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# County of Orange

County Clerk's Office

*'A WINDOW TO COUNTY GOVERNMENT'*

*Annie Rabbitt*

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April 3, 2015

Dear Orange County Recording Customer:

I am pleased to announce that the Orange County Clerk's Office has initiated the electronic recording (e-recording) of land record documents with Simplifile. **I invite you and your staff to attend an e-recording kick-off open house on Tuesday, April 28, 2015** to learn how e-recording can benefit you. Light refreshments will be served.

When: Tuesday, April 28, 2015  
12:00 p.m. – 3:00 p.m.

Where: **County Offices, Emergency Services**  
**22 Wells Farm Road, Classroom 1**  
**Goshen, NY 10924**

For organizations that submit documents to the Orange County Clerk's Office via (express) mail, runner or courier service, the availability of Simplifile e-recording services means that you are able to securely and cost-effectively file documents with the county through a web browser from the comfort and convenience of your office.

E-recording not only saves you time and money, it also accelerates document recordings, increases your office productivity, and increases the security of documents you file with the county. As you will learn during the kick-off open house, you probably already have the equipment you need to begin submitting documents electronically.

Simplifile has partnered with Orange County to enable document submitters like you to be among the first to take advantage of the benefits of e-recording. Simplifile representative, Jeff Pettine, will be in attendance at the kick-off open house to demonstrate the system and answer any questions you might have. In addition, my staff will present county policies and procedures for e-recording.

**To RSVP for the kick-off meeting**, please **contact Jeff Pettine** by email at **[jpettine@simplifile.com](mailto:jpettine@simplifile.com)** or at **(631) 626-2183** to let him know how many from your office will be in attendance.

I look forward to seeing you at the meeting.

Best regards,

Annie Rabbitt  
County Clerk