GUIDELINES FOR PREPARING DOCUMENTS to be Recorded by Your Tulsa County Clerk

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 telephone us at 918.596.5801.
Help Us Ensure Your Documents Can Be Successfully Recorded!

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.

**Page format** is simple, but extremely important:

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

**PLEASE AVOID USING:**
- **ITALIC/BOLD TYPE**
- **UNDERLINED LEGAL DESCRIPTIONS**
- **COMPRESSED LETTERING**
- **NON-REPRODUCIBLE CONTENT (SEE FACING PAGE)**

**FOR CLARITY, ALWAYS USE:**
- Original documents
- White paper
- Black or blue ink
- 12-Point font (type) size as shown in this paragraph
Although the original(s) you submit to the County Clerk’s office for recording may be legible, Oklahoma law requires that they also 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.

**Avoid These Trouble Spots, Which Often Result in Unacceptable Document Reproduction:**

- **Shadows**
  - AVOID decorative shading behind typefaces
  - AVOID text printed against shaded, colored, or screened backgrounds

- **Faxed or other reproduced documents**

- **Lightly imprinted notary seals**

- **Colored ink signatures**
  - Have documents signed in black ink

- **Handwritten information** (Black ink signatures accepted)

- **Small font (type) sizes**

**Results after document has been reduced to 77% of original:**

- Times Roman 8 point font
- Times Roman 10 point font
- Impact 8 point font

- Times Roman 8 point font
- Times Roman 10 point font
- Impact 8 point font

- Times Roman 8 point font
- Times Roman 10 point font
- Impact 8 point font

- Times Roman 8 point font
- Times Roman 10 point font
- Impact 8 point font
# Fee Schedule

Effective July 1, 2001 (OS28-32)

**COUNTY CLERK - RECORDER OF DEEDS**

1. Recording the first page of Deeds, Mortgages, or other recorded Instruments ........................................... $13.00
   Additional pages of the same Instrument, per page ................................................................. $2.00

2. Recording a Plat of a block or less .......................................................................................................... $15.00

3. Recording a Plat of more than a block ................................................................................................. $30.00

4. Furnishing photographic Copy of Records, per page ............................................................................. $1.00

5. Certifying a Copy of our Records ......................................................................................................... $1.00

6. Recording a Fictitious Name Certificate ............................................................................................... $10.00

7. Recording Judgments, Release of Judgments ..................................................................................... $13.00
   Recording additional pages, per page .............................................................................................. $2.00

8. Recording Execution/Renewal of Judgment .......................................................................................... $5.00

9. Recording Materialmen’s/Mechanic’s Lien ......................................................................................... $15.00
   Recording additional pages, per page .............................................................................................. $2.00
   Mailing a Notice of Materialmen’s/Mechanic’s Lien ........................................................................ $13.75

10. Recording Physician’s Liens, Hospital Liens, Ambulance Liens, Personal Liens ....................... $15.00
    Recording additional pages, per page ............................................................................................ $2.00

11. Recording Release of Materialmen’s/Mechanic’s Liens, Release of Physicians Liens,
    Release of Hospital Liens, Release of Ambulance Liens, and Release of Personal Liens ..................... No Fee

12. Recording Garnishments ....................................................................................................................... No Fee

13. Recording Non-Conforming Documents ......................................................................................... $30.00
    Recording additional pages, per page ........................................................................................... $10.00

14. Copies of Plats (51 OS 24A.5)
    11 x 17 (all pages inclusive) ............................................................................................................... $5.00
    24 x 36 (priced per page) ............................................................................................................... $5.00

15. Notary Fee ............................................................................................................................................. $5.00