OFFICE OF THE RECORDER DuPage County, Illinois

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Effective Monday, June 21, 2021, non-standard documents will either be *rejected* or have the non-standard recording *fee* applied.

Non-Standard Documents: Illinois State Statute 55 ILCS 5/3-5018

- (1) The document shall consist of one or more individual sheets measuring 8.5 inches by 11 inches, not permanently bound and not a continuous form. Graphic displays accompanying a document to be recorded that measure up to 11 inches by 17 inches shall be recorded without charging an additional fee.
- (2) The document shall be legibly printed in black ink, by hand, type, or computer. Signatures and dates may be in contrasting colors if they will reproduce clearly.
- (3) The document shall be on white paper of not less than 20-pound weight and shall have a clean margin of at least one-half inch on the top, the bottom, and each side. Margins may be used for non-essential notations that will not affect the validity of the document, including but not limited to form numbers, page numbers, and customer notations.
- (4) The first page of the document shall contain a blank space, measuring at least 3 inches by 5 inches, from the upper right corner.
- (5) The document shall not have any attachment stapled or otherwise affixed to any page.

