

**OFFICE OF  
THE LASALLE COUNTY RECORDER OF DEEDS  
FREEDOM OF INFORMATION ACT (FOIA) INFORMATION**

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<b>Function</b>	The Office of the LaSalle County Recorder of Deeds is tasked with maintaining public records and other official documentation, especially those relating to real estate ownership and related documents.	
<b>Access to Records</b>	<p>The office maintains both digital and hard copy documents dating back to the early 19th century, which are available for free public searching and inspection from within the office. For off-site public access, three on-line services are available which provide access to documents dating back to 1980. They are:</p> <ul style="list-style-type: none"><li>• <a href="#">Laredo</a> - An account based, subscription service providing access and print functions to digital documents.</li><li>• <a href="#">Tapestry</a> - A pay-per-search/print service providing access and print functions to digital documents.</li><li>• <a href="#">Direct Search</a> - A free service providing basic document information (no access to actual digital documents)</li></ul> <p>Due to privacy concerns, access to veteran discharge forms (DD-214) is restricted to the veteran, after presentation of a photo ID, or, under additional restrictions, an immediate family member or funeral home.</p>	
<b>Location</b>	707 E. Etna Road, Suite 269, Ottawa, IL 61350	
<b>Contact</b>	Phone: (815) 434-8226 Fax: (815) 434-8260	Email: <a href="mailto:deputyrecorder@lasallecountyil.gov">deputyrecorder@lasallecountyil.gov</a> <a href="mailto:recorder@lasallecountyil.gov">recorder@lasallecountyil.gov</a>
<b>Office Hours</b>	8:00 am - 4:30 pm, Monday - Friday	
<b>Total Operating Budget</b>	\$370,948.00 Recorder Equipment Fund \$927,916.00 General Fund	
<b>Employees, Organizational Chart &amp; Dept. Phone No.</b>	Recorder of Deeds - Karen L. Miller Chief  Deputy Recorder – Holly Pabian  Data Entry Supervisor  (4) Deputy/Recording Clerks	

**Employees Designated to Receive FOIA Requests**

Recorder of Deeds Chief  
Deputy Recorder Data  
Entry Supervisor  
Deputy/Recording Clerks

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**FOIA Officers**

Chief Deputy Recorder  
Recorder of Deeds

[Holly Pabian](#)  
[Karen L. Miller](#)

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**FOIA Requests**

Any person may obtain public records for inspection or copying by submitting a completed FOIA Public Records Request form or a written FOIA request to any of the above designated FOIA Officers.

In accordance with the Freedom of Information Act, access to basic information regarding recorded documents, including specific document recording numbers, is available free of charge from both within the office and through the [Direct Search](#) website.

It is the intent of the Office of the LaSalle County Recorder of Deeds to comply with all FOIA requests in accordance with the requirements and procedures set forth in the Illinois Freedom of Information Act and all other related and/or applicable federal and state laws.

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**Copy Costs**

Except when a fee is otherwise fixed by statute (5 ILCS 140/6), the LaSalle County Recorder's Office will charge the following rates for copies of request records:

TYPE OF DOCUMENT	FEE
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies	The actual cost of reproducing the records
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost of the computer disc, tape-cassette, compact disc, and/or other recording medium

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**Records on File****Property Deeds:**

Administrator Deed, Cemetery Deed, Commissioner Deed, Conservator Deed, Corporate Deed, County Clerk Deed, Deed in Trust, Executor Deed, Guardian Deed, Judicial Deed, Quit Claim Deed, Sheriff Deed, Timeshare Deed, Timeshare Judge Deed, Trustee Deed, U.S. Marshal Deed, Warranty Deed

