

DOCUMENT STANDARDS 7-4-2636 MCA

All documents that are acknowledged as having been executed **prior to March 28, 2007** are accepted for recording as a standard document. The fee will be \$7.00 per page.

Unless accompanied by the fee required in 7-4-2637 MCA, all documents submitted for recording must meet the following requirements:

1. Margin requirements are: 3" at top of 1st page, at least 1" at top of all subsequent pages, 1" at bottom of each page, **at least ½"** on sides of each page.
2. **Include the name and mailing address of the person** to whom the document is to be returned in the margin in the **upper left-hand** corner of the 1st page of each document which may be legibly printed in ink or typed. This must be within the 3" top margin and between the ½" side margins.
3. Except for page numbers or **other designations** all **margins must be clear** of all markings. The document standards committee has determined that other designations may be:
 - A. form numbers
 - B. form names
 - C. last date form updated
 - D. fax transmittal information
 - E. tribal information
 - F. initials

The above listed items in A-F do not have to be 10 point type

4. The document must be legibly printed or typed in **blue or black ink** in at least 10 point typeface on white paper of not less than 20 lb. Weight, on 8 ½ x 11" or 8 ½ x 14" paper. The document standards committee decided on the following: **(1)(a) of the law provides for a document to be legibly printed or typed in black ink and (1)(d) of the law allows for handwriting to be in blue or black ink. This appears to be a conflict so we decided to allow legible printing in blue or black ink. Addresses of grantees must be in blue or black ink when legibly printed in. A whole document legibly printed in blue or black ink, meeting all other document standards, is a standard document. A whole document that is written in cursive is non-standard. If only the date is handwritten in cursive on a printed or typed form the document is standard.**

Documents that convey an interest in real property (**this may include deeds, contracts for deed, reconveyances, satisfactions, assignments, mortgages, deeds of trust and substitution of trustee documents**) must meet the above requirements plus:

1. Provide the names of the parties to the conveyance on the 1st or 2nd page of any document with more than one page.
2. Provide a description of the property. The document standards committee has determined that a legal description is required or the document may reference, as provided in 7-4-2613 MCA, any provision, statement, description, or other language or material that is contained in another properly recorded instrument and that is recorded in the same county as the instrument that is incorporating the language or material by reference is to be recorded.

A street address is not a description of the property.

3. Have all signatures, initials, dates, handwriting, or notary stamps in blue or black ink.

An acknowledgment by a notary is exempt from the color, typeface, and font requirements of this section.

An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section.

A document which includes highlighting is a non-standard document. Be sure to put in the note field of your program that the document contained highlights which may not show up on the scanned image and microfilm.