

# PLYMOUTH COUNTY REGISTRY OF DEEDS

50 OBERY STREET, PLYMOUTH, MA 02360

(508) 830-9200

FAX (508) 830-9221

[www.plymouthdeeds.org](http://www.plymouthdeeds.org)

JOHN R. BUCKLEY, JR., Esquire  
REGISTER

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DIRECTOR OF OPERATIONS

## E-FILE SUBMITTER AGREEMENT

### INTRODUCTION

Before submitting a document for electronic recording to the Plymouth County Registry of Deeds, the person or entity wishing to submit documents electronically ( hereinafter "E-File Submitter") must file an executed original copy of this agreement with the Plymouth County Registry of Deeds.

### PARTIES

E-File Submitter:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Designated Contact: \_\_\_\_\_

Intermediary (ie. Simplifile, CSC, ERX): \_\_\_\_\_

Registry:

Plymouth County Registry of Deeds  
50 Obery Street  
Plymouth, MA 02360  
[www.plymouthdeeds.org](http://www.plymouthdeeds.org)

Contact:  
Timothy H. White, Assistant Register  
[white@plymouthdeeds.org](mailto:white@plymouthdeeds.org)  
(508) 830-9292

## ELIGIBILITY

The above named E-File Submitter hereby certifies that he/she/it is eligible to submit documents for electronic recording because (check all that apply):

1.  He/She is an attorney authorized to practice law in the Commonwealth of Massachusetts.
2.  It is a title insurer licensed by the Commonwealth of Massachusetts.
3.  It is a state or federally chartered bank insured by the FDIC.
4.  It is a credit union insured by the National Credit Union Administration.
5.  It is an agency of the Commonwealth of Massachusetts.
6.  It is an agency of a political subdivision of the Commonwealth of Massachusetts.
7.  It is a Massachusetts city or town.
8.  It is an agency of the Federal government.
9.  He/She is authorized to practice law in another jurisdiction within the United States.
10.  It is a mortgage servicing company licensed to do business in the Commonwealth of Massachusetts.
11.  It is a member of the Mortgage Electronic Registration System, Inc.
12.  It is authorized by Federal Statute.
13.  It is a duly organized outsourcing services company authorized to record documents in the Commonwealth of Massachusetts on behalf of an entity that is eligible to record electronically pursuant to nos. 2, 3,4,10 or 11.

## TERMS

In consideration of the Registry allowing the E-File Submitter to record documents electronically at the Registry, the E-File Submitter agrees to and acknowledges the following:

1. The E-File Submitter shall safeguard all computer equipment, passwords, logins and other security measures so as to prevent the unauthorized use of the E-File system.
2. The E-File Submitter shall permit only authorized employees or agents acting on behalf of the E-File Submitter to use the system and to have access to passwords, logins and other security measures.
3. In the event of a compromise (including but not limited to, theft of equipment or information or unauthorized access to the system), the E-File Submitter shall immediately inform the Registry of the security breach.
4. The E-File Submitter shall record electronically only original documents bearing original signatures and acknowledgements.
5. The E-File Submitter SHALL NOT record electronically a copy of an original document except for certified copies from a Registry or from another governmental agency provided that the copy scanned and presented for electronic recording contains the original governmental certification.
6. All documents, data and images submitted by the E-File Submitter shall comply with the current edition of the Massachusetts Deed Indexing Standards used in the Commonwealth of Massachusetts.
7. All documents and data submitted by the E-File Submitter shall comply with the laws of the Commonwealth of Massachusetts and the United States of America.
8. The E-File Submitter shall not submit documents that are within the Registered Land System. If the E-File submitter does submit Registered Land documents for electronic recording, the E-File Submitter shall be solely responsible for and incur all costs related to correct such erroneous recording.

9. The E-File Submitter shall submit documents to the correct Registry. If the E-File submitter submits documents to the wrong Registry, the E-File Submitter shall be solely responsible for and incur all costs related to correct such erroneous recording.
10. The E-File Submitter acknowledges that the Registry has made no promises or guarantees regarding the time of recording or the order of recording of documents submitted for electronic recording other than such documents will be recorded in the usual course.
11. The E-File Submitter acknowledges that the Registry may terminate access to any electronic recording system at any time it deems it necessary to protect the public interest, to protect the integrity of the public records. No cause of action or liability against the Registry or any government agency shall arise from the decision of the Registry to terminate or deny access of any person or entity to the electronic recording system.
12. The E-File Submitter acknowledges that the Registry and/or any related government agency will be held harmless and not liable for any damages that arise out of the use of the electronic recording system.
13. The E-File Submitter acknowledges that no document submitted for recording electronically shall be considered to have been recorded until the registry approves the document for recording and assigns to the document an instrument number and/or book and page number.
14. Should any authorized user experience a change in professional status (i.e., license revocation, suspension from the practice of law); the authorized user shall immediately notify the Registry of such change.
15. The parties to this contract may amend it any time by mutual agreement provided such agreement is in writing and signed by both parties.
16. The manner of indexing electronically submitted documents shall be done in accordance with the Massachusetts Deed Indexing Standards as interpreted by the Registry of Deeds.
17. The Registry may reject any document recorded electronically for any reason.
18. The E-File Submitter agrees that it is ultimately responsible for the payment to the Registry of all recording fees and deeds excise tax incurred on documents recorded electronically by the submitter and further agrees that in the event that the Intermediary Company used by the E-File Submitter fails to pay such fees and taxes on behalf of the submitter to the Registry for any reason whatsoever, then the E-File Submitter shall pay such fees and taxes directly to the Registry upon demand.
19. The E-File Submitter shall be responsible for verifying that the documents transmitted were in fact recorded.
20. The E-File Submitter SHALL NOT record electronically any document that would be considered a Multifunction Document as that term is defined in the Deeds Indexing Standards for the Commonwealth of Massachusetts.
21. The E-File Submitter SHALL NOT record electronically any deed that, because of the parties to the transaction, is exempt from payment of the deeds excise tax.

## EXECUTION

The above named E-File Submitter has agreed to the terms of this document on this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

E-File Submitter \_\_\_\_\_

By: \_\_\_\_\_  
Name: