



Ann M. Radcliffe
Lake County Recorder

On July 1, 2009, House Bill 525 went into effect which created standardized guidelines for documents recorded in this office.

Standard Recording Guidelines per the Ohio Revised Code §317.114

- Computer font size of at least 10 point
- Minimum paper size – 8 ½ by 11 inches
- Maximum paper size – 8 ½ by 14 inches
- Black or Blue ink ONLY
- No use of highlighting
- Margins of 1 inch on each side and bottom of each page
- 3 inch margin on the top of the first page
- 1 ½ margin on the top of each of the remaining pages

The goal is document standardization, but the County Recorder must accept any document even if it does not conform to these new guidelines. However, the County Recorder will charge a **\$20.00** penalty fee in addition to the standard fee.

This law does not apply to the following:

- Any documents from any court or taxing authority
- Plats
- DD214's
- Any state or federal document
- Any documents executed before July 1, 2009

If you have any questions please feel free to call this office at 350-2510.

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