

INSTRUCTIONS FOR PREPARING DEED

On the first page the top margin must be 3 inches, the side and bottom margins are to be 1 inch.

If a second page is used the top margin will change to 1 ½ inch, side and bottom margins stay the same.

The type size used should be as follows:

10 pt. Times
10 pt Helvetica
10 pt Palatino

No other typeface can be used.

Only black or blue ink is to be used.

Minimum paper size 8.5" x 11" (preferred)

Maximum paper size 8.5" x 14"

NO HIGHLIGHTING IS ALLOWED OR WHITE OUT CAN NOT BE USED

The attached legal description must have a red approval stamp on it.

These standards are set by the Ohio Revised Code Section 317.114
Effective July 1, 2009

See next page for example of a one page deed.

SHERIFF'S DEED

Rev. Code Sec. 2329.36

I, Eric Weisburn Sheriff of Stark County, Ohio, pursuant to the Order of Sale entered on Order of Sale, in which Plaintiff's Name recovered of Defendant's Name, et al, the judgement amount of Judgement Amount dollars, together with the costs of said action, and in consideration of the sum of Sale Price dollars, the receipt whereof is hereby acknowledged from the sale conducted on Date of Sale and upon Confirmation of Sale entered on Confirmation Date, do hereby **GRANT, SELL AND CONVEY** unto Grantee and Assignee, if any, all the rights, title and interest of the parties in Court of Common Pleas, **Stark County, Ohio**, Case No. _____, and all pleadings therein incorporated herein by reference in and to the following Lands and Tenements situated in the County of Stark and State of Ohio, known and described as follows, to wit:

(ATTACH LEGAL DESCRIPTION)

This deed does not reflect any restrictions, conditions, or easements of record.

Prior Owner: _____

Permanent Parcel No: _____

Premises Commonly Known as: _____

Prior Instrument Reference: _____

Tax Mailing Address: _____

Executed this _____ day of _____, 2_____

Eric Weisburn Sheriff of Stark County, Ohio

STATE OF OHIO)

) SS:

COUNTY OF STARK)

The foregoing was acknowledged before me this _____ day of _____, 2_____ by

Eric Weisburn Sheriff of Stark County, Ohio.

My Commission Expires: _____

Notary Public

This instrument was prepared by:

Firm's name

Name of person preparing Deed

Address

City, State, Zip

Date Deed prepared