

(Note: This is a sample letter that you can retype on your letterhead to send to your clients.)

TO: Your Clients
FROM: You or your county
DATE: Whatever day you desire
RE: New Document Formatting Standards

You have probably heard that House Bill No. 475 from the 2008 Legislative Session has resulted in the addition of Section 89-5-24, Mississippi Code of 1972, outlining new document formatting standards. In an effort to help all of us in meeting the requirements of this Section, the Chancery Clerk's Association is offering the following information.

First, attached to this memo is a document outlining all the standards found in Section 89-5-24. Please contact us if you have a difficult time understanding any of these standards. We don't want this to be a burden to you, but these standards will certainly help the Association, since many of us are scanning documents today and others are anticipating scanning in the future.

Second, please go our website, www.mschca.com, and click on "More Info" and then click on "New Document Formatting Standards, July 1, 2009" or "New Document Formatting Guidelines, July 1, 2009, Example Document" and/or "Section 89-5-24" and you will find an outline of the standards as mentioned above, a copy of an old document that has been reformatted to meet these standards, and a copy of the Section 89-5-24.

We thank you for your willingness to help us with these new standards.