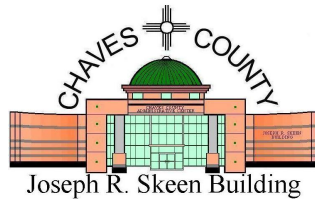


COUNTY CLERK

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COMMISSIONERS

Dara Dana ➤ District 1
T. Calder Ezzell Jr. ➤ District 2
Jeff Bilberry ➤ District 3
Robert Corn ➤ District 4
William E. Cavin ➤ District 5

NOTICE OF CHANGES IN THE CHAVES COUNTY CLERK'S OFFICE

The Chaves County Clerk's Office will be switching recording and filing software vendors from Kofile to Tyler Technologies on **December 2, 2019**.

E-recordings will be accepted until **12:00 pm on Wednesday, November 27, 2019**. We will begin processing e-recordings on Monday, December 2, 2019.

We would appreciate any outstanding balances owed to the Clerk's Office to be satisfied before November 27, 2019 as we are also changing our cashiering process and credit card vendor/ ACH vendor.

We ask for your patience for the last part of November and beginning of December. Training will be in session and the office may be short staffed at times. This is a huge transition for us, and we are doing our best to prepare. Please let us know if you have any questions or concerns.

We appreciate doing business with you and look forward to the benefits of this new change.