Chancery Recording Office
2535 Highway 51 S
Room 104
Hernando, MS 38632
(662) 469-8397

Misty Heffner
DeSoto County Chancery Clerk
Mailing Address
P. O. Box 949
Hernando, MS 38632

Document Formatting Standards Effective July 1, 2009 MS Code 89-5-24

1. Pages printed only on one side and not permanently bound (but pages may be stapled).
2. A font size no smaller than 10 point.
3. Documents that are legible and of sufficient color and clarity.
4. Twenty-pound "white" paper (which is standard copy grade) or better.
5. Signatures in blue or black ink.
6. The corresponding names shall be typed or stamped below the signatures.
7. Seals or stamps that do not obscure with the printing or writing on the instrument.
8. The first page of the instrument must have a three inch (3") top margin and at least three-quarter inch (3/4") side and bottom margins. All subsequent pages must have at least three-quarter inch (3/4") margins on the top, sides, and bottom. The Instrument must also have the Attorney's Bar Number, if it is prepared by an Attorney.
9. If an instrument contains the following data, that data must be reflected on the first page:
    a. The name, physical business mailing address **and** business or employment telephone number of the individual who prepared the document and of **every** grantor, grantee, borrower, beneficiary, trustee or other party to the instrument,
    b. Return Address,
    c. Title of the Instrument,
    d. Any address and telephone number required by Section **27-3-51**, Mississippi Code of 1972,
    e. The legal description of the property or indexing instruction per Section **89-5-33(3)**. If there is insufficient space on the first page for the entire legal description or the entire indexing instruction, immediately succeeding pages shall be used.
10. The following instruments are exempt from the format requirements of this section:
    a. A document or instrument that was executed before July 1, 2009.
    b. A military separation document or instrument.
    c. A document or instrument executed outside the United States.
    d. A certified copy of a document or instrument issued by a court or governmental agency including a vital record.
    e. A document or instrument where one of the original parties is deceased or otherwise incapacitated.
    f. A document or instrument formatted to meet court requirements.
    g. A federal tax lien.
    h. A filing under the Uniform Commercial Code.

The law provides that non-conforming documents will be recorded, but will be subject to a $10 additional fee. Not all requirements are covered by the $10 format fee.

www.desotocountyms.gov/chancery