



CRAIG BROWN
COLUMBIANA COUNTY RECORDER

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New Recording Standards

In Ohio, House Bill 525 went into affect on July 1, 2009. The new law (ORC 317.114) creates standardization guidelines for documents that are recorded in all Ohio county recorder offices.

The new guidelines require that font size be at least a minimum of 10 point. All documents must be printed using only blue or black ink and the use of highlighting will not be permitted. Paper must be a minimum of 8 ½ x 11 inches and a maximum of 8 ½ x 14 inches. There must be a margin of 1 inch on each side of the page and the bottom. On the top of the first page 3 inches must be reserved for the use of the recorder, auditor, and engineer. The top of all remaining pages must have a margin of 1 ½ inches.

It is important that entities filing with county recorders are aware of these changes. If a document does not conform to the new guidelines an additional recording fee of \$20 will be collected. Also, please note that the aforementioned guidelines do not apply to documents from a court or taxing authority, plats, DD 214's (military discharge papers), any state or federal documents and any document executed before the law's effective date of July 1, 2009.

If you have any additional questions or if I may be of service please feel free to contact Columbiana County Recorder Craig Brown at (330) 424-9517 or via email cbrown@ccclerk.org.