

CHAPTER 6 – GENERAL ADMINISTRATION

6.01 Cut-off Time for Filing and Recording Documents in Register of Deeds Office

(1) Authority. This ordinance is adopted pursuant to the authority in Wis. Stat. § 59.20(3)(c), Wis. Stats.

(2) Purpose. The purpose of this section is to provide the Register of Deeds Office with sufficient time in which to complete the processing of documents filed for recording on the same day they are received by setting a cutoff time for receipt of documents.

(3) Cut-off Time for Filing and Recording Documents. The cutoff time for receipt of documents filed for recording by the Register of Deeds Office is 3:30 p.m. on any official business day during which the Register of Deeds Office is open to the public. Documents received after 3:30 p.m. shall be processed on the next official business day in the order of receipt pursuant to Wis. Stat. § 59.43. For all other purposes the Register of Deeds Office shall remain open to the public until 4:30 p.m.

Adopted on March 23, 2016.