



# KNOX COUNTY REGISTER OF DEEDS

SHERRY WITT, REGISTER

## MEMO

DATE: FEBRUARY 20, 2008  
TO: REGISTER'S OFFICE USERS  
FROM: SHERRY WITT, REGISTER OF DEEDS *SW*  
RE: NEW LABEL SIZE

I want to take this opportunity to let you know that the Knox County Register of Deeds is going to be changing the size of our labels on recorded documents effective March 1<sup>st</sup>. We are increasing the label size to 2 ¼" x 1". The major benefit of this change will be the ability to make the 15-digit instrument numbers larger and more legible for viewing on screen as well as on faxed copies.

The label will still contain all pertinent recording information including fees and applicable taxes. One of the things you will need to be aware of as we go forward with this change is the margin requirement for submitted documents. Since these labels will be slightly larger than the ones we currently use (see sample below), it is vital that we have sufficient space on the documents to place the label.

I thank you in advance for your cooperation. As always, if I or the Register's office staff can be of any assistance to you, my door is always open.

