recording easements not otherwise part of another classification, including assignments, extensions, amendments, and easement releases not filed by a State agency, unit of local government, or school district shall not be less than \$21 (being a minimum \$12 county fee plus \$9 for the Rental Housing Support Program State surcharge).
- (5) Miscellaneous. The aggregate fee for recording documents not otherwise falling within classifications set through (4) and are forth in paragraphs (1) nonstandard documents shall not be less than \$21 (being a minimum \$12 county fee plus \$9 for the Rental Housing Program State surcharge). Nothing subsection shall preclude an alternate predictable fee schedule for electronic recording within each of the classifications set forth in this subsection (c). If the Rental Housing Support Program State surcharge is amended and the surcharge is increased or lowered, the aggregate amount of the document flat fee attributable to the surcharge in the document may be changed accordingly.
- (d) If an ordinance or resolution establishing a predictable fee schedule is adopted pursuant to subsection (b) and any document class flat fee exceeds \$21, the county board shall:

- (1) obtain from the clerk or recorder an analysis of the average fees collected for the recording of each of the classifications under subsection (c) based on the 3 previous years of recording data, and, if a cost study has not been performed, set respective document class flat fees for each of the 5 document classifications at the average for that class rounded upward to the next whole dollar amount; or
- (2) if a cost study has been completed within the last 3 years that shows \$21 is not sufficient to cover the costs of providing the services related to each document class, obtain from the clerk or recorder an analysis of the average fees collected for the recording of each of the document classifications under subsection (c) from the date of the cost study and set respective document class flat fees for each of the 5 document classifications at the average for that document class rounded upward to the next whole dollar amount.
- (e) After a document class flat fee is approved by a county board under subsection (b), the county board may, by ordinance or resolution, increase the document class flat fee and collect the increased fees only if the increase is justified by a cost study that shows that the fees allowed by subsections (c) and (d) are not sufficient to cover the cost of providing the service related to the document class for which the fee is to be increased. A statement of the costs of providing each

- 1 service, program, and activity shall be prepared by the county
- 2 board. All supporting documents shall be public record and
- 3 subject to public examination and audit. All direct and
- 4 indirect costs, as defined in the United States Office of
- 5 Management and Budget Circular A-87, may be included in the
- 6 determination of the costs of each service, program, and
- 7 activity.
- 8 Nothing in this Section precludes a county board from
- 9 adjusting amounts or allocations within a given document class
- 10 flat fee as long as the document class flat fee is not
- 11 increased.
- 12 (Source: P.A. 100-271, eff. 8-22-17.)
- 13 (55 ILCS 5/3-5019) (from Ch. 34, par. 3-5019)
- 14 Sec. 3-5019. Monthly list of conveyances. Immediately
- following each calendar month, the recorder, in counties with
- less than 1,000,000 inhabitants shall, upon their request,
- 17 transmit copies of all documents, plats and deeds conveying
- 18 real property to the county clerk, the county treasurer, the
- 19 tax map department, the supervisor of assessments and the
- 20 township assessor for which the office he shall be paid by the
- 21 county the usual and customary fee charged by the recorder for
- 22 furnishing such documents.
- 23 (Source: P.A. 86-962.)
- 24 (55 ILCS 5/3-5020) (from Ch. 34, par. 3-5020)

- 1 Sec. 3-5020. Information to accompany conveyance documents.
  - (a) In counties of the first and second class no recorder shall record any conveyance of real estate unless the conveyance contains the name and address of the grantee for tax billing purposes.
    - (b) In counties with 3,000,000 or more inhabitants, the county recorder shall not accept for filing any deed or assignment of beneficial interest in a land trust in a transaction which is exempt from filing a real estate transfer declaration under the provisions of Section 4 of the Real Estate Transfer Tax Act, unless the deed or assignment of a beneficial interest is accompanied by,
      - (1) a sworn or affirmed statement executed by the grantor or the grantor's his agent stating that, to the best of the grantor's or the grantor's agent's his knowledge, the name of the grantee shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois Corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois, and

