

NEW DOCUMENT FORMATTING GUIDELINES

Mississippi Legislature, 2008 Regular Session (Outlined in § 89-5-24, Miss Code of 1972 Annotated, Effective from and after July 1, 2009, states:

All documents must be in the following format with the exceptions of Court documents, UCC's and Federal Tax Liens.

*On the **first page** the following information is required to process the document.

- With a 3" top margin and all other margins ¾" and a 10- point font (statute provides that the font must be at least 8-point)
- The grantors and grantees are listed, along with the required addresses and phone numbers in the body of the document.
- The legal description can be a separate page, identified as "Exhibit A" but this is becoming a common practice. The legal description and indexing instructions can be placed on the first page, if there is sufficient space.
- The Indexing Instructions on the first page. Full legal can be attached.
- The preparer's name, address and phone number, along with the "Return To" information, are listed at the top of the document, below the 3" margin And just above the title.

*Each document or instrument consisting of more than one page should be **printed on one side.**

*Each document shall **not** consist of pages that are permanently bound or in a continuous form.

*Each document shall be sufficient legibility to produce a clear reproduction. All signatures on a document shall be in black or blue ink, and of sufficient clarity to ensure that the signatures are sufficient to reproduce clearly. (8 – 10 font)

*Each document shall be on white paper not less than 20 pound weight.

The Chancery Clerk shall record a document that does not substantially conform to the format standards specified, **upon payment of an additional \$10 per document.**

If you have any questions, please contact the Forrest County Chancery Clerk's Office at 601-545-6014.