



LARAMIE COUNTY CLERK

Debra K. Lee

E-RECORDING STANDARDS FOR LARAMIE COUNTY, WY

Submittal time:	8:00 AM – 4:30 PM MS/DT- Mountain Standard/Daylight Time
Paper size:	Letter or Legal
Color Type:	Only Black and white, or documents that have been converted to Black and White by the submitter
Image Type:	TIFF
Resolution:	300 dpi
Font requirements:	Not less than size 12 font
Margins:	Top - 2” on first page; 1” on pages after first page Left, Right, Bottom – 1” on all pages
Batch size:	No batch size will exceed 10 documents and/or 200 pages
Holidays:	Documents will not be received on adopted County Holidays or if the Courthouse is closed for any reason by the Board of County Commissioners. Non-emergency closure dates are located under the ‘Residents’ Tab, ‘Quick Links’, Holiday Schedule at http://www.laramiecounty.com/HolidaySchedule.aspx
Illegibility:	Any documents determined by the County Clerk to be illegible, will be rejected by authority granted under W.S. 18-3-402(a)(viii).
Fee Schedule:	The fee schedule is listed in W.S. 18-3-402(a)(xvi)

Adopted 6-16-2017; Amended 7-13-2017