

## CHAPTER 5

### ORDINANCE ESTABLISHING CUT-OFF TIME FOR FILING AND RECORDING DOCUMENTS IN THE REGISTER OF DEEDS OFFICE

The Board of Supervisors of St. Croix County does ordain as follows:

**SECTION I. AUTHORITY.** This ordinance is adopted pursuant to the authority of Wisconsin Statutes Sec. 59.20(3)(c).

**SECTION II. PURPOSE.** The purpose of this ordinance is to provide the Register of Deeds office sufficient time in which to complete the processing of documents filed for recording on the same day they are received by setting a cut-off time for receipt of documents. Documents shall be accepted up to the end of the business day but processed the next business day if received after the cut-off time.

**SECTION III. CUT-OFF TIME FOR FILING AND RECORDING DOCUMENTS.** In order to assure the complete processing, recording, and indexing of documents on the same day they are received, a document must be received by the Register of Deeds office no later than 4:30 p.m. Documents received after 4:30 p.m. shall be processed on the next official business day. For all other purposes, the office shall remain open to the public until 5:00 p.m. on all official business days.

**SECTION IV. REFERENCES TO STATUTES.** References to specific statutory sections wherever used in this ordinance shall mean the Wisconsin Statutes of 1995-1996.

**SECTION V. REPEAL OF CONFLICTING ORDINANCES.** Prior ordinances and resolutions are repealed to the extent that they conflict with this ordinance.

**SECTION VI. EFFECTIVE DATE.** This ordinance is effective the day after passage and publication as provided by law.

Ordinance No. 492 (98) – December, 1998