



The Commonwealth of Massachusetts

Registry of Deeds

Hampden District

Hall of Justice, 50 State Street
Springfield, Massachusetts 01103-2021

A division of the Secretary of the Commonwealth
William Francis Galvin, Secretary

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The Registers' Association in conjunction with the Office of the Secretary of State has adopted the following statewide document formatting standards.

The Hampden County Registry of Deeds will be implementing these standards on January 1, 2008.

1. Documents must be on white paper of sufficient weight to reproduce in registry scanners
2. All document pages and attachments must be on paper that is no larger than 8.5 inches by 14 inches.
3. Printing shall be on one side only; double sided pages will not be accepted.
4. Documents that contain printing, writing, or other markings must be sufficiently dark in appearance to be legibly reproduced on standard registry scanners.
5. All printing and writing on a document must be of sufficient font size to be legibly reproduced on standard registry scanners.
6. Margins on all sides of all document pages must be of sufficient size to be legibly reproduced on standard registry scanners.
7. The first page of all documents must contain a "recording information area" in the upper right hand corner, measuring 3 inches from the top edge of the document and 3 inches from the right edge of the document that is free from all writing and printing.
8. Documents that do not comply with formatting standard No. 7 may still be recorded when attached to an official registry Document Cover Sheet or through the use of some other method adopted by the registry.