



NOTICE

Margins; Type Size, Paper. Document must have a ***two-inch*** margin at top of first page, ***one-inch*** margins on all remaining sides and on all subsequent pages of same document.

The Recorder's Office requires all documents to have a two-inch margin at the top of the first page of each document to allow space for our bar code label. Over the past few years we have allowed customers to include return to address or other information on the left side of the top margin.

Due to a recent change in scanning software and equipment it is no longer possible to allow ANY writing, lines, numbers, etc., in the top two-inch margin on the first page of any document. Extraneous information in the top margin (not related to the bar code) is picked up by the scanning software and interferes with the processing and release of images to the data base.

We will continue to process acceptable documents submitted for recording with information in the top left portion of the first page margin, until June 1st, 2008. Beginning on this date and thereafter, documents received with any writing, including "return to" information, in the top margin will be returned unprocessed for not meeting the margin requirement.

As a reminder, there should be no writing in the bottom or side one-inch margins.

Thank you for your consideration and attention regarding this matter.

Vicky Backus

State Recorder

04/28/2008