

Shelby Co Recorder's Office COVID-19 Policy

The Shelby County Recorder's office has every intention on continuing to serve the constituents of Shelby County while also considering the best interest/wellness of the office employees. In order for us to continue serving with little or no interruption, it is imperative that our staff remain healthy.

To assist in keeping our staff healthy, we are asking for your cooperation and understanding.

We will be closed to the general public, but will do everything possible to fulfil most requests by calling (937)498-7270.

For the Title Searchers, local attorneys, banking industry, realtors or any other entity which relies on our office for their business, I ask for your cooperation.

First, anyone who uses the office to record or file documents, please consider using Electronic Filing during this time. To begin electronic filing, please visit www.erxchange.com and follow the steps. Recording your documents electronically will help by limiting the contact the staff has with individuals.

We will also continue to accept recordings by mail or in person but would certainly prefer they be submitted electronically.

Although, we strive to keep our Geographical Indexes current, there will be delays in this process as we will put this indexing off until there are no customers working in the office to protect the wellbeing of the staff.

PLEASE NOTE: This is the current plan and could change at any time. Please visit our website for <https://co.shelby.oh.us/recorders-office> for the latest updates.

In advance, thank you for your cooperation and assistance.