- (2) a sworn or affirmed statement executed by the grantee or the grantee's his agent verifying that the name of the grantee shown on the deed or assignment of beneficial interest in a land trust is either a natural person, an Illinois corporation or foreign corporation authorized to do business or acquire and hold title to real estate in Illinois, a partnership authorized to do business or acquire and hold title to real estate in Illinois, or other entity recognized as a person and authorized to do business or acquire and hold title to real estate under the laws of the State of Illinois. Any person who knowingly submits a false statement required under this Section concerning the identity of a grantee is guilty of a Class C misdemeanor. A second or subsequent conviction of such offense is a Class A misdemeanor.
- (c) In the event that the document of conveyance is a trustee's deed issued under resignation by a land trustee, the statements pursuant to paragraphs (1) and (2) of subsection (b) shall not be required, but the trustee's deed shall instead be accompanied by a sworn or affirmed statement executed by the grantor land trustee stating that the trustee's deed has been issued pursuant to resignation by the trustee, and that the name of the grantee shown on the trustee's deed is the name of the beneficiary of the trust as the trustee's his name appears in the trust files as of the date of resignation.

- 1 (Source: P.A. 86-962; 87-543; 87-1236.)
- 2 (55 ILCS 5/3-5020.5)
- 3 Sec. 3-5020.5. Information concerning recorded or filed
- 4 instruments. Each instrument recorded or filed with the
- 5 county recorder must contain the following:
- 6 (1) The name and address of the person to whom the
- 7 instrument is to be returned.
- 8 (2) The recorder's document number of any instrument (i)
- 9 referred to in the instrument being recorded or filed or (ii)
- 10 relating to the instrument being recorded or filed, such as,
- 11 without limitation, the recorder's document number of a
- 12 mortgage when the instrument being recorded or filed is a
- 13 release of that mortgage.
- 14 (3) The book and page number, if applicable, or document
- 15 number of any instrument (i) referred to in the instrument
- being recorded or filed or (ii) relating to the instrument
- being recorded or filed.
- 18 (Source: P.A. 88-691, eff. 1-24-95.)
- 19 (55 ILCS 5/3-5021) (from Ch. 34, par. 3-5021)
- 20 Sec. 3-5021. Recording or registering instruments
- 21 transferring title to real estate or a beneficial interest in
- 22 real estate subject to a land trust. If any home rule
- 23 municipality has levied a real estate transfer tax and a
- 24 certified copy of the ordinance or resolution levying the tax,

specifying the rates and the design and denomination of stamps evidencing payment thereof, has been on file with the county recorder for at least 30 days, the recorder of that county may not accept for recording or for registration under "An Act concerning land titles", approved May 1, 1897, as amended, any instrument transferring title to real estate in that municipality, or the beneficial interest in real estate in that municipality which is the subject of a land trust, for which revenue stamps are required to be purchased under the "Real Estate Transfer Tax Act", approved July 17, 1967, as amended, without proof of payment of the municipal real estate transfer tax.

13 (Source: P.A. 86-962.)

14 (55 ILCS 5/3-5024) (from Ch. 34, par. 3-5024)

Sec. 3-5024. Certificate of time of filing. When any instrument in writing is recorded in the recorder's office, the recorder shall indorse upon such instrument a certificate of the time (including the hour of the day) when the same was accepted or received for recordation (which shall be considered the time of recording the same), and the book and page or document number by and in which the same is recorded. The recorder shall sign the certificate or shall affix the recorder's his facsimile signature thereto. A physical or electronic image of the recorder's stamp satisfies the signature requirement for recorded instruments prior to, on,

- 1 and after the effective date of this amendatory Act of the
- 2 102nd General Assembly.
- 3 The certificate, when signed by the recorder, or to which
- 4 the recorder <del>he</del> has affixed the recorder's <del>his</del> facsimile
- 5 signature or a physical or electronic image of the recorder's
- 6 stamp, shall be evidence of the facts therein stated.
- 7 (Source: P.A. 102-838, eff. 5-13-22.)
- 8 (55 ILCS 5/3-5025) (from Ch. 34, par. 3-5025)
- 9 Sec. 3-5025. Books. Every recorder shall keep the
- 10 following books or computer databases:
- 1. An entry book, in which the recorder he or she shall,
- immediately on the receipt of any instrument to be recorded or
- 13 filed, enter, in the order of its reception, the names of the
- 14 parties thereto, its date, the day of the month, hour and year
- 15 of receiving the same, and a brief description of the
- 16 premises, indorsing upon each instrument a number
- 17 corresponding with the number of such entry.
- 18 2. A grantor's index, in which shall be entered the name of
- 19 each grantor, in alphabetical order, the name of the grantee,
- 20 date of the instrument, time of receipt, kind of instrument,
- 21 consideration, the book and page in which it is recorded, or
- 22 the number under which it is filed, and a brief description of
- 23 the premises.
- 3. A grantee's index, in which shall be entered the name of
- each grantee, in alphabetical order, the name of the grantor,

