

Public Trustee's Office

Naming Conventions for a first legal package submitted electronically

All documents must be submitted in .TIF file format, except the mailing lists and DATADOC, which must be in Word format. A legal description in excess of four lines must be submitted as an Exhibit A in both Word and .TIF file format.

NED = Notice of election and demand

NOTE = Original Note (evidence of debt)

NOTEASSIGN = Original indorsement or assignment of the note (evidence of debt)

CNOTE = Copy of note (evidence of debt)

CNOTEASSIGN = Copy of indorsement or assignment of the note (evidence of debt)

LOANMOD = Original modification to the evidence of debt secured by the deed of trust

CLOANMOD = Copy of loan modification certified by a qualified holder or their attorney

CERTJUD = Certified copy of a monetary judgment entered by a court

DOT = Original deed of trust

CDOT = Copy of deed of trust certified by a qualified holder or their attorney

CERTDOT = Copy of deed of trust certified by the Clerk & Recorder

CERTQH = Copy of note and deed of trust certified by a qualified holder or their attorney

CERTQHEOD = Copy of the evidence of debt submitted with an original deed of trust

CERTQHDOT = Copy of deed of trust certified a qualified holder or their attorney submitted with the original evidence of debt

PRL = Original partial release

CERTPRL = Partial release certified by the Clerk & Recorder

CPRL = Copy of a partial release certified by a qualified holder or their attorney

COVER = Cover Letter

ML = Initial Mailing List (must be submitted in Word and Tiff file format)

POA = Power of Attorney

SCV = Affidavit affecting the deed of trust SLS = A statement identifying the name of the loan servicer

ACO = A statement identifying the name and address of the current owner of the property

PED = A document notifying the public trustee that the property requires posting under CRS 38-38-802

EXHIBIT A = Legal description in excess of 4 lines must be submitted as an exhibit in Word

DATADOC = DATADOC in Word format