

**LINDA HOFFMANN**  
**MEDINA COUNTY RECORDER**

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**PRESS RELEASE**

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In response to the ongoing Covid-19 (Corona) virus pandemic and the prior Stay-at-Home Orders of Governor DeWine and the Ohio Department of Health (ODH), the Medina County Commissioners previously closed county buildings to the general public.

Some essential governmental functions under the orders were county government operations and government employees who work for or support essential businesses and operations. These included financial and insurance institutions, appraisers, title companies, mortgage brokers, and certain professional services including legal services, accounting services, and real estate services (appraisal and title services). On March 25, 2020, the Ohio General Assembly passed Amended H.B. 197, requiring all 88 County Recorders' Offices to remain open and Governor DeWine signed that Bill into Law.

Medina County Recorder Linda Hoffmann announced that the Recorder's Office remains open Monday through Friday, 8:00 a.m. to 4:30 p.m. to perform essential governmental functions and to support essential financial and real estate sectors of our economy. Recorder Hoffmann has adopted the following office "social distancing" policies to help protect county employees, our customers, and the general public:

- (1) The Recorder's Office will be staffed at normal staffing levels.
- (2) All customers are urged to submit documents, including deeds, to the Medina County Recorder's Office, via online E-recording. Alternatively, documents (other than deeds) and applicable recording fees can be mailed to the Recorder's Office by regular U.S. mail. Most real estate documents are online at <https://recorder.co.medina.oh.us/>.
- (3) Attorneys and employees of title companies, real estate service providers, financial service providers, law offices, mortgage brokers, and developers/builders (deemed essential by the ODH Order) are required to call ahead to the Recorder's Office at (330) 725-9786 for an appointment and limited in-person access. For deeds and title transfers, please also call ahead to the County Engineer's Tax Maps department at (330) 725-9777 or (330) 725-9798, and to the County Auditor's Office (330) 725-9754.
- (4) Documents still being recorded in-person are to be placed by customers into a centrally-located Inbox for processing. Once those documents have been officially recorded, the deputy Recorders will place the customers' hardcopies in a centrally-located Outbox for pick-up.
- (5) Tables have been placed before the front office counters to increase the social distance between deputy Recorders and the public to at least 6 feet.
- (6) Appointments can be scheduled by phone in advance to obtain or renew your Veterans' ID card.