- date of the instrument, time of receipt, kind of instrument,
- 2 consideration, the book and page in which it is recorded, or
- 3 the number under which it is filed, and a brief description of
- 4 the premises.
- 5 4. An index to each book <u>or computer database</u> of record, in
- 6 which shall be entered, in alphabetical order, the name of
- 7 each grantor and grantee, and the page <u>number</u> in which <u>or</u>
- 8 <u>reference number to which</u> the instrument is recorded.
- 9 5. When required by the county board, an abstract book,
- 10 which shall show by tracts every conveyance or incumbrance
- 11 recorded, the date of the instrument, time of filing the same,
- the book and page where the same is recorded; which book shall
- 13 be so kept as to show a true chain of title to each tract and
- 14 the incumbrances thereon, as shown by the records of the his
- 15 office.
- 16 6. An index to recorded maps, plats and subdivisions, such
- index to be made by description of land mapped, or subdivided
- 18 by range, township, Section, quarter-section, etc.
- 7. An index showing in alphabetical order the names of the
- 20 parties against whom judgments have been rendered or made and
- 21 transcripts or memoranda of such judgments have been recorded,
- 22 and the parties named in notices recorded pursuant to Section
- 23 1 of "An Act concerning constructive notice of condemnation
- 24 proceedings, proceedings to sell real property of decedents to
- 25 pay debts, or other suits seeking equitable relief involving
- 26 real property, and proceedings in bankruptcy" approved June

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- 1 11, 1917, as amended.
- 2 8. An index of all ordinances, petitions, assessment 3 rolls, orders, judgments or other documents filed or recorded in respect of any drainage or special assessment matter 5 sufficient to enable the public to identify all tracts involved therein and to locate all the documents which have 6 7 been filed or recorded. The recorder may solicit the 8 assistance of the State Records Commission in organizing and 9 indexing these documents.

Any recorder may install or contract for the use of a computerized system that will permit automated entry and indexing, alphabetically by document, of instruments filed in the his or her office and that will provide both quick search and retrieval of such entries and hard copy print output, whether on paper, optical disk media, or microfilm, of such entries as indexed. If such a computerized system has been in use in the his or her office for at least 6 months and the recorder determines that it provides accurate and reliable indices that may be stored as permanent records, more quickly and efficiently than the system previously used, the recorder may thereafter discontinue the use of the manual system and use only the computerized system for such indices. In that event, references in this Division to books, records or forms as relate to such indices are intended to encompass and refer to the computer system and all materials and forms directly related to that system and its proper use.

- 1 This Section is subject to the Local Records Act.
- 2 (Source: P.A. 88-661, eff. 9-16-94.)
- $3 mtext{(55 ILCS } 5/3-5029) mtext{(from Ch. } 34, par. 3-5029)$

4 Sec. 3-5029. Map, plat or subdivision of land; penalty. No 5 person shall offer or present for recording or record any map, plat or subdivision of land situated in any incorporated city, 6 7 town or village, nor within 1 1/2 miles of the corporate limits of any incorporated city, town or village which has adopted a 8 9 city plan and is exercising the special powers authorized by 10 Division 12 of Article 11 of the Illinois Municipal Code, as 11 now or hereafter amended, and not included in any municipality 12 unless the map, plat or subdivision is under the seal of a registered Illinois land surveyor and unless it is entitled to 1.3 record as provided in Sections 11-15-1 and 11-12-3 of the 14 15 Illinois Municipal Code, as now or hereafter amended. Any map, 16 plat or subdivision of land presented for recording shall have attached thereto or endorsed thereon the Certificate of an 17 18 Illinois Registered Land Surveyor that the land is or is not 19 within any incorporated city, town or village, nor within 1 1/2 miles of the corporate limits of any incorporated city, 20 21 town or village which has adopted a city plan and is exercising 22 the special powers authorized by Division 12 of Article 11 of the Illinois Municipal Code, as now or hereafter amended, and 23 24 not included in any municipality. No person shall offer or 25 present for recording or record any subdivision plat of any

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lands bordering on or including any public waters of the State in which the State of Illinois has any property rights or property interests, unless such subdivision plat is under the seal of a registered Illinois Land Surveyor and is approved by the Department of Natural Resources, nor shall any person offer or present for recording or record any map, plat or subdivision of lands, without indicating whether any part of which as shown on the map, plat or subdivision is located within a special flood hazard area as identified by the Federal Emergency Management Agency nor shall any person offer present for recording or record any map, plat subdivision of land situated outside any incorporated city, town or village unless the map, plat or subdivision is under the seal of a registered Illinois land surveyor, and unless it is entitled to record as provided in Section 5-1045, however, the provisions of this Section shall not apply to any street or highway survey map or plat. Any person who records, or who offers or presents for recording, which offer or presentation results in a recording of, any map, plat or subdivision of land which the person he knows to be in violation of this Section shall pay to the county the sum of \$1,000 \$200, to be recovered in the circuit court, in the name of the state, for the use of the county, with costs of suit.

