

Roosevelt County, MT – Clerk & Recorder



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On May 8, 2025, House Bill 192, increasing the County Clerk and Recorder fees for recording documents, was signed into law.

Effective October 1, 2025, the fee to record a document will be \$20 for the first page and \$10 for each subsequent page. The additional cost for recording a document which does not meet the standard requirements of MCA 7-4-2636 will remain at \$10 per document. Additionally, beginning July 1, 2027, these fees will be subject to biennial adjustments based upon inflation.

All documents submitted for recording must meet the following requirements:

1. Margin requirements are: 3" at top of 1st page, at least 1" at top of all subsequent pages, 1" at bottom of each page, **at least ½"** on sides of each page. If an insignificant portion of the signature (such as the "tail-end" of the last letter) is in the margin, the document will be standard. If a portion of the signature in the margin is a designation such as: Sr., Jr., II, III, POA or Attorney-in-Fact; these designations will be considered significant and cause the document to be non-standard.
2. **Include the name and mailing address of the person** to whom the document is to be returned in the margin in the **upper left-hand** corner of the 1st page of each document which may be legibly printed in ink or typed. The document is non-standard if no return address is included in the upper left-hand corner of the 1st page. Documents will be returned to the address written on the document --- **NO EXCEPTIONS! If the submitter would like the document sent to an alternate address, they MUST write it on the document BEFORE recording.**
3. Except for the page numbers or **other administrative information or designations, all margins must be clear** of all markings. The document standards committee of the Montana Association of Clerk and Recorders has determined that other designations may be:
 - a. Form numbers
 - b. Form names
 - c. Last date form updated
 - d. Fax transmittal information
 - e. Tribal information
 - f. Initials
 - g. Barcodes
 - h. Order Numbers
 - i. Name of lending institution
4. The document must be legibly printed or typed in **blue or black ink** on white paper that is either 8 ½ x 11" or 8 ½ x 14" in size. **Addresses of grantees must be in blue or**

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black ink when legibly printed in. A whole document legibly printed in blue or black ink, meeting all other documents standards, is a standard document. A whole document that is written in cursive is non-standard.

5. **If a document conveys an interest in real property, a legal description of the property must be provided.** Documents that convey an interest in real property may include, but is not limited to, the following:
 - a. **Deeds**
 - b. **Contracts for deed**
 - c. **Reconveyances**
 - d. **Deeds of trust/trust indentures/mortgages**
 - e. **Easements**
 - f. **Declarations of homestead**
 - g. **Any document requiring an RTC**

A street address is not a legal description of the property, nor is a deed reference.

The full metes and bounds description, subdivision with lot number or certificate of survey number must be included on the document.

Substitutions of Trustee do not need a legal description, just a reference to a previously recorded document.

6. Provide the names of the parties to the conveyance on the 1st or 2nd page of any document with more than one page.

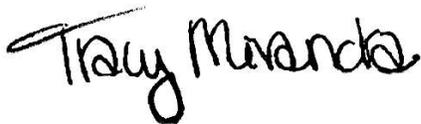
An acknowledgement by a notary is exempt from the color and margin requirements of this section. The notary seal must be legible.

An officially certified court or other government document, whether from an in-state or out-of-state office, is exempt from the provisions of this section. Government documents include Department of Transportation documents and Declaration of Intent to Declare a Mobile Home real property. These documents will always be considered standard.

A document which includes highlighting is a non-standard document.

Attached is the new Fee Schedule.

Thank you,

A handwritten signature in black ink that reads "Tracy Miranda". The signature is written in a cursive, flowing style.

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Number of Pages	Standard	Non-Standard
1	\$20.00	\$30.00
2	\$30.00	\$40.00
3	\$40.00	\$50.00
4	\$50.00	\$60.00
5	\$60.00	\$70.00
6	\$70.00	\$80.00
7	\$80.00	\$90.00
8	\$90.00	\$100.00
9	\$100.00	\$110.00
10	\$110.00	\$120.00
11	\$120.00	\$130.00
12	\$130.00	\$140.00
13	\$140.00	\$150.00
14	\$150.00	\$160.00
15	\$160.00	\$170.00
16	\$170.00	\$180.00
17	\$180.00	\$190.00
18	\$190.00	\$200.00
19	\$200.00	\$210.00
20	\$210.00	\$220.00
21	\$220.00	\$230.00
22	\$230.00	\$240.00
23	\$240.00	\$250.00
24	\$250.00	\$260.00
25	\$260.00	\$270.00
26	\$270.00	\$280.00
27	\$280.00	\$290.00
28	\$290.00	\$300.00
29	\$300.00	\$310.00
30	\$310.00	\$320.00
31	\$320.00	\$330.00
32	\$330.00	\$340.00
33	\$340.00	\$350.00
34	\$350.00	\$360.00
35	\$360.00	\$370.00
36	\$370.00	\$380.00
37	\$380.00	\$390.00
38	\$390.00	\$400.00
39	\$400.00	\$410.00
40	\$410.00	\$420.00