



## Document Bulletin for Portsmouth City, VA

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Portsmouth City, VA is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

**General Requirements for all documents:**

- Documents must have a 1 inch blank margin at top of first page and 1 inch blank margin on remaining sides of first page and on all sides and top of subsequent pages.
- Letter and Legal sized documents accepted.
- 300 DPI on all Images
- Hours of Operation: M-F, 8:30 AM to 4:00 PM (Cut Off Time)
- Please refer to Virginia Court’s Website to determine if the county requires a coversheet to be sent with each document:  
[http://webdev.courts.state.va.us/cgi-bin/DJIT/ef\\_djs\\_ccdeed\\_calc.cgi](http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccdeed_calc.cgi)

Document Types	Required Indexed Fields
Affidavit *Agreement Amendment Assignment AssignmentOfDeedofTrust AssignmentOfLeaseAgreement CertificatePartialRelease CertificatePartialSatisfaction CertificateRelease CertificateOfSatisfaction Reconveyance CertificateofTransfer CondominiumInstrument *Contract DeclarationStatement *Deed *DeedInLieuofForeclosure *TrustDeed Easement Homestead Release Easement *DeedOfTrust *DeedOfTrustConstructionLoadn *DeedOfTrustCreditLine *DeedOfTrustModified *DeedOfTrustRefinance *DeedOfTrustRevolvingEquityLine	Indexing for all document types: Grantor/Grantee Requesting Party/Address Tax Map/PIN  Additional Indexing: *Consideration Amount

*GiftDeed *LeaseAgreement MechanicsLien *MineralDeed MineralLease NoticeOfLien NoticeOfLisPendens Plats PowerOfAttorney *QuitClaimDeed ReleaseOfLisPendens RevocationOfPowerOfAttorney Rider Subordination SubstitutionTrustee *TaxDeed *TimberDeed TimberLease	
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