

eForeclosure Instructions

In order to start transmitting foreclosures electronically, you will need to set up a Memo of Understanding that will need to be kept on file with us. Once you have established an account, you can start transmitting documents electronically. We will provide you with a weekly report of expenditures.

Documents and attachments submitted electronically must be named in accordance with the attached list of Document Scanning Abbreviations (Capital Letters only) in TIFF format and scanned individually. Legal descriptions attached as an Exhibit A must be scanned separate from the document.

Please send all correspondence and documents to eforeclosures@jeffco.us. Your email subject line must contain the type of document or documents that you are sending and our foreclosure number. It would be helpful to us to have one e mail address for your law firm for all electronic communications.

Documents can be transmitted still in paper. We will scan in the originals and the file will then be electronic.

Thank you,

Jefferson County Public Trustee's Office.