DOCUMENT FORMAT

Prepare your documents for recording according to the following legal requirements & guidelines.

LAY OUT is easy:

8 ½" X 11" paper is the standard size (Govt. Code 27361.5)

A document including **ANY** sheet not exactly 8 ½" X 11" will cost the regular recording fee **PLUS** and **ADDITIONAL $3.00 PER PAGE** to record. (Govt. Code 27361.6) Effective 7-1-94

MAXIMUM sheet size is 8 ½" X 11".

EXHIBITS should be on separate pages and properly marked.

FORMAT is critical:
First Page should look like this:>>>>>>>>
If it does not, a separate page **COVER PAGE** with these requirements must be attached to the front of the document (Govt. Code 27361.6)

Name and address on left.
(Govt. Code 27361.6, 27321.5)

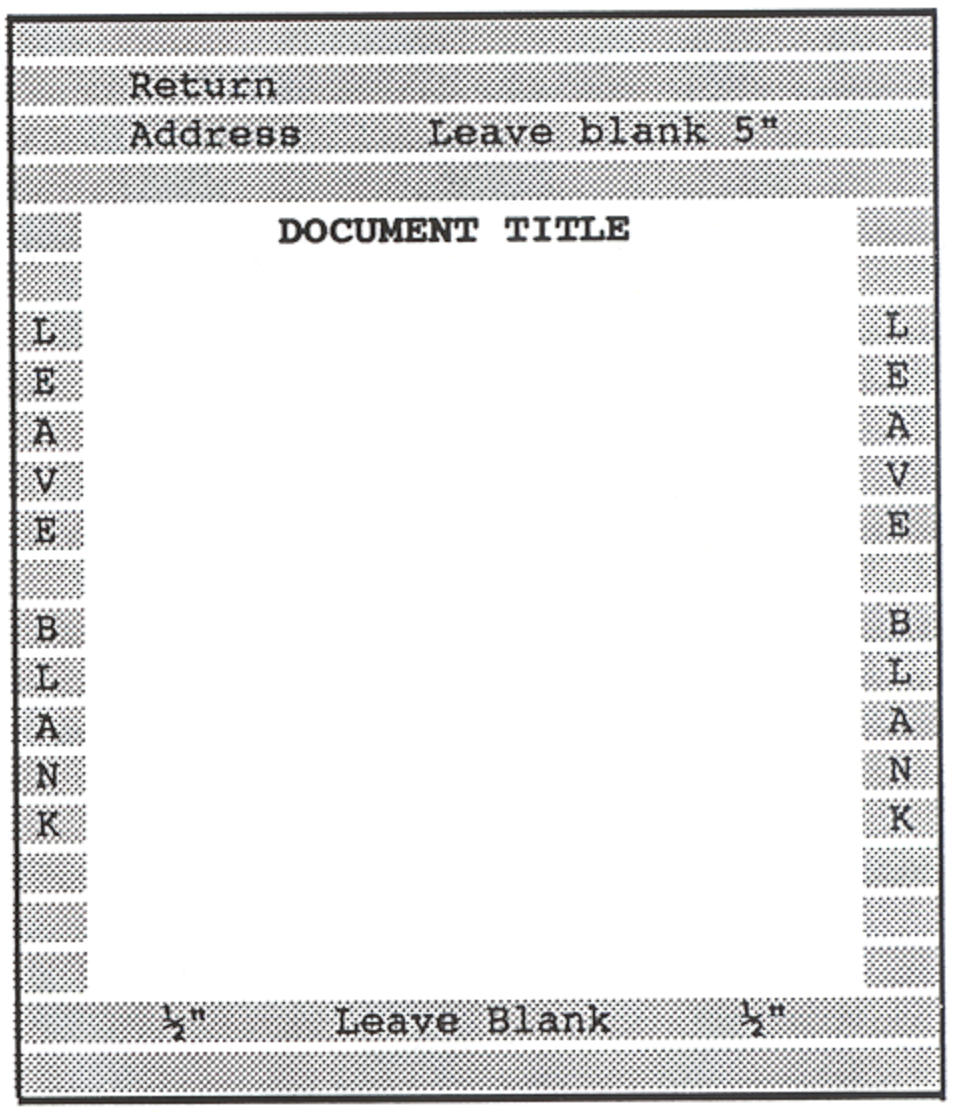
½" Margin on all pages. (Govt. Code 27361.6)

Title on the document shall appear on the first page immediately below the spaces reserved for the return address and the recorder.
(Govt. Code 27324)

CLARITY is assured if you use:

Originals
White Paper 16lb. Bond or heavier
Black ink of one color.
Print as clear as this page, 10 point type on first page,
8 point type minimum on all subsequent pages.*

***POINT SIZE** - a unit measurement for the height of letters. Approx. 72 pts=inch. Measurement is from the top of uppercase bottom of lower case letters. -------->



6 point
8 point
10 point
12 point
14 point
18 point