

# The Hartley County Clerk's Recording Division

The Recording Division of the Hartley County Clerk's Office:

Preserves documents pertaining to real property records including deeds and tax liens,

Issues marriage licenses, and

Records assumed name certificates (DBAs) for new businesses.

The Hartley County Clerk's permanent library contains millions of documents dating from the 1800s to present.

## Office Location and Hours

The Recording Department is located at 900 Main Street, Channing Texas. Our mailing address is PO Box 189, Channing, Texas 79018.

We are open 8:00 am to 4:30 pm Monday through Thursday, CLOSED 12:00-1:00. 8:00 am to 3:30 on Fridays. Closed legal holidays.

## Contact for Recording

Telephone: 806-235-3582

Email: [melissa.mead@co.hartley.tx.us](mailto:melissa.mead@co.hartley.tx.us)

[Arickerd@co.hartley.tx.us](mailto:Arickerd@co.hartley.tx.us)

[adrianna.whitfield@co.hartley.tx.us](mailto:adrianna.whitfield@co.hartley.tx.us)

Postal Mail: Hartley County Clerk's Office  
PO Box 189  
Channing, Texas 79018

## Fee's for Recording a Document

\$26.00 for the first page

\$4.00 for every page thereafter.

\$.25 per name over 5 names

Please send a postage paid envelope for return.

1" margins

## Locate a Document [www.idocmarket.com](http://www.idocmarket.com)

Recording

Indexes or Vol. & Page - 1994 to Present

Will soon have all Recordings on line, by Vol & Page Reference

Call for information. 806-235-3582

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## eRecording

The Following entities may use eRecording to electronically file documents with our office:

- An attorney licensed in this state;
- A bank, savings and loan association, savings bank, or credit union doing business under laws of the United States or this state;
- A federally chartered lending institution, a federal government-sponsored entity, an instrumentality of the federal government, or a person approved as a mortgagee by the United States to make federally insured loans;
- A person licensed to make regulated loans in this state;
- A title insurance company or title insurance agent licensed to do business in this state;
- An agency of this state.

We encourage any of these to take advantage of this service because it is:

<b>Convenient</b>	File 24/7 from any location with Internet access
<b>Flexible</b>	Standard document formats are accepted and special hardware or software is not required
<b>Fast</b>	Occurs in real time and allows you to receive immediate confirmation and file-stamped copied upon acceptance.
<b>Cost effective</b>	Often less expensive than producing and processing paper filings.
<b>Secure</b>	Process adheres to state and federal security regulations
<b>Green</b>	Reduces the use of paper and reduces carbon emissions by eliminating trips by car or transportation by mail.

Per Texas Local Government Code 195.003, the following organizations are authorized to use eRecording to electronically file documents with our office:

**Corporation Service Company**  
**2711 Centerville Road, Suite 400**  
**Wilmington, DE 19808**  
**806-652-0111**

- eRecording Support (866) 652-0111
- [erecording@cscglobal.com](mailto:erecording@cscglobal.com)
- CSC provides a web-based eRecording solution that enables submitters to electronically record real estate documents.
- [erecording.com](http://erecording.com)