

Connecticut Title Association Recording Protocol

The recording protocol follows. It would apply to any town clerk's office that closes for two or more regular business days and that does not accept recordings in person or by mail or overnight courier:

1. Electronic recordings would not be accepted while the town clerk's office is closed.
2. Upon the office's reopening, the town clerk will process recordings received while the office was closed in the following order (for each day):
 - Electronic recordings in the order received (if any have been accepted while the office is closed);
 - Recordings delivered to the office by the USPS or by overnight courier, by date and time, if the means of delivery provides a time stamp, and if not, by date. (For example, if the town clerk's office closed starting March 15th, all electronic recordings received on March 15th would be recorded first (in the order received), followed by mailed or courier-delivered recordings date- and time-stamped March 15th would be recorded next (in the order received), followed by mailed or courier-delivered recordings that are dated. The same procedure would be followed for March 16th, then March 17th, and so on, through the last date the office was closed).
 - Upon the office's reopening, new in-person recordings would not be processed until all recordings noted in a. and b. above have been processed.