



MINNESOTA ELECTRONIC REAL ESTATE RECORDING TASK FORCE
STATEMENT OF COMMITMENT BY A TRUSTED SUBMITTER

Initially Submitted To The County Of: _____

[Insert name of Trusted Submitter] voluntarily intends to engage in the process of electronic recording of documents in the State of Minnesota with counties so authorized by the Electronic Real Estate Recording (ERER) Task Force. In order to be allowed to submit permitted electronic recording submissions, Trusted Submitter commits as follows:

- 1) To work cooperatively with Minnesota counties authorized to electronically record to facilitate the successful recording of documents submitted electronically;
- 2) To meet the current Minnesota ERER Standards, Communication Protocol, and Style Sheet requirements for electronic recording in Minnesota in order to electronically create and submit documents;
- 3) To make an effort to submit electronic documents, in lieu of paper documents, whenever feasible; and
- 4) To arrange, prior to an electronic submission to an authorized county, for payment of electronic recording submissions to that county.

Trusted submitters may submit documents according to standards set by the ERER Task Force. Any participating county can validate the submission. Upon validation, the Trusted Submitter may submit documents to any other pilot county without further schema validation, subject to county communications, rendering and payment considerations.

Trusted Submitter understands that they may be asked to respond to inquiries of the ERER Task Force to assess challenges and successes.

Trusted Submitter understands that signing this statement of commitment does not bind Trusted Submitter to a continuing commitment, and further that Trusted Submitter may withdraw from participation in the pilot electronic recording project of any county at any time upon written notice to the county from which the Trusted Submitter is withdrawing. If a Trusted Submitter withdraws from participation in a pilot e-recording project then the affected county may withdraw the availability of electronic recording services to that trusted submitter.

Signature:

Trusted Submitter Signature	Title	Date
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Trusted Submitter Contact Information:

Address: _____ City _____ State _____ Zip _____

Contact Name: _____

Phone Number: _____ Email: _____

Website: _____



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INSTRUCTIONS

A Trusted Submitter is a private sector party submitting electronic documents to the Pilot Counties authorized by the Minnesota Electronic Real Estate Recording Task Force. The Trusted Submitter and Pilot Counties must follow the Minnesota standards for recording real estate documents electronically.

The Task Force has authority to establish Pilot Counties and to ensure that all parties utilize Task Force standards in their work.

The Pilot Counties establish a working relationship with the trusted submitter through the statement of commitment and report activity to the EREER Task Force related to real estate e-recordings on a monthly basis.

After submitting this Statement of Commitment, and after schema validation by any participating county, the Trusted Submitter may submit documents to any other pilot county subject to communications, rendering and payment considerations of that other county.

PROCESS:

Trusted Submitter

1. Select a county authorized by the Minnesota Electronic Real Estate (ERER) Task Force to electronically record documents. The county you choose will play a key role in the testing and implementation of your electronic recording process. For a complete list of current e-recording pilot counties go to the Minnesota Secretary of State Website at www.sos.state.mn.us.
2. Develop a plan that includes:
 - a. Identifying an electronic recording team that includes internal Management staff, IT staff and a legal advisor.
 - b. Technical needs identified; software, hardware, licenses, digital certificates or contract out options.
 - c. Technical review of Minnesota standards for document types that will be submitted electronically by visiting the Minnesota Secretary of State Website at www.sos.state.mn.us.
 - d. Implementation; Testing, Security and Digital Certificates.
3. Purchase software package or web-based applications for e-recording.
4. Purchase license for software package or web-based applications.
5. Complete the Statement of Commitment Form.
6. Submit the signed form to the County you have selected.

County Recorder

1. Take action, including schema validation, in response to the submitted Statement of Commitment.
2. Submit the Statement to the EREER Task Force for scanning and posting on the Minnesota Electronic Real Estate Recording website.
3. Submit the name of the new trusted submitter on the pilot county monthly reporting survey tool.
4. Original paper Statement is retained by the county.

Task Force

1. Post the new trusted submitter information on the Minnesota Electronic Real Estate Recording website.
2. Scan the Statement and post on the Minnesota Electronic Real Estate Recording website.