

**Phase II Planning Meeting – Dakota County Western Service Center Offices
October 27, 2003 at 1:00pm**

Attendees: Beth McInerny, Erin Hultgren, Tara Bach, Carol Leonard, Michael Cunniff, Larry Dalien, Gail Miller, Denny Kron, Bob Horton, Bill Mori, Tom Clark, Leonard Peterson, Jeff Carlson, Jeanine Barker, John Engerholm, Jeanine Barker, Luci Botzek, Bob Schevic

3. Document Filing Priority within a document package

The main discussion points for this agenda item were:

- Which Phase II documents would next be pilot tested

It was decided at the last meeting that the Assignment of Mortgage would be recommended to the task force. Also the Mortgage would be recommended. Because of the high volume of refinances mortgage documents are filed individually or with the Satisfaction document. The mortgage does have a legal description. But the mortgage document does not come with the CRV or Well Certificate as a Deed does. The Assignment and Mortgage documents will be recommended to the task force for Phase II.

- How soon can the CRV be included in Phase II

Because the Deed has the legal description on it, this committee felt it would not be wise to do this document right away. It was agreed that there was much to be learned from the filing of a mortgage that may make working with the deed much easier.

Leonard from Department of Revenue asked how the CRV could be filed sooner. It was decided that Revenue would use the schema developed for the CRV. Revenue will work to put the CRV on their web site. Trusted submitters would be informed when this is available and will fill out the CRV form electronically. The Auditor's office will then be able to complete the electronic form upon receiving the deed associated. A numbering system will be developed that will indicate on the paper (and soon electronic) deed how to retrieve the electronic version of the CRV to complete the process.

- Decision of how information regarding the order of filing document bundles would be communicated to the County.

When document bundles are received by the county submitters often have a specific priority they would like the documents filed under. It was decided that a

transmittal page will be sent by the trusted submitters indicating the priority documents will be filed in. Jeff Carlson has found a copy of such a page used in New York City. Bill Mori also volunteered to find how other groups are thinking of filing priorities and will report at the task force meeting.

- Discussion of document rejections when documents are received in a bundle

If a single document in a bundle is incorrect it was asked how this would be rejected, would the entire bundle or just the problem document? Some trusted submitters prefer to have the entire bundle rejected; others wish to have only the problem document rejected. The question arose, how do you electronically reject the bundle if some documents have gone to other departments, electronically, how do you get them back in order to repackage the bundle. Bob Schevic reported that Wells Fargo files bundles and each document is individually wrapped and the final bundle is also wrapped. This provides an index number associating all of the contents of the bundle together. This would allow electronic rejections of bundled documents. The transmittal letter will tell the county what to record and what to reject if there is a problem document within the bundle.

The transmittal letter and the bundling concept will be discussed at the task force meeting.

It will also be recommended that Phase II be broken down into two parts.

Phase II – A: Mortgage and Assignment of Mortgage, CRV developed by Department of Revenue

Phase II – B: Deed and Well Certificate

- 4. Phase II Filing Process – How will XML Schema be transmitted in Phase II**
- 5. Issues from Phase I Testing – How Will Known Issues Be Addressed in Phase II**
- 6. Phase II Milestones and Project Overview**