

SENATE BILL NO. 451—COMMITTEE ON GOVERNMENT AFFAIRS

(ON BEHALF OF THE COUNTY FISCAL  
OFFICERS ASSOCIATION)

MARCH 24, 2003

Referred to Committee on Government Affairs

SUMMARY—Revises provisions regarding format of certain documents filed in office of county recorder. (BDR 20-293)

FISCAL NOTE: Effect on Local Government: No.  
Effect on the State: No.

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EXPLANATION – Matter in *bolded italics* is new; matter between brackets ~~omitted material~~ is material to be omitted.

AN ACT relating to county recorders; revising format of certain documents that are filed in the office of the county recorder; authorizing a county recorder to charge a fee for recording documents that do not meet those standards in certain circumstances; and providing other matters properly relating thereto.

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN  
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

- 1     **Section 1.** NRS 247.110 is hereby amended to read as follows:  
2     247.110 1. When a document authorized by law to be  
3 recorded is deposited in the county recorder's office for recording,  
4 the county recorder shall:  
5     (a) Endorse upon it the time when it was received, noting:  
6         (1) The year, month, day, hour and minute of its reception;  
7         (2) The document number; and  
8         (3) The amount of fees collected for recording the document.  
9     (b) Record the document without delay, together with the  
10 acknowledgments, proofs and certificates, written upon or annexed  
11 to it, with the plats, surveys, schedules and other papers thereto  
12 annexed, in the order in which the papers are received for recording.



\* S B 4 5 1 R 2 \*

- 1 (c) Note at the upper right corner of the record and upon the  
2 document, except a map, so recorded the exact time of its reception  
3 ~~[-]~~ and the name of the person at whose request it was recorded.
- 4 (d) Upon request, place a stamp or other notation upon one copy  
5 of the document presented at the time of recording to reflect the  
6 information endorsed upon the original pursuant to subparagraphs  
7 (1) and (2) of paragraph (a) and as evidence that he received the  
8 original, and return the copy to the person who presented it.
- 9 2. In addition to the information described in paragraph (a) of  
10 subsection 1, a county recorder may endorse upon a document the  
11 book and page where the document is recorded.
- 12 3. A county recorder shall not refuse to record a document on  
13 the grounds that the document is not legally effective to accomplish  
14 the purposes stated therein.
- 15 4. ~~[-A]~~ *Except as otherwise provided in this section and*  
16 *subsection 4 of NRS 247.305, a document, except a map, certificate*  
17 *or affidavit of death, military discharge or document regarding*  
18 *taxes that is issued by the Internal Revenue Service of the United*  
19 *States Department of the Treasury, that is submitted for recording*  
20 *must:*
- 21 (a) Be on *white, 20-pound* paper that is 8 1/2 inches by 11  
22 inches in size. ~~[-]~~
- 23 (b) Have a margin of 1 inch on the left and right sides and at the  
24 bottom of each page. ~~[-and]~~
- 25 (c) Have a space of 3 inches by 3 inches at the upper right  
26 corner of the first page and have a margin of 1 inch at the top of  
27 each succeeding page.
- 28 (d) *Not be on sheets of paper that are bound together at the*  
29 *side, top or bottom.*
- 30 (e) *Not contain printed material on more than one side of each*  
31 *page.*
- 32 (f) *Not have any documents or other materials physically*  
33 *attached to the paper.*
- 34 (g) *Not contain:*
- 35 (1) *Colored markings to highlight text or any other part of*  
36 *the document;*
- 37 (2) *A stamp or seal that overlaps with text or a signature on*  
38 *the document, except in the case of a validated stamp or seal of a*  
39 *professional engineer or land surveyor who is licensed pursuant to*  
40 *chapter 625 of NRS;*
- 41 (3) *Text that is smaller than a 10-point Times New Roman*  
42 *font and is printed in any ink other than black; or*
- 43 (4) *More than 9 lines of text per vertical inch.*



1 **5. The provisions of subsection 4 do not apply to a document**  
2 **submitted for recording that has been filed with a court and which**  
3 **conforms to the formatting requirements established by the court.**

4 **Sec. 2.** NRS 247.305 is hereby amended to read as follows:

