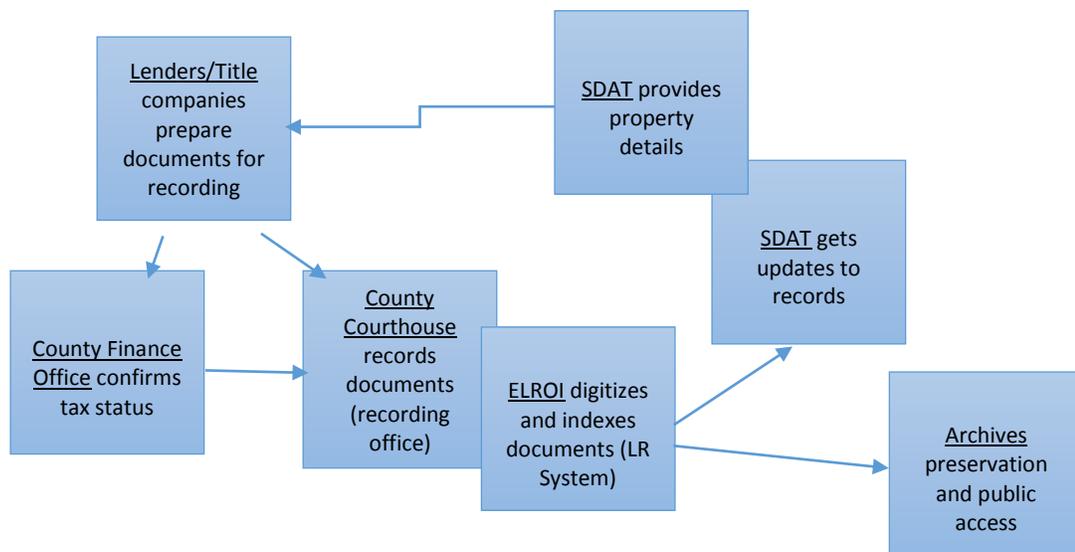


Functional Design Overview

Current Workflow for Land Record Recordings

The existing paper process is time-consuming, requiring a lender to make several steps to get a document to its final destination. The recording process requires other agencies to be involved because the Courthouse process is only one piece of the overall effort. Providing the ability to file these documents electronically will be convenient, secure, efficient, and improve accuracy, saving time and resources.



Steps:

1. Lenders and the title industry prepare paperwork for a real estate transaction, conducting traditional research from multiple sources, such as SDAT, ELROI and mdlandrec.
2. The County Finance Office checks the status, determines if tax is due and stamps the document accordingly.
3. The document is presented at the County Courthouse, staff analyzes the document, checks for appropriate supporting materials, calculates and collects fees, stamps the document, numbers the document and sends it for processing into the ELROI system where it's scanned, indexed and verified.
4. Collected Fees are distributed within a few days.
5. The ELROI system sends verified books to the Archives for preservation and public access.

Proposed Workflow for Land Record Recordings

Linking agencies and the ability to exchange information via a secure web portal allows us to create workflows to keep the documents moving through SDAT, local Finance Offices, and Courthouses, all of whom are involved when recording a land record transaction. With automation, we can improve accuracy, efficiency and therefore have fewer rejections. The NEW Workflow is the same as the current workflow, except the steps are accomplished electronically. Based on research and interviews with industry representatives, our approach is to mimic the paper process and use technology to enhance and strengthen data integrity.

The overall business need is to enhance service to the public and create efficiencies for related agencies. The objective is to establish an electronic Land Record recording system to better serve our customers, significantly improve judicial processes and enhance service to related agencies:

- Provide customers with a reliable and effective capability to record electronic land record documents that can be created and executed via a protected Judiciary website.
- Streamline Courthouse receipt, processing and indexing of land record documents to help eliminate backlogs, and improve accuracy and efficiency of the process.
- Assist Finance Offices in respective automation efforts.
- Design and provide for real-time reporting.
- And more...

Evolution, not Revolution

The selection, customization and implementation of the system will be generally based on seamless integration and easy conformance with existing systems and procedures, which are many. There is no need to change anything that is working well.

Walk before We Run

For the pilot, the intention is to accept selected low risk, high-volume instrument types. Over 80% of the recordings in Baltimore County in FY2013 are deeds, deeds of trust and releases.

See the separate list of Acceptable Documents.

