

Recording Standards

Recording Standards Effective July 1, 2002 – Updated 10/01/2011

***If the acknowledgement date in the notary certificate is PRIOR to July 1, 2002, no additional non-standard fee shall be charged.**

Paper Size: 8.5"x11" or 8.5"x14" (Letter or Legal)

Margins Blank margin of 3 inches at the top of the first page
Blank margins of ¼ inch on remaining sides of first page and on all side of subsequent pages

Font Size Typed or printed in black on white paper in a legible font.

A font size no smaller than 9 pts shall be considered legible.

Blanks in an instrument may be completed in pen and corrections to an instrument may be made in pen.

Pages One sided only

Instrument Type Must have type of instrument stated at the top of the first page.

If the above requirements are not met, the Register of deeds shall record the document after collecting the non-standard fee of \$25.00 along with the recording fee. If the instrument is non-standard due to the font size being smaller than 9 pts the Register of Deeds has the discretion of considering it legible and not charging the non-standard fee.

UCC's prepared on the standard National form are **exempt** from the recording standards.

Satisfactions are also **exempt** from the recording standards.

**The Register of Deeds has the discretion of considering the document legible and not charging the non-standard fee. However, we must take into consideration the legibility of the final scanned image and not just the legibility of the original document.