5 247.305 1. If another statute specifies the fee to be charged  
6 for a service, county recorders shall charge and collect only the fee  
7 specified. Otherwise county recorders shall charge and collect the  
8 following fees:  
9

|    |   |      |
|----|---|------|
| 10 | For recording any document, for the first page.....         | \$10 |
| 11 | For each additional page .....                              | 1    |
| 12 | For recording each portion of a document which must         |      |
| 13 | be separately indexed, after the first indexing .....       | 3    |
| 14 | For copying any record, for each page.....                  | 1    |
| 15 | For certifying, including certificate and seal.....         | 4    |
| 16 | For a certified copy of a certificate of marriage.....      | 10   |
| 17 | For a certified abstract of a certificate of marriage ..... | 10   |

18  
19 2. Except as otherwise provided in this subsection, a county  
20 recorder may charge and collect, in addition to any fee that a county  
21 recorder is otherwise authorized to charge and collect, an additional  
22 fee not to exceed \$3 for recording a document, instrument, paper,  
23 notice, deed, conveyance, map, chart, survey or any other writing. A  
24 county recorder may not charge the additional fee authorized in this  
25 subsection for recording the originally signed copy of a certificate of  
26 marriage described in NRS 122.120. On or before the fifth day of  
27 each month, the county recorder shall pay to the county treasurer the  
28 amount of fees collected by him pursuant to this subsection for  
29 credit to the account established pursuant to NRS 247.306.

30 3. Except as otherwise provided in this subsection, a county  
31 recorder shall charge and collect, in addition to any fee that a county  
32 recorder is otherwise authorized to charge and collect, an additional  
33 fee of \$1 for recording a document, instrument, paper, notice, deed,  
34 conveyance, map, chart, survey or any other writing. A county  
35 recorder shall not charge the additional fee authorized in this  
36 subsection for recording the originally signed copy of a certificate of  
37 marriage described in NRS 122.120. On or before the fifth day of  
38 each month, the county recorder shall pay to the county treasurer the  
39 amount of fees collected by him pursuant to this subsection. On or  
40 before the 15th day of each month, the county treasurer shall remit  
41 the money received by him pursuant to this subsection to the State  
42 Treasurer for credit to the Account to Assist Persons Formerly in  
43 Foster Care established pursuant to NRS 423.137.

44 4. **Except as otherwise provided in this subsection, subsection**  
45 **5 or by specific statute, a county recorder shall charge and collect,**



1 *in addition to any fee that a county recorder is otherwise*  
2 *authorized to charge and collect, an additional fee of \$25 for*  
3 *recording any document that does not meet the standards set forth*  
4 *in subsection 4 of NRS 247.110. A county recorder shall not*  
5 *charge the additional fee authorized by this subsection for*  
6 *recording a document that is exempt from the provisions of*  
7 *subsection 4 of NRS 247.110.*

8 **5.** Except as otherwise provided in subsection ~~5~~ **6**, a county  
9 recorder shall not charge or collect any fees for any of the services  
10 specified in this section when rendered by him to:

11 (a) The county in which his office is located.

12 (b) The State of Nevada or any city or town within the county in  
13 which his office is located, if the document being recorded:

14 (1) Conveys to the State, or to that city or town, an interest in  
15 land;

16 (2) Is a mortgage or deed of trust upon lands within the  
17 county which names the State or that city or town as beneficiary;

18 (3) Imposes a lien in favor of the State or that city or town;  
19 or

20 (4) Is a notice of the pendency of an action by the State or  
21 that city or town.

22 ~~5~~ **6.** A county recorder shall charge and collect the fees  
23 specified in this section for copying of any document at the request  
24 of the State of Nevada, and any city or town within the county. For  
25 copying, and for his certificate and seal upon the copy, the county  
26 recorder shall charge the regular fee.

27 ~~6~~ **7.** For purposes of this section, "State of Nevada,"  
28 "county," "city" and "town" include any department or agency  
29 thereof and any officer thereof in his official capacity.

30 ~~7~~ **8.** Except as otherwise provided in subsection 2 or 3 or by  
31 an ordinance adopted pursuant to the provisions of NRS 244.207,  
32 county recorders shall, on or before the fifth working day of each  
33 month, account for and pay to the county treasurer all such fees  
34 collected during the preceding month.

35 **Sec. 3.** This act becomes effective on July 1, 2003.

