

Wells County Recorder

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To our valued customers:

The North Dakota County Recorder's Association (NDCRA) is aware of documents submitted for recording that have a font size too small to read once they are scanned into our recording systems. Also, attachments are being submitted that have been copied over and over again making them illegible. **We no longer accept documents with a font size of 9 or smaller or documents that have attachments that are difficult to read or have font sizes too small to make out, especially after they are scanned and copied. Please use a 10 point Calibri font (or equivalent to) or larger.**

N.D.C.C. Chapter 11-18-05.1a.2 states that "The printed, written or typed words must be considered legible by the recorder before the page will be accepted for recording." And

N.D.C.C. Chapter 11-18-05.1a.3 states that "Each real estate instrument must have a legal description considered to be **adequate by the recorder** before an instrument will be accepted for recording."

Property Records Industry Association (PRIA) Joint Task Force also issued a Standards Committee White Paper in March of 2000 that states "**The Task Force supports the overriding principle that any document accepted for recording must be sufficiently legible so that, after it is imaged, a clear, legible copy can be read without magnification and can be reproduced from the image.**" **The Task Force also recommends "use of text no smaller than an equivalent 10-point size"** so the NDCRA, along with the Wells County Recorder's Office is requesting these standards to be followed.

The Wells County Recorder's Office is looking at the font size of the **entire document and any attachments**, as the whole document should be easy to read.

Please make any adjustments to your documents and make sure the font size is adequate to be accepted for recording. With our documents being scanned into a digitized recording system, they must be legible for many years to come.

I apologize if this is a burden for some but please understand the importance of all documents needing to be legible.

Please feel free to contact me if you have any questions.

Sincerely,

Carrie K. Krause

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Wells County Recorder

Example: The body of this letter is typed in a 10 point Times New Roman font, which is acceptable, and this example is typed in an 8 point Times New Roman, which we deem too small. Please adjust your font size to closer match the font size printed in the body of this letter. We no longer accept **any** documents with a font size of 8 point or smaller