



Cass County
211 9th Street South
Fargo ND 58103
701-241-5620

Jewel A. Spies, Recorder

Teresa Kirby, Deputy

Shena Garcia, Deputy

Our office is open 8-5, Monday through Friday (we are also open through the noon hour).
We are closed all major holidays.

**Auditor Lots will be required for metes & bounds descriptions as of September 1, 2014.
Please contact Cass County Auditor's office for further information. 701-241-5600 or
701-241-5740**

The Recorder's office is located on the main floor of the Cass County Courthouse in the North Wing. For the public's convenience, the offices of Recorder, Treasurer, and Auditor are all located in the same area. Tax Equalization is south of the guard station by the old commission room.

Cass County has digitized images on NDRIN web site dating from **November 1, 1992** to the present. All images and indexing are verified from **January 19, 1999** through the present. Images and information prior to January, 1999 are subject to error and missing images. For accuracy from 1993-1999, we suggest that you come into our office and search the records there. Our future goal is to correct those errors and then digitize images from 1984-1992.

Please allow at least 48 business hours from date of recording to ensure the full indexing and validation is available on NDRIN.

**For information on plats and corner records continue to the
next page.**

PLATS

Cass County is eRecording documents and Plats now. All **“Plats, including Auditor lots”** in Cass County must be submitted through eRecording.

If the subdivision is in the ET or City of Fargo, the City of Fargo will submit the plat for recording.

If the subdivision is in the ET or City of West Fargo, Ohnstad Twichell & Moore Engineering will submit the plat for recording.

For all other areas of the County, the Cass County Planner (Hali Durand) will submit the plat for recording.

Since Mylar is not a good medium for stamps & notaries, we are now accepting a medium called:

8 mil Polypropylene/PSA 36"x100' 3" core or Durable Matte Polypropopylene by Canon Banner 139 gsm/ 7 mil

Item # 0834V779 these can be found at Advanced Business Methods or Liberty Business Systems Inc.

All Plats must be 22" X 34" per Cass County Subdivision Ordinance #2006-1

Plats: Cass County has all of our plats available to the public, through the Cass County website.

<https://www.casscountynd.gov/county/depts/GIS/Pages/GISHome.aspx>

Auditor lots are 8 ½ X 14", but can be submitted as large as ledger through eRecording.

CORNER RECORDS: We have scanned all of our Corner Monuments and they are available on NDRIN.

TO SEARCH: They are indexed by section/township/range. You can search that way **or** if you only want to look at Corner Monuments; put **CORNER RECORD** in the document type or use both document type and the legal description.

To search by the file number you need to put 10 in front file numbers with four numbers and 100 in front of three digit file numbers. You need six digits for the file number: Example file number 575 would be 100575.

The Corner Record Indices is also on. Under the **ND Recorders** Tab click on Cass (either on the map or the listing) and then click on Corner Record Indices. Open. Then open the folder.

For more information about Cass County, please visit our website. www.casscountynd.gov

