

**THE GUIDELINES ARE AS FOLLOWS:**

- Computer font size of at least 10 point;
- Minimum paper size – 8 ½ x 11, maximum paper size – 8 ½ 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 ½ inch 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.**

**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 July 1, 2009.

1 1/2 INCH MARGIN

3 INCH MARGIN

10 pt. Times  
10 pt. Helvetica  
10 pt. Palatino

BLACK OR BLUE ink only

Minimum paper size 8.5" x 11"

Maximum paper size 8.5" x 14"

NO HIGHLIGHTING

OHIO REVISED CODE SECTION 317.114  
EFFECTIVE JULY 1, 2009

1 INCH MARGIN FOR LETTER PAPER

8 1/2 X 11

1 INCH MARGIN FOR LEGAL PAPER