

CLERK'S OFFICE

Stafford County Circuit Court

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Resident Judges
ANN HUNTER SIMPSON
Chief Judge
JOHN R. ALDERMAN
HORACE E. REVERCOMB, III
JOHN W. SCOTT, JR.
HARRY T. TALIAFERRO, III
GEORGE MASON, III
Circuit Judges

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BARBARA G. DECATUR
Clerk of Court

MILDRED F. KORDICH
*Chief Deputy
Land Records*

KATHLEEN M. STERNE
*Chief Deputy
Court Section*

SUMMARY OF CHANGES EFFECTIVE January 2007

The Clerk is required by law to enforce the following guidelines. The guidelines are established by statute or by regulations adopted by the State Library pursuant to statute.
THE CLERK HAS NO CHOICE BUT TO ENFORCE THEM.

RECORDINGS

1. **ALL** documents accepted for recordation must comply: (VC 17.1-223)
 - I. Each individuals surname only, where it first appears in writing must be written entirely in capital letters or underlined.
 - II. Each page of the instrument or writing must be numbered.
 - III. The code section under which any exemption from recordation taxes is claimed is clearly stated on the face of the writing.
 - IV. The names of all Grantors and Grantees are listed as required by VC 55-48 & 55-58
 - V. The first page of the document bears an entry showing the name of either the person or entity who drafted the instrument except those prepared outside the Commonwealth. In addition, the address of grantee must appear on face of deed (Attorney's address will not do.) (VC 17-59 & 60)
 - VI. Consideration of deed must appear on front of document.
 - VII. Tax Map number is required on front page of documents (VC 17.1-252)
2. Document must be in 9 point or larger type, black ink on white paper with the following margins:
Top, bottom & left: one inch; right: one-half inch; plats: one quarter inch on all sides.
Notary seal may not be placed in margins. (VC 55-108) (VC 17-68)
3. Document must be legible with original signature (VC 55-106.5) and properly notarized. (VC 55-106)

PER CLERK OF COURT

Name typed or printed legibly under all signatures. (Grantee and Grantor)

Notary statement must include city and state where notarized, date notarized, name of person or persons being notarized. If signing for a company, include their title and company name. Notary signature and name printed legibly or stamped clearly under signature. The notary's expiration date must be printed clearly. If signed by Power of Attorney, it must state in Notary statement. (Example: Jane Brown by Jack Brown Attorney in fact).

A brief legal description will be require on the front page of document. (example lot 3 sec 1 Aquia Harbour or 5.4 ac Hartwood Dist)
Document signatures in BLUE or BLACK Ink ONLY.

Although the Library requirements for top margin is only one inch, to accommodate the sticker we must use, we will require a **ONE and ONE HALF inch margin at the top of each document.**

Documents being rejected for Notary changes must be taken back to the Notary to be fixed and initialed by that Notary. It cannot be fixed by the Title Examiner in the Clerk's Office. Any document rejected because of name changes or consideration will be sent back to the office that prepared the document to be fixed.

All re-recordings or corrections must be re-notarized.

(this document is 9 point print)