25 (55 ILCS 5/3-5031) (from Ch. 34, par. 3-5031)

(Source: P.A. 89-445, eff. 2-7-96.)

- 1 Sec. 3-5031. Penalty. If any recorder shall willfully fail
- 2 to perform any duty imposed upon the recorder him by this
- 3 Division, the recorder <del>he</del> shall be guilty of malfeasance in
- 4 office, and shall be punished accordingly, and shall be liable
- 5 to the party injured for all damages occasioned thereby.
- 6 (Source: P.A. 95-877, eff. 1-1-09.)
- 7 (55 ILCS 5/3-5033) (from Ch. 34, par. 3-5033)
- 8 Sec. 3-5033. County to furnish books, equipment and
- 9 supplies. The county board of each county shall from time to
- 10 time, as may be necessary, provide the recorder of such county
- 11 with well-bound and properly ruled books, and where
- 12 photostating, optical disk storage, or microfilming is used,
- 13 the recorder shall likewise be furnished all such equipment
- 14 (such as computers, printers, and scanners) and supplies
- 15 necessary to the execution of the duties of the his office.
- 16 They may procure books of printed forms to be filled up in the
- 17 recording of any instrument, when the same may be done without
- 18 interlineation or erasure, and shall in all cases, when
- 19 practicable, procure the necessary index and abstract books
- 20 with printed headings. The cost of such books, equipment and
- 21 supplies shall be chargeable against the surplus fees of the
- office, or paid by the county.
- 23 (Source: P.A. 88-661, eff. 9-16-94.)
- 24 (55 ILCS 5/3-5036.5)

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- Sec. 3-5036.5. Exchange of information for child support 1 2 enforcement.
- recorder <del>Recorder</del> shall exchange with (a) The Department of Healthcare and Family Services information that may be necessary for the enforcement of child support orders entered pursuant to the Illinois Public Aid Code, the Illinois 7 Marriage and Dissolution of Marriage Act, the Non Support of Spouse and Children Act, the Non-Support Punishment Act, the Revised Uniform Reciprocal Enforcement of Support Act, the Uniform Interstate Family Support Act, the Illinois Parentage Act of 1984, or the Illinois Parentage Act of 2015.
  - (b) Notwithstanding any provisions in this Code to the contrary, the recorder Recorder shall not be liable to any person for any disclosure of information to the Department of Healthcare and Family Services (formerly Illinois Department of Public Aid) under subsection (a) or for any other action taken in good faith to comply with the requirements of subsection (a).
- (Source: P.A. 99-85, eff. 1-1-16.) 19
- 20 (55 ILCS 5/3-5037) (from Ch. 34, par. 3-5037)
- 21 Sec. 3-5037. Instruments to be re-recorded; fee; penalty. 22 In all cases where the records of any county have been or shall hereafter be destroyed by fire or other casualty, it shall be 23 24 the duty of the recorder of such county to re-record all deeds, 25 mortgages or other instruments in writing which may have been

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recorded or filed for record prior to the destruction of such records, together with the certificates of such original recording, that may be filed in the his office for re-recording; and the recorder may charge and receive, as a for re-recording such deeds, mortgages and other instruments aforesaid, and the certificate of such recording, 5¢ for each 100 words or fractions thereof, and no more; and any recorder who shall charge a greater fee than foregoing, or who shall refuse to re-record such instruments in writing, for the fee aforesaid, shall be deemed quilty of malfeasance in office, and subject to all the penalties prescribed by law for such offense.

13 (Source: P.A. 86-962.)

