

## JEFFERSON COUNTY'S NAMING CONVENTIONS FOR DOCUMENTS SUBMITTED ELECTRONICALLY FOR A FIRST LEGAL PACKAGE

---

**NOTE** = Original Note

**CNOTE** = Copy of Note

**DOT** = Original Deed of Trust

**CDOT** = Copy of DOT certified by the attorney for a Qualified Holder.

**CERTDOT** = Copy of the DOT certified by the Clerk & Recorder

**CERTQHDOT** = Copy of DOT certified by the attorney for a Qualified Holder submitted with the original EVIDENCE OF DEBT

**CERTQHEOD** = Copy of the EVIDENCE OF DEBT submitted with an original DOT

**CERTQH** = Copy of note and DOT certified by the attorney for a Qualified Holder

**COVER** = Cover Letter

**ML** = Initial Mailing List

**MLS** = Supplemental Mailing List

**NORNOS** = Combined Notice of sale and right to cure and redeem created by the attorney.

**POA** = Power of Attorney

**NOTEMOD** = Note Modification

**DOTASSIGN** = Assignment of Deed of Trust

**DATADOC** = DATADOC in Word format. This is simply a listing of the information on the NED submitted in Word not TIF

## JEFFERSON COUNTY'S NAMING CONVENTIONS FOR DOCUMENTS SUBMITTED ELECTRONICALLY FOR A FIRST LEGAL PACKAGE

---

**All documents should be saved as a tif document Except the Initial Mailing List & DATADOC is a Word Document**

### **Deferment Process as of August 3, 2009 HB 1276**

**PED** = Property Eligible for Deferment (Notice to the Public Trustee Regarding Foreclosure Deferment Eligibility)

**CND**= CN Deferred

**CN-MAILDEF** = Certificate of Mailing for Deferred

**MDL** = Missed Deadline Letter to Attorney

**APD** = Affidavit of Posting Deferment

**COQ**= Certificate of Qualification ( COMES FROM HUD)

**NET**= Notification of Early Termination