**Records on File (Cont.)****Other Miscellaneous Records:**

Affidavit, Agreement (Miscellaneous), Amendment (Miscellaneous), Annexation Ordinance, Assignment (Miscellaneous), Assignment of Land Trust, Attorney Lien, Bail Bond, Bail Bond Release, Bankruptcy, Bill of Sale, Cemetery Plat, Certificate (Miscellaneous), Certificate of Levy, Certificate of Payment (Release), Certificate of Sale, Child Support Lien Amendment, Child Support Lien Notice, Child Support Lien Partial Release, Child Support Lien Release, Claim of Lien (Miscellaneous), Contract, Corporation Amendment, Corporation Annual Report, Articles of Incorporation, Corporation Biennial Renewal Report, Corporation Certificate, Corporation Certificate of Authority, Corporation Certificate of Authority Amendment, Corporation Certificate of Dissolution, Corporation Change Registered Agent and/or Office, Corporation Merger, Corporation Reinstatement, Corporation Statement of Intent to Dissolve, Death Certificate, Declaration (Miscellaneous), Declaration of Covenants and Restrictions, Declaration of Covenants and Restrictions Amendment, Dedication Deed, Demolition Lien, Disclaimer, Disconnection, Easement, Enterprise Zone, Environmental Protection Agency Document, Federal Tax Lien Notice, Federal Tax Lien Partial Release, Federal Tax Lien Release, Federal Tax Lien Withdrawal, Flood Letter, Grant, Grass/Weeds/Mowing Lien, Judge Certificate, Lease, Letter, Lis Pendens, Lis Pendens Amendment, Lis Pendens Release, Marriage Certificate, Mechanic Lien, Mechanic Lien Amendment, Mechanic Lien Partial Release, Mechanic Lien Release, Memorandum (Miscellaneous), Memorandum of Judgment, Memorandum of Judgment Partial Release, Memorandum of Judgment Release, Mobile Home Lien, Monument Record, Mortgage, Mortgage Additional Advance Agreement, Mortgage Assignment, Mortgage Assignment of Proceeds, Mortgage Assignment of Rents, Mortgage Assignment of Rents and Leases, Mortgage Assumption, Mortgage Extension, Mortgage Modification, Mortgage Notice of Lien, Mortgage Promissory Note, Mortgage Security Agreement, Mortgage Subordination, Mortgage Supplemental Indenture, Mortgage Trust Deed, Notice (Miscellaneous), Notice of Probate, Old Age Assistance Lien (Public Aid), Old Age Assistance Release (Public Aid), Old Age Assistance Renewal (Public Aid), Option, Order, Ordinance, Partial Release Assignment of Rents, Partial Release of Mortgage, Partial Release of Trust Deed, Permit, Plat of Condominium, Plat of Subdivision, Plat of Survey, Potential Inheritance Tax Lien, Power of Attorney, Real Estate Contract, Recapture Agreement, Receipt, Release (Miscellaneous), Release of Assignment of Rents, Release of Attorney Lien, Release of Certificate of Levy, Release of Demolition Lien, Release of Grass/Weeds/Mowing Lien, Release of Lease, Release of Mobile Home Lien, Release of Mortgage, Release of Notice of Lien, Release of Option, Release of Power Of Attorney, Release of Sewer and Water Lien, Release of Sewer Lien, Release of Tree Lien, Release of Trust Deed, Release of Water Lien, Resolution, Right of First Refusal, Sewer and Water Lien, Sewer Lien, State Dept. of Labor Lien, State Dept. of Labor Lien Release, State Dept. of Unemployment Labor Lien, State Dept. of Unemployment Labor Lien Release, State Income Tax Lien, State Income Tax Lien Partial Release, State Income Tax Lien Release, State Retail Occupational Lien, State Retail Occupational Lien Partial Release, State Retail Occupational Lien Release, States Attorney Acceptance, Surety Bond, Surety Bond Release, Tax Deferral Lien Notice, Tax Deferral Lien Release, Timeshare Affidavit, Timeshare Assignment, Timeshare Claim of Lien, Timeshare Lis Pendens, Timeshare Misc. Release, Timeshare Miscellaneous, Timeshare Miscellaneous Notice, Timeshare Modification, Timeshare Mortgage, Timeshare Partial Release, Timeshare Power of Attorney, Timeshare Release, Transcript of Wills, Transfer of Stock, Transfer on Death, Tree Lien, UCC Amendment, UCC Assignment, UCC Continuation, UCC Partial Termination, UCC Statement, UCC Termination, Vacation Ordinance, Veteran Discharge, Water Lien

**Records on File (Cont.)****Out of County and/or State Records:**

Adoptions, Births, Deaths, Divorces, Marriages (*LaSalle County records of these types are available through the Office of the County Clerk*)

*Note: Some documents listed above, having no requirement to record, may have very few examples which have been recorded with the Office of the Recorder of Deeds.*

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**Forms / Links**

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[FOIA Statute](#)  
[FOIA Request Form](#)

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[LaSalle County Recorder](#)  
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