

# RED WILLOW COUNTY

## Clerk

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(Date)

LB 254 – Provide New Requirements for Instruments recorded in the Office of Register of Deeds  
**Effective August 27, 2011**

**Recording Space Requirements:** 3" X 8½" on top of page 1

- Shall contain a **Blank Space at the top of the First Page which is at least 3 inches** "No attachment or affirmation shall be used in any way to cover any information or printed material on the instrument."
- Example, Nothing may be taped or attached to an instrument.
- Every Instrument presented for recording shall have on the first page **BELOW the 3 inch**

**margin**

**A return Address and the Title of the Document**

**Margin Requirements:** 1" on both vertical sides, and 1" on the bottom. This applies throughout the document.

**Instrument Requirements:**

- At least 8½" X 11", and no larger than 8½" X 14"
- Shall be printed, typewritten or computer generated in Black Ink
- White Paper, of not less than 20lb weight
- Must be legible
- Each Signatures on an instrument shall be in Black or dark blue ink
  - Names of each party shall be typed, printed, or stamped beneath the original signature.
- Stamps shall not cover or interfere with any part of the instrument.

**Exceptions to the rule:**

- Instruments signed before the effective date of this bill (August 27, 2011)
- Instruments executed outside of the U.S.
- Certified copies from governmental agencies (Death Certificates)
- Instruments signed by an incapacitated or deceased person at the time of recording.
- Instruments formatted to meet court requirements
- State & Federal Tax Liens
- UCC Instruments
- Plats, Surveys, etc.