




STATE OF HAWAII
DEPARTMENT OF LAND AND NATURAL RESOURCES
BUREAU OF CONVEYANCES

P. O. BOX 2867

HONOLULU HAWAII 96803

MEMORANDUM

DATE: June 24, 2009
TO: Hawaii Land Title Association
FROM: Nicki Ann Thompson, Registrar 
SUBJECT: Discussion items regarding recording process

Thank you for your input and cooperation during our recent discussions on the impact of the State's fiscal constraints. In anticipation of the furlough or other restraints placed upon the State of Hawaii employees, any agreements between the Title Companies, other recording groups and the Bureau of Conveyances are suspended. This memo documents the practice for recording of documents at the Bureau after July 1, 2009.

- Special Recordings. There will be no special recordings. These include all transactions, no matter the dollar amount.
- Pulls: There will be no pulling of documents submitted for recording.
- Pre-Checks: Pre-checks will be accepted until 8:30 a.m. the day prior to recording. Recording will be the following business day at 8:01 a.m. All greenies and rejects will be ready for pick up no later than 3:30 on the same day as submitted. Resubmits will be accepted until 4:00 p.m. for next day recording. If resubmitted on the next business day, they will record the following business day.
- Bulk/Project Recording: We recommend that bulk/project recordings be submitted within the following schedule:

# of Documents	Days	Lease/Fee
25-50	2	3
51-100	3	4
101-150	4	6
151-200	5	7
201-250	6	8
251-300	7	9

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For bulk/project recordings, we recommend that you provide as much notice as possible to the appropriate receiving sections. Additionally, no projects will be accepted the last five business days of the month.

- Images and indexes will continue to be provided on a daily basis via DVD.

Our goal is to work together during this time to provide adequate staffing and service to record all documents in a timely manner. As stated earlier, this is not an agreement. This memo provides the current procedure provided by the Bureau of Conveyances.

If you have questions regarding this memorandum, please contact me at 587-0148 or nicki.thompson@hawaii.gov, Harriet Enrique (Regular System) at 587-0151 harriet.enrique@hawaii.gov, or Hannah Domingo (Land Court) at 587-0143 hannah.domingo@hawaii.gov .