



RECORDER OF ALLEN COUNTY

John D. McGauley

www.allencounty.us • E-mail: recorder@allencounty.us

Two-Inch Margins Required On All Documents

As of June 26, 2007, the Allen County Recorder's Office began enforcing without exception the 2-inch margin rule. With the launch of our new computer system, a 2-inch margin is necessary on the document in order to have room to place the document stamp and its associated bar-coding.

If this space is not available you will be required to include a cover page with your document. This will increase your fee by \$2 per document. Including a 2-inch margin on your document will reduce your cost and speed the handling of your document.

To remind you of the statutory origin of the 2-inch rule, we have included below for your convenience the text of the appropriate piece of Indiana code, which became effective January 10, 2000:

I.C. 36-2-11-16.5

- (1) Documents must be no larger than 8 ½" x 14";
- (2) Documents must be prepared in 10-point, **black** type on white paper of at least 20# weight;
- (3) Documents will not be in continuous form or permanently bound;
- (4) First and last pages must have a minimum 2" margin top & bottom, and ½" each side;
- (5) Interior pages must have a minimum ½" margin all around.

Each page which does not conform to the above definitions will be charged \$1.00 in addition to standard recording fees.

The above regulations do not apply to the following documents:

- (1) A judgment, an order, or a writ of a court;
- (2) A will or death certificate;
- (3) A plat; or
- (4) A survey.