

MEMORANDUM

TO: All Land Registration Office and Registry of Deeds Clients

FROM: Peter Kittilsen, Director of Property Registration

DATE: July 8, 2004

RE: **Issues Related to Recording Documents**
- Certificate of Lis Pendens - Mechanics Lien Act
- Receipts for Documents

Due to heavy document volumes this summer, some registries have not been able to record all documents on the same day that they are submitted. Any documents not recorded the same day are recorded first thing the next morning. Staff keep the priority of documents so that documents are always recorded in the order received.

Mechanics Liens - Certificates of Lis Pendens

There is one exception to this rule - when the deadline for recording a Certificates of Lis Pendens for a Mechanics Liens is expiring, staff will record these documents out of sequence and on the day received **IF THEY ARE BROUGHT TO THE ATTENTION OF STAFF**. If you are in a situation where you need a Certificate of Lis Pendens recorded on a specific day, please ensure that these documents are identified to staff when they are delivered to the registry. They should not be submitted with other documents and must have the appropriate filing fee attached. Please mark the envelope "Certificate of Lis Pendens - Mechanics Lien Act - Please Record by End of Day". This will help ensure these documents are recorded by end of day, in the event we incur any backlog.

Receipts for Documents

In the event of a backlog, documents presented for recording may not be recorded at the time of delivery. During these times, receipts will be handled in the following manner:

1. For clients who have a mailbox at the Registry, staff will put the receipt in the mailbox incrementally throughout the day.
2. For clients that do not have a mailbox at the Registry, receipts will be left in a box on the front counter for pickup.
3. For clients paying by visa, who do not have a mailbox at the Registry, receipts will be mailed back to them at the end of the day.

In order to keep staff recording documents in a timely manner, we are unable to call or fax confirmation that documents have been recorded. You may continue to check Property Online - Documents in Progress for confirmation and recording particulars.

Thank you for your support and cooperation.