

Memorandum

TO: Engineers and Surveyors
FROM: Sara F. Ullmann, Register of Deeds
DATE: June 2, 2000
RE: Legal Description Memo



The attached memo is a revised note that will go out with documents that do not provide a preamble or caption when expressing a legal description using metes and bounds. There are several reasons for this change that are listed below. If you would like to contact me directly or have me attend one of your meetings, I will be more than happy to be available.

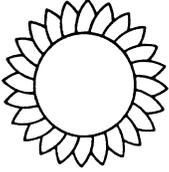
Legal Indexing has been simplified to accommodate the volume in Johnson County.

Platted Land: Our database carries each of the near 6500 plats and the specific Lots, Blocks, Units, Tracts, Garages, etc. that are presented on each plat. The database will match up the information from a legal description and tell us if that legal description is related to a plat in Johnson County. When there is a mismatch a note will be returned with the document telling the filer that we believe there is a problem with the legal description.

Unplatted Land: Our database carries each of the Section, Townships and Ranges that are in Johnson County. The database will match up the information from a legal description and tell us if that Section Township and Range are located in Johnson County. The indexing system is able to identify unplatted land to the $\frac{1}{4}$ $\frac{1}{4}$. The indexing system does not identify any smaller descriptions. Therefore we need to quickly identify the Section Township and Range and if appropriate the $\frac{1}{4}$ $\frac{1}{4}$ where the land is located. It is possible that we may **only** be able to index against the full Section Township and Range if no further detail is provided or the land includes each of the $\frac{1}{4}$ $\frac{1}{4}$ portions in the full Section. Or, we may **only** be able to index against the $\frac{1}{4}$ Section Township and Range if no further detail is provided.

The database does not provide for a remarks field to include the “part of” or “the east 50 foot” notations. ARMIS does provide you the option to view the document on screen and make your own determination as to what the legal description is specifically describing. Remember that the index is only designed to be a pointer to the information on the document. The index should not be used as a complete research of information.

Questions?? Give me a call or send an email!!



Memorandum

TO: Whom It May Concern
FROM: Sara F. Ullmann, Register of Deeds
DATE: June 2, 2000
RE: Legal Descriptions Used for Indexing



Documents recorded in the Register of Deeds office are required to be indexed by the names of the persons involved in the transactions. Documents may also be indexed by the legal descriptions by referencing the lot (if platted) or the quarter-quarter section (if unplatted). The index is intended to be a pointer to the document and the information set forth in the document. It is not intended to be the sole source for informational research.

In order to index in a timely manner, clear and concise legal descriptions are required. Legal descriptions that describe the parcel using only metes and bounds are difficult to process. Staff resources do not allow for the luxury of drawing out the legal description by the metes and bounds description to determine exactly where the parcel is located.

In order to meet our indexing needs, please use the following format if you wish to have the document indexed against the property:

When expressing a legal description using metes and bounds, please include a **preamble** that clearly identifies the location of the parcel.

Examples:

A parcel of land located in the NW1/4 of the NW1/4 of Section 12, Township 12, Range 25 being further described as follows: Commencing at [legal description].

A parcel of land in the E1/2 of the SW1/4 of S 18, T 15, R 25 being further described as follows: Beginning at [legal description].

A parcel of land located in Lot 6, Block 1, Evergreen Estates more fully described as follows: A 50 feet wide strip of land.... [legal description]

Documents that do not include a **preamble** or **caption** will not be **indexed** against the described land. **Documents are recorded** and indexed against the names of the persons involved in the transaction. It is the responsibility of the filer to determine if they wish to re-submit the document to have the legal description included in the indexing for the document.