



Cass County  
211 9<sup>th</sup> Street South  
Fargo ND 58103  
701-241-5620

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Jewel A. Spies, Recorder

Teresa Kirby, Deputy

Shena Garcia, Deputy

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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**

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 Dakota Territory until November 1984.**

**You can search, by Document Number, Book and Page, or Grantor/Grantee. All of the pre 1984 documents are listed as either Converted Deed, Converted Mortgage, or Converted Miscellaneous.**

Images and data from January 1991 through the present are fully indexed.

Documents from November 1, 1984 through December 1990 are a work in progress. Some are out there, some are not. They load as we complete indexing them. If you find errors, please contact our office.

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. The **original** must be submitted for 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, the City of West Fargo will submit the plat for recording.

For all other areas of the County, the Cass County Planner (Barrett Voigt) or Ohnstad Twichell (city attorney for some cities) 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

Please check the county website for more information.

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

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

<https://www.casscountynd.gov/services/subdivision-plat-index>

**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 C in front of the file numbers plus 100 in front of three digit file numbers. You need the letter C and six digits for the file number: Example file number 575 would be C100575. They range from C100001 through C103788 (as of 10/4/2018).

The Corner Record Indices are also on NDRIN. Under the **ND Recordors** Tab click on Cass (either on the map or the listing) and then click on Corner Record Indices. Scroll to the one you want.

For more information about Cass County, please visit our website. <https://www.casscountynd.gov/>

