

Attention to all parties recording and filing documents in the Clerk & Recorder's office.

Please be advised that effective April 28, 2007, MCA § 7-4-2636 “Standards for recorded documents” have been amended. The following are the new standards and fees for documents to be recorded in the office of any Clerk & Recorder in Montana:

7-4-2636. (Effective April 28, 2007) Standards for recorded documents. (1) Unless accompanied by the appropriate fee required in 7-4-2637, a document submitted for recording that conveys an interest in real property must:

(a) be legibly printed or typed in black ink in at least 10-point typeface, on white paper of not less than 20-pound weight, each page of which must be separated and have dimensions of either 8 1/2 x 11 inches or 8 1/2 x 14 inches;

(b) provide the names of the parties to the conveyance on the first or second page of any document with more than one page;

(c) provide a description of the property;

(d) have all signatures, initials, dates, handwriting, or notary stamps in blue or black ink;

(e) except as provided in subsection (1)(f) and except for page numbers or other designations, have margins that are clear of all markings in the following dimensions:

(i) at least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages;

(ii) at least 1 inch on the bottom of each page; and

(iii) at least 1/2 inch on the sides of each page; and

(f) include the name and mailing address of the person to whom the document is to be returned in the margin in the upper left-hand corner of the first page within the 3-inch top margin and between the 1/2 – inch side margins of each document submitted and may include legibly printed or typed transactional information.

(2) Unless accompanied by the fee required in 7-4-2637, all other documents submitted for recording must meet the requirements of subsections (1) (a), (1) (e), and (1) (f).

(3) (a) Except as provided in subsection (3) (b), only documents submitted for recording and filing that conform to the provisions of subsection (1) or (2) are considered standard documents for the purposes of 7-4-2637.

(b) Documents that are acknowledged as having been executed prior to the effective date of this act must be accepted for recording and considered standard documents, regardless of whether they conform to the provisions of subsection (1) or (2)

(4) (a) An acknowledgement by a notary is exempt from the color, typeface, and font requirements of this section.

(b) An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section

7-4-2637. Fees for recording standard documents. (1) Except as provided in 7-4-2631 and subsection (2) of this section, the fee for recording a standard document that meets the requirements of 7-4-2636 is \$7 for each page or fraction of a page.

(2) The fee for recording a document that does not meet the requirements of 7-4-2636 is \$11 for each page or fraction of a page for the first five pages or fractions of the pages and \$7 for each subsequent page.

Attention to all parties recording and filing documents in the Clerk & Recorder's office.

Please be advised that effective October 1, 2011, MCA § 7-4-2636 "Standards for recorded documents" has been amended. The following are the new standards and fees for documents to be recorded in the office of any Clerk & Recorder in Montana:

7-4-2636. (Effective October 1, 2011) Standards for recorded documents.

(1) Unless accompanied by the appropriate fee required in 7-4-2637, a document submitted for recording must:

(a) be legibly printed or typed in blue or black ink on white paper that is either 8 ½ x 11 inches or 8 ½ x 14 inches in size;

(b) provide the names of the parties to the conveyance on the first or second page of any document with more than one page;

(c) provide a description of the property if the document conveys an interest in real property;

(d) have all signatures, initials, dates or handwriting in blue or black ink;

(e) except as provided in subsection (1)(f) and except for page numbers, initials or other designations***, have margins that are clear of all markings in the following dimensions:

(i) at least 3 inches at the top of the first page and at least 1 inch at the top of the second and any subsequent pages;

(ii) at least 1 inch on the bottom of each page; and

(iii) at least 1/2 inch on the sides of each page; and

(f) include the name and mailing address of the person to whom the document is to be returned in the margin in the upper left-hand corner of the first page between the 1/2 -inch side margins of each document submitted and may include legibly printed or typed transactional information.

(2)(a) Except as provided in subsection (2) (b), only documents submitted for recording and filing that conform to the provisions of this section are considered standard documents for the purposes of 7-4-2637.

(b) Documents that are acknowledged as having been executed prior to April 28, 2007 must be accepted for recording and considered standard documents, regardless of whether they conform to the provisions of this section.

(3) An acknowledgement by a notary is exempt from the color and margin requirements of this section. Page numbers, the name and mailing address of the person to whom the document is to be returned, and other administrative information or designations may appear in the margins.

(b) An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section

*** Other designations may include:

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| a. Form numbers | b. Form names |
| c. Last date form updated | d. Fax transmittal information |
| e. Tribal information | f. Initials |
| g. Barcodes | h. Order numbers |
| i. Name of lending institution | |

7-4-2637. Fees for recording documents.

(1) Except as provided in 7-4-2631 the fee for recording a standard document that meets the requirements of 7-4-2636 is \$7 for each page or fraction of a page.

(2) The fee for recording a document that does not meet the requirements of 7-4-2636 is the fee specified in subsection (1) plus \$10.