**Phase II Planning Meeting – CI Title Apple Valley Offices – October 13, 2003**

**Attendees: Beth McInerny, Jim Holan, Jenine Barker, Luci Botzek, Carol Leonard, Leonard Peterson, Tom Clark, Bill Mori, Jeff Carlson, Larry Dalien, Gail Miller, Marie Kunze, John Engerholm, Erin Hultgren, Chris Akers (phone), Mike Cunniff, Dana Flink (phone)**

1.  What additional complexities are added in phase II that were not addressed in phase I i.e. legal descriptions

A list of different groups involved / interested in real estate filing processes and information was identified at the last meeting of the Phase II committee.  Data needs were associated with those groups and that document was distributed.  Another document detailing the differences between the levels of e-filing was also presented to this group for their review and on-going reference.

Jeff Carlson addressed the issue of complexities of electronically transmitting legal descriptions to counties.  Jeff relayed that some of the real estate filing agencies he partners with do not feel comfortable with complex legal descriptions.  They feel confident they can provide electronic legal descriptions to Jeff that are simple platted parcels.  But they do not feel they have adequate tract indexing skills necessary to provide electronic legal descriptions for more complex parcels.   He noted that he has already begun how-to classes with these groups.

Counties also provide regular training sessions for the private sector and Luci Botzek offered to look into this for the group.  Comments on this issue:

- Hennepin estimates that simple legal descriptions make up approximately 80% of all transactions, for example.

- Implementing a manual process of reviewing images in large counties such as Hennepin will drastically reduce the cost savings associated with electronic recording.

- It was discussed that technology is making it increasingly easier to provide information electronically.

- OCR (Optical Character Read) scanning technology has the capability to retrieve information from a scanned document or

image.  This technology is continually being enhanced and could be a viable solution in the future.

- There is a strong need from both counties and private sector groups to have legal descriptions in an easy to use electronic fashion

- Insisting on the use of electronic legal descriptions now would begin the effort of collecting legal descriptions for a state-wide database.

- Could there be a extra charge for submitting an image of a legal description to help move to the use of electronic descriptions

- If the Tract Index becomes the official index in Minnesota that makes the issue even more necessary to have an electronic and accurate description

- The effort to use electronic legal descriptions will be painful at first, as when computer systems were used initially, but eventually everyone becomes practiced at this and those issues do not last.

- The entry of a legal should only need to happen once and associate the legal description with a PIN number and any further need for the legal can be easily completed with the use of the PIN.

## 2. [Document Filing Priority within a document package](#)

The committee looked at the Phase II documents against a grid identifying other entities that process the document or require data from the document.

| | Auditor | Recorder | Treasurer | Assessor | Dept. of Revenue | Dept. of Health | Outside Users |
|---|---|---|---|---|---|---|---|
| **Assignment of Mortgage**<br><br>Notes: very much like a Satisfaction | | X | | | | | X |
| **Deed**<br><br>Notes: Legal Description is big issue for this document | X | X | X | X | X | X | X |
| **CRV** (with Deed) | X | X | X | X | X | X | X |
| **Well Certificate** (with Deed) | X | X | X | X | X | X | X |
| **Mortgage**<br><br>Notes: No CRV or Well Cert with this filing, also no transfer of title is included, the legal description is less scrutinized, Auditor / Treasurers do NOT verify if taxes are paid.  Fewer issues. | X | X | X | | X | | X |

It was determined that a recommendation will go to the ERERTF that pilot counties currently working toward Phase II testing should begin testing with the Assignment of Mortgage document.

Although these can often accompany a Mortgage document there can be some volume of these alone.  Jeff Carlson mentioned batch filings he does occasionally of just the Assignment document.

3. **Phase II Filing Process – How will XML Schema be transmitted in Phase II**

4. **Issues from Phase I Testing – How Will Known Issues Be Addressed in Phase II**

5. **Phase II Milestones and Project Overview**