

## Maricopa County Digital Recordings Standards

### How to name a file/document

After scanning your PDF or Group 4 Tiff document you will create a user defined order number. Your order number may contain up to 20 characters, alpha or numeric or a combination of both. It cannot contain spaces or special characters.

Once you have created your user defined order number you will now provide us with a file arrangement (the order a file needs to be named):

Example: AbC123-3-1-1--.pdf

**AbC123** = user defined order number

3 = number of pages the document contains

1 = number of files associated with the order

1 = the sequence that the document needs to be recorded in

You have now completed the steps for naming a single file and you are ready to upload or send your file to be recorded.

**TIPS: A file name can only be used once, unless it is being re-recorded.**

### How to name Multiple Files/Documents (Use this example to name “multiple” documents that are associated with the order)

Each document associated with this order must be scanned separately and be given the same order number. Example: if you have a 3 documents associated with each other and must be recorded sequentially; Power of Attorney, Special Warranty Deed and Deed of Trust. Each document will be scanned separately and named accordingly:

**AbC123-3-3-1--**(Power of Attorney) = document is 3 pages, 3 documents associated with the order, first in the sequence.

**AbC123-2-3-2--**(Special Warranty Deed) = document is 2 pages, 3 documents associated with the order, second in the sequence.

**AbC123-10-3-3--**(Deed of Trust) = document is 10 pages, 3 documents associated with the order, 3<sup>rd</sup> in the sequence.

You have now completed the steps for naming an order containing multiple files, and you are ready to upload or send your files to be recorded.

**TIPS: Submitting as a package guarantees documents record in a sequential order, if one document gets rejected the entire package will be rejected.**

### **How to name an Order that contains an “Affidavit of Property Value”**

An Affidavit of Property Value will *always* accompany a deed. The deed and affidavit will be scanned separately and be given the same order number. The only difference is the affidavit will contain a “Y” within the naming convention, telling us it is an affidavit of property value- this is the only document that will contain a “Y”

Example:

**AbC123-2-2-1—** (Special Warranty Deed) = document contains 2 pages, 2 documents associated with the order, first in the sequence.

**AbC123-2-2-2-Y-** (Affidavit of Property Value) = document contains 2 pages, 2 documents associated with the order, second in the sequence, Y because the document is an affidavit of Property Value.

You have now completed the steps for naming an order that contains an affidavit of property value and you are ready to upload or send your files to be recorded.

### **How to re-record a document that was originally recorded in a digital format**

When submitting a digital re-recording and it's the first document in the group you **MUST** set the addendum flag. If the re-recording falls within the group you may use a new order number in which case none of the documents will be flagged with the re-recording addendum. Or you may use the original order number and flag **ALL** of the documents with the re-recording addendum.

If the original order number 12345 was used you will repeat this order number when re-recording. The only difference is you will utilize "A" at the end of your naming convention telling us this is a re-recording. If needing to re-record a second or third time you will use B, C and so on.

Example:

**AbC123-12-1-1--A** (Deed of Trust re-recording) document contains 12 pages, only 1 document associated with the order, first order in the sequence, "A" because you are re-recording this document.

Group Examples:

If your 3<sup>rd</sup> document in the order is a re-recording you have the option to *not* set the addendum.

**AbC123-2-4-1--**

**AbC123-1-4-2-Y-**

**AbC123-1-4-3--**

**AbC123-15-4-4--**

OR you have the option to set ALL of them with the re-recording addendum. (Even if they are not all re-recordings)

**AbC123-2-4-1--A**

**AbC123-1-4-2-Y-A**

**AbC123-1-4-3--A**

**AbC123-15-4-4--A**

**TIPS:** All re-recordings must include a cover sheet stating the reason for re-recording. It must be an original recorded document, which contains the affixed recording information or a certified copy.

### **Format for submitting image files**

Note: A.R.S. 11-480, Requirements for Form of Instruments applies to all documents.

PDF or TIFF Group 4 Resolution  
300x300 dpi

Black and white images only

Your scanner must be able to send multi-page for a PDF or a TIFF file

Documents must be 8½ x 11 or 8½ x 14 inches in size

Minimum width 8.47 inches, Maximum width is 8.53 inches, Minimum length is 10.97 inches, and Maximum length is 14.25 inches.

Any individual page cannot be over 1MB in size. These parameters are checked, and if the image format isn't correct your order will be automatically rejected when we attempt to open the file for recording.

### **Labeling the recorded documents**

You are responsible for printing and applying the labels to the correct documents in a timely manner.

Labels may be printed on mailing type labels.

Label sizes; your label can be no smaller than 1" x 2 5/8" and your label can be no larger than 2" x 4" but it can be any size in between.

If not using dedicated digital recording software, your IT staff should be able to set you up to print the label text (.txt) files we provide on standard printers, using a "mail merge" type program to add the additional information as show below.

Providing the .txt file is the extent of our responsibility in labeling the documents.

**PLEASE PRINT LABELS THAT WILL BE LEGIBLE WHEN COPIED OR SCANNED!**

The information we provide on the .txt file is:

Recording number

Date/Time of recording

Filename

"Y" or "N" (Y means this file is an affidavit of property value or N means this file was not an affidavit of property value).

You will need to add the following to your recording label

Official Records Of

Maricopa County Recorder

Stephen Richer

Electronic Recording

### **Label Examples**

Example of a deed with an affidavit of property value associates with the package.

Official Records Of  
Maricopa County Recorder  
Stephen Richer  
20120123456 01/01/2012 12:00  
Electronic Recording  
AbC123-1-2-1--

Example of an affidavit of property value

Official Records of  
Maricopa County Recorder  
Stephen Richer  
20120123456 01/01/2012 12:00  
Electronic Recording  
AbC123-1-2-2-Y-

Example of a re-recorded label; the difference will be the A at the end of the naming convention.

Official Records of  
Maricopa County Recorder  
Stephen Richer  
20120123456 01/01/2012 12:00  
Electronic Recording  
AbC123-10-1-1--A