

DOCUMENT FORMATTING STANDARDS

Per RSMO 59.310

Please note: The following formatting standards are applicable for St. Louis County, Missouri Recorder of Deeds.

REQUIREMENTS FOR STANDARD DOCUMENTS

SIZE AND INK

- 8 ½" x 11" paper
- White, light-colored, 20# paper without watermarks or logos
- Printed in black or dark ink on one side only
- No continuous forms or permanent binding; documents may be stapled for presentation
- Minimum 8-point type *8-point type = 10-point computer* (Note: Nonessential information within any margins is exempt from this requirement.)
- Signatures must be in black or dark ink to insure reproduction from record.
- All signatures must have the name typed, stamped or printed underneath.

ATTACHMENTS

Attachments to a page may not be stapled or taped other than a securely attached bar-coded label or to evidence that which is required by law. (Note: 'Attachment' does not refer to an Exhibit, but additions to a document page.)

MARGINS

- Top 3" vertical space from left to right of the **first page only** of each document.
- All other margins on the first and subsequent pages will be a minimum of ¾".
- Nonessential information contained within the margins does not have to comply with the 8-point requirement, but it should be noted that the Recorder is not liable or responsible for insuring that nonessential information is archived.

Examples: page numbers, form numbers, return addresses, etc.

FIRST PAGE

Every document (except plats and surveys) containing any of the following items shall have such information on the first page of the document below the 3" margin:

1. Title of the document;
2. Date of the document;
3. All grantors' names;
4. All grantees' names;
5. Any statutory addresses;
6. Legal Description;
7. Reference book and page number(s) if required.

If there is not sufficient room on the first page, the page reference within the document where the information is set out shall be stated on the first page. If one of the required fields begins on the first page and continues uninterrupted to subsequent pages, that meets the first page requirement.

COVER PAGES

A cover page for the document is not required, but a filer may choose to present a cover page at any time. It will be recorded as the first page of the document. The cover page must have the 3" top margin and remaining ¾" margins. The cover page must include the required first page information in lieu of the items being contained on the documents' first page.

EXEMPT DOCUMENTS FROM THE FORMATTING REQUIREMENTS

- Documents signed prior to January 1, 2002
- Military separation papers
- Documents executed outside the United States
- Certified copies of documents, including birth and death certificates
- Any document where one of the original parties is deceased or incapacitated
- Judgments or other documents formatted to meet court requirements
- Fixture Filings on the National Approved UCC Forms.
- Federal and State Tax Liens and their Lien Releases

FEES

- Standard.....** Documents which meet both the statutory and formatting standards will have only the per page recording fee schedule applied.
- Non-Standard.....** **Documents, which meet the statutory requirements but do not meet the formatting standards will have the per page recording fee plus an additional \$25.00 per document penalty applied.**
- Exempt.....** Documents which by law must meet the statutory requirements, but are exempt from the formatting requirements will have only the per page recording fee schedule applied.