

DOCUMENT PREPARATION GUIDELINES

TO BE RECORDED BY YOUR TULSA COUNTY CLERK



MICHAEL WILLIS TULSA COUNTY CLERK

218 W. 6TH ST.
7TH FLOOR
TULSA, OK 74119
918-596-5801

WWW.COUNTYCLERK.TULSACOUNTY.ORG

This brochure provides illustrated instructions to help ensure your vital legal documents meet legibility and formatting standards for recording of public records by your Tulsa County Clerk under Oklahoma Laws.
(16 O.S. 1991 §28 and 19 O.S. 1991 §298.)

To inquire what date we are indexing or to receive other assistance regarding services of your Tulsa County Clerk, please call:
918-596-5801



PAGE FORMATTING GUIDELINES

State laws require public records accepted for filing in the office of the County Clerk to be clearly legible and reproducible, and to meet certain other basic requirements. By following the simple guidelines below, and by avoiding the mistakes illustrated on the facing page, you can be confident that your vital legal documents can be accepted by your Tulsa County Clerk.

2"

Page format is simple, but extremely important:

- Use pages no larger than 8.5" x 14".
- Leave at least a 2" blank top margin where the County Clerk's office must attach a recording label.
- And at least a 1" blank margin at the left, right, and bottom of the page.

AVOID:

- italic or bold type
- Underlined Legal Descriptions
- Irreproducible content (See facing page)

ALWAYS USE:

- Original Document
- White Paper
- Black or Blue Ink
- 12 point font (type) size

1"

1"

1"



TROUBLE SPOTS TO AVOID

Although the original(s) you submit to the County Clerk's office for recording may be legible, Oklahoma law requires documents to be reproducible using the Clerk's recording equipment. Documents with certain characteristics commonly result in illegible document images when electronically scanned and thus may not be acceptable as official public records.

SHADOWS:

Avoid decorative shading behind type faces.

Release of Mortgage

TEXT BLOCKS:

Avoid text printed against shaded, colored, or screened backgrounds.

Release of Mortgage

REPRODUCTIONS:

Always use an original document to ensure legibility and clarity.

Release of Mortgage

LIGHTLY IMPRINTED NOTARY SEALS:

Always ensure the complete imprint of a notary seal is captured.



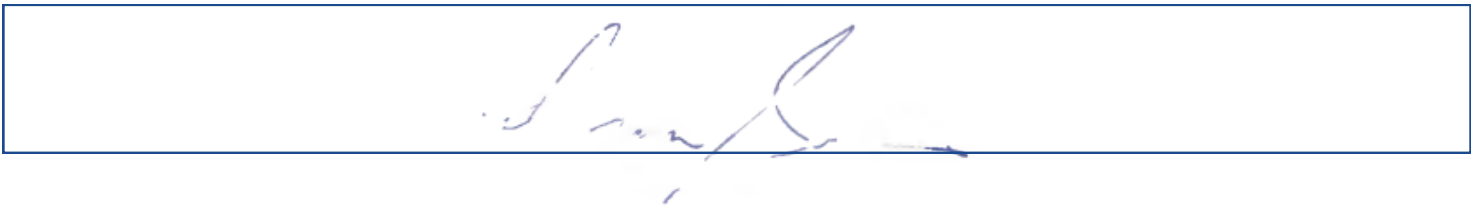


TROUBLE SPOTS TO AVOID

Although the original(s) you submit to the County Clerk's office for recording may be legible, Oklahoma law requires documents to be reproducible using the Clerk's recording equipment. Documents with certain characteristics commonly result in illegible document images when electronically scanned and thus may not be acceptable as official public records.

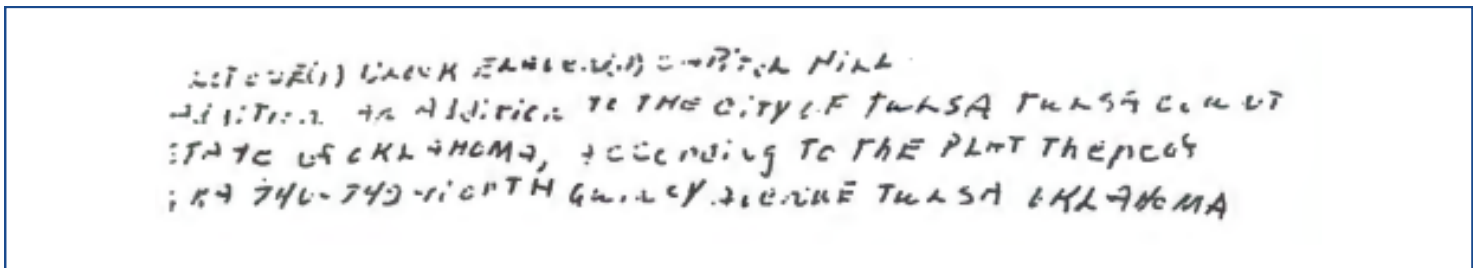
COLORED INK SIGNATURES:

Sign documents in blue or black ink.



HANDWRITTEN INFORMATION:

Avoid text printed against shaded, colored, or screened backgrounds.



SMALL FONT SIZE:

Ensure the document remains legible by choosing a large enough font size.