14 (55 ILCS 5/3-5038) (from Ch. 34, par. 3-5038)

Sec. 3-5038. Judgment dockets. In all counties where a recorder is elected in which the recorder has heretofore been, or shall hereafter be required by the county board to keep abstract books showing by tract every conveyance or incumbrance recorded, the date of the instrument, the time of filing same, the book and page where the same is recorded, and showing a true chain of title to each tract and the incumbrances thereon, as shown by the records of the his office, such recorder shall and he is hereby authorized to keep judgment dockets and indexes thereto, showing all judicial proceedings affecting title to real estate in such

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county, tax sale books with indexes thereto, showing sales or forfeitures of all lands in the county for unpaid taxes and assessments, and such other books as are usual or necessary to be kept for the purpose of making complete abstracts of title to real estate; and the county board shall furnish such recorder with the necessary rooms, books, stationery, fuel and lights for the purposes herein set forth: Provided, that nothing in this Division shall be construed to empower the recorder to prevent the public from examining and taking memoranda from all records and instruments filed for record, indexes and other books in the recorder's his official custody, but it shall be the recorder's his duty at all times, when the his office is or is required by law to be open, to allow all persons without fee or reward to examine and take memoranda from the same. This Section is subject to the provisions of the "The Local Records Act".

(Source: P.A. 86-962.)

18 (55 ILCS 5/3-5045) (from Ch. 34, par. 3-5045)

Sec. 3-5045. Scope of liability in connection with Uniform Commercial Code. No recorder nor any of the recorder's his employees or agents shall be subject to personal liability by reason of any error or omission in the performance of any duty under Article 9 of the Uniform Commercial Code except in case of willful wilful negligence.

25 (Source: P.A. 86-962.)

- 1 (55 ILCS 5/3-5017 rep.)
- 2 Section 10. The Counties Code is amended by repealing
- 3 Section 3-5017.
- 4 Section 99. Effective date. This Act takes effect upon
- 5 becoming law.

1			INDEX	
2	Sta	tutes amended	in order of	f appearance
3	55 ILCS 5/3-500	1 fr	rom Ch. 34,	par. 3-5001
4	55 ILCS 5/3-500	2 fr	rom Ch. 34,	par. 3-5002
5	55 ILCS 5/3-500	3 fr	rom Ch. 34,	par. 3-5003
6	55 ILCS 5/3-500	4 fr	rom Ch. 34,	par. 3-5004
7	55 ILCS 5/3-500	5 fr	rom Ch. 34,	par. 3-5005
8	55 ILCS 5/3-500	5.1 fr	rom Ch. 34,	par. 3-5005.1
9	55 ILCS 5/3-500	5.2 fr	rom Ch. 34,	par. 3-5005.2
10	55 ILCS 5/3-500	5.3 fr	rom Ch. 34,	par. 3-5005.3
11	55 ILCS 5/3-500	5.4 fr	rom Ch. 34,	par. 3-5005.4
12	55 ILCS 5/3-500	6 fr	rom Ch. 34,	par. 3-5006
13	55 ILCS 5/3-500	7 fr	rom Ch. 34,	par. 3-5007
14	55 ILCS 5/3-500	8 fr	rom Ch. 34,	par. 3-5008
15	55 ILCS 5/3-500	9 fr	rom Ch. 34,	par. 3-5009
16	55 ILCS 5/3-501	0 fr	rom Ch. 34,	par. 3-5010
17	55 ILCS 5/3-501	0.5		
18	55 ILCS 5/3-501	0.8		
19	55 ILCS 5/3-501	1 fr	rom Ch. 34,	par. 3-5011
20	55 ILCS 5/3-501	2 fr	rom Ch. 34,	par. 3-5012
21	55 ILCS 5/3-501	3 fr	rom Ch. 34,	par. 3-5013
22	55 ILCS 5/3-501	4 fr	rom Ch. 34,	par. 3-5014
23	55 ILCS 5/3-501	5 fr	rom Ch. 34,	par. 3-5015
24	55 ILCS 5/3-501	6 fr	rom Ch. 34,	par. 3-5016
25	55 ILCS 5/3-501	8 fr	rom Ch. 34,	par. 3-5018

15 55 ILCS 5/3-5017 rep.

1	55 ILCS 5/3-5018.1	
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3	55 ILCS 5/3-5020	from Ch. 34, par. 3-5020
4	55 ILCS 5/3-5020.5	
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9	55 ILCS 5/3-5031	from Ch. 34, par. 3-5031
10	55 ILCS 5/3-5033	from Ch. 34, par. 3-5033
11	55 ILCS 5/3-5036.5	
12	55 ILCS 5/3-5037	from Ch. 34, par. 3-5037
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14	55 ILCS 5/3-5045	from Ch. 34, par. 3-5045