



General Information About Recording Functions and Procedures

Office/Recording Hours: Weekdays 8:00am to 5:00pm

Contact Information

Sherman County Clerk

PO Box 365

500 Court Street

Moro, Oregon 97039

Phone: 541-565-3606

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The County Clerk's Office records documents that affect title to real property located in Sherman County. All documents received for recording must be in compliance with Oregon statutes. If a document cannot be recorded, it is returned to the sender with an explanation of what is wrong.

This office is prohibited from:

- Giving legal advice
- Helping to fill out instruments
- Suggesting what type of instrument to use
- Accepting illegible instruments

Recording Requirements:

ORS 205.234 outlines the requirements for the first page of all instruments to be recorded. Those requirements are:

- Name of transaction(s) (Title)
- Names of parties involved (grantor/grantee; first party/second party, creditor/debtor, etc.)
- The person and address (for mailing purposes) to whom the instrument will be delivered after recording. "Return to..."
- For instruments conveying or contracting to convey fee title to any real property, the true and actual consideration paid for such transfer.
- For instruments conveying or contracting to convey fee title to any real property, the tax statement information required by ORS 93.260.

ORS 205.234 (f) indicates that any instrument recorded in the County Clerk Lien Record must include the amount of the civil penalty or the amount, including penalties, interest and other charges, for which the warrant, order or judgment was issued. ((ORS 205.125 (1) (c) and 18.325)).

Legibility Requirements:

In accordance with state laws, the county clerk's office shall preserve all records affecting the title to real property. All documents are permanent records and must be legible for the integrity of the public record.

ORS 205.232 states that a county clerk shall not accept a document for recording unless it is:

- Printed on sheets of sufficient quality for recording photographically
- Printed on sheets of paper not larger than 14 inches long and 8-1/2 inches wide
- Printed or written in at least 8-point type
- Documents submitted for recording shall be in the English language. (ORS 192.310)
- Documents, signatures and notary stamps/seals must be original; photocopies cannot be recorded unless they are certified copies of an original document. Notary seals must not cover text or signatures on the document. (ORS 93.804)

Non-Standard Form Fee:

A \$20.00 non-standard fee is added to all other fees to instruments that do not meet the requirements as defined in ORS 205.232, 205.234 and 205.327.

Legal Descriptions:

A legal description is not a tax lot number or street address.

As defined in ORS 93.600, acceptable legal descriptions are:

- A subdivision name with lot and block
- A metes and bounds description
- Partition plat recording and parcel number with section, township and range
- Reference to a book and page or instrument of any previously recorded Sherman County record where the description may be found.

Recording of Corrected Instruments (ORS 205.244):

- Any document that has been previously recorded may be re-recorded to make corrections to the original document.
- The first page of the corrected document must meet all of the first page requirements for recordings.
- The corrected document need not be signed by the party(ies) and acknowledged by a notary a second time.
- The person presenting the instrument for rerecording shall affix a certificate to the first page of the instrument or add a new first page to the instrument containing the text: "RE-RECORDED TO CORRECT (reason for re-recording), PREVIOUSLY RECORDED AS DOCUMENT NUMBER _____."