

MORGAN COUNTY CLERK'S OFFICE

POLICY REGARDING SIMULTANEOUS RECORDING OF MULTIPLE DOCUMENTS AND DOCUMENTS WITH EXHIBITS

The Morgan County Clerk and Recorder is charged with maintaining records related to persons and property in Morgan County. Colorado law requires that the Clerk's Office maintain a grantor/grantee index that properly establishes the recording information for documents submitted to the Clerk's Office and ensures accessibility to these documents in the future. In performing these duties, Colorado law requires the Clerk's Office to maintain and record certain information for each individual document presented to the Clerk's Office.

As a result, the Clerk's Office has the sole authority to determine what documentation constitutes a separate document pursuant to Colorado law to be recorded. Documents presented in the Clerk's Office as one package in hard copy may be separated by the Clerk's Office, in its sole discretion and authority, to comply with Colorado law or rejected. Documents submitted electronically that in the Clerk's Office's opinion need to be separated will be rejected by the Clerk's Office. Any rejected document package will need to be resubmitted as directed by the Clerk's Office.

If a document package includes exhibits, the documents may be recorded as one document if the following are met:

1. The first page of the first document references exhibits are attached.
2. Each exhibit is clearly marked as an exhibit.
3. The documents meet all other submission requirements.

Any recording fees are charged per separate document not per document package presented to the Clerk's Office.

Thank you for your understanding.