

Memorandum



To: My Fellow Constituents
From: Phil Copeland
Date: March 31, 2020
Re: Lucas County Recorder Operations

As your Recorder, I want to thank you for the critical work you are doing to keep business moving forward in our county in this unprecedented time. I write to assure you that in the Lucas County Recorder's Office, we are doing everything in our power to facilitate this critical work-while appreciating the necessary COVID response and ODH, BOC and CDC guidelines. Let's forge ahead together – we recognize the importance of filing necessary documents and access to public records to effectuate timely closings, essential title work and more. While our workflow model has to change in response to this crisis, rest assured we are adapting while making our services available in this highly volatile situation. Please disseminate this to your members and interested clients. See the outline of our current adaptations below:

Filing Documents: We will continue to accept all documents by mail, drop-off and e-Filing.

Mail: Lucas County Recorder
One Government Center, Suite 700
Toledo, OH 43604

*Please include a stamped envelope and proper payment amount.

Drop-Off: Please follow guidelines below:

1. The Drop Box is located inside the building's front lobby at the Government Center.
2. Please put your filings in its own separate envelope (with correct fees in smaller envelopes)
3. Include SASE for the documents return.

April 1, 2020

Access to Online Public Records and Public Search Appointments:

Many public records are available on-line here: <http://co.lucas.oh.us/675/Recorder>

For access to our Public Search area or to access the Misc. Index or older Mortgages and Releases NOT yet available on-line, please call 419-213-4400 to sign up for an appointment.

Finally, I want to personally thank each of you for your understanding as we constantly navigate to adapt to this dire situation. We are working with a skeleton crew to minimize illness within the office so we can maintain operations. We are doing our best to ensure documents can be filed using three different methods and access to public records remains open. The Recorder, in conjunction with the Auditor and Tax Map is minimizing the duplication of efforts whenever we can to continue to provide these necessary resources and are thankful for your continued cooperation as we forge ahead, together, to keep Lucas County moving forward during this unprecedented time.

Please stay updated at the Lucas County webpage for changes to our operations under the COVID19 link and the “Recorder’s” tab here:

If you have specific questions, not covered here, please e-mail me directly at pcopeland@co.lucas.oh.us.

Stay Healthy and Safe~