

# New Document Standardization Guidelines Coming Soon!

House Bill 525 will go into effect on **July 1st, 2009**. This new law (ORC 317.114) creates standardization guidelines for documents that are recorded in this office.

## THE GUIDELINES ARE AS FOLLOWS:

- Computer font size of at least 10 point;
- Minimum paper size – 8 1/2 x 11, Maximum paper size – 8 1/2 x 14;
- Black or Blue ink ONLY;
- No use of highlighting;
- Margins of 1 inch on each side of the page and on the bottom;
- 3 inch margin on the top of the first page, reserved for recorder, auditor & engineer;
- 1 1/2 margin on the top of each of the remaining pages.

*If a document signed does not conform to these guidelines, an additional recording fee of \$20.00 will be collected.*



**DANNY N. CRANK**  
BUTLER COUNTY RECORDER

## This law does not apply to:

- Any document from any court or taxing authority;
- Plats;
- DD214's;
- Any state or federal document;
- Any document executed before the effective date of this law.