NEW DOCUMENT FORMATTING STANDARDS EFFECTIVE JULY 1, 2009

PLEASE FIND ATTACHED A SAMPLE OF THE FIRST PAGE AS REQUIRED IN HOUSE BILL 475 THAT BECOMES EFFECTIVE JULY 1, 2009:

1. **Pages to be printed on one side only.**
2. **Pages not permanently bound.**
3. **Pages not in continuous form.**
4. **No attachment stapled or affixed to any page (except as necessary to comply with statutory requirements).**
5. **Individual pages may be stapled together.**
6. **A firmly attached label with a bar code or return address may be accepted for recording.**
7. **Print or type must be in a font no smaller than 10 point.**
8. **Font smaller than 10 point shall be accompanied by an exact typewritten or printed copy that meets the 10 point minimum.**
9. **Sufficient legibility to produce clear reproduction, if not shall be accompanied by an exact typewritten or printed copy that meets this requirement, recorded as additional pages.**
10. **Not to be on paper of less than twenty pound paper.**
11. **All text sufficient color and clarity to read when reproduced.**
12. **Signatures in black or blue ink sufficient color and clarity to read when reproduced.**
13. **Typing, printing or stamping a name shall not interfere with any part of the document.**
14. **Failure to print or type signature does not invalidate document.**
15. **First page of document:**
    a. **Top margin of 3 inches**
    b. **Other margins ¾ inch**
    c. **Nonessential information may be placed in "other margins"**
    d. **No liability for seal or information that extends beyond margin**
    e. **Information below 3 inch top margin:**
        i. **Name, address and telephone number of the individual who prepared the document**
        ii. **Return address**
        iii. **Title of the document or instrument**
        iv. **All grantors' names**
        v. **All grantees' names**
        vi. **Addresses and phone numbers of grantors and grantees as required by Section 27-3-51**
        vii. **Legal description of the property or indexing instruction per Section 89-5-33 (3). If there is sufficient space on the first page for the entire legal description or the entire indexing instructions, immediately succeeding pages shall be used.**

16. **Exempt Documents:**
    a. **Document or instrument executed before July 1, 2009**
    b. **Military separation document or instrument**
    c. **Document or instrument executed outside the U.S.**
    d. **Certified copy of a document or instrument issued by a court or Governmental agency, including a vital record**
    e. **Document or instrument where one of the original parties is deceased or otherwise incapacitated**
    f. **Document or instrument formatted to meet court requirements**
    g. **Federal tax lien**
    h. **A filing under the Uniform Commercial Code**
17. **Documents that substantially do not conform to the form standards-add $10.00 (not charged on exempted documents)**
18. **Failure to conform to format standards does not affect the validity or enforceability of the document**

EXAMPLE

Prepared by:
Law Firm
P. O. Box 123
Vicksburg, MS 39181
601-000-0000 Telephone
601-000-0000 Fax

Return to:
Law Firm
P. O. Box 123
Vicksburg, MS 39181
601-000-0000 Telephone
601-000-0000 Fax

INDEXING INSTRUCTIONS: LOT 123, "SUBDIVISION", WARREN COUNTY, MISSISSIPPI

WARRANTY DEED

FOR AND IN CONSIDERATION of the sum of Ten Dollars ($10.00) cash in hand paid and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, I,

John Doe and Jane Doe
123 Any Street
Vicksburg, MS 39180
601-000-0000

do hereby grant, bargain, sell, convey and warrant to

Jack Doe and Sally Doe
1234 Any Street
Vicksburg, MS 39180
601-000-0000

The following described property situated in Warren County, Mississippi, to-wit:

LOT 123, "SUBDIVISION", a subdivision according to a map or plat thereof on file and of record in the office of the Chancery Clerk of Warren County at Vicksburg, Mississippi, in Plat Cabinet A at Slots 123 and 124 thereof, reference to which map or plat is hereby made in aid of and as part of this description.

This conveyance is subject to all zoning ordinances, protective covenants, building restrictions, mineral reservations and conveyances, and rights-of-way or easements of record affecting said property.

It is understood and agreed that ad valorem property taxes for the current year have been prorated as of the date of this conveyance on an estimated basis. When said taxes are actually determined, if the proration is incorrect, then Grantors agree to pay to Grantee or their successor any deficiency on an actual proration, and likewise Grantee agrees to pay to Grantors or their successors any amount overpaid by them. Grantor by executing this deed, and Grantee by accepting this deed, agree that if the proration of taxes, homeowners assessments, or the like are incorrect or omitted, then they agree to immediately reimburse the party to whom reimbursement is due outside of and after closing and with any assistance from the firm/attorney preparing the deed. Grantee has been advised that if they desire to file for homestead exemption, then they should immediately contact the Warren County Tax Assessor's Office.

WITNESS OUR SIGNATURES, this the ___ day of January, 20____.

_____ _____

John Doe Jane Doe

STATE OF MISSISSIPPI
COUNTY OF WARREN

PERSONALLY appeared before me, the undersigned authority in and for the said county and state, on this ____ day of January, 20 ____, within my jurisdiction, the within named John & Jane Doe, who acknowledge that they executed the above and foregoing instrument.

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____