Search Instructions

- Under "Search Options" and under "Basic Document Search & Copies," click on "Launch Basic Search."
- You will be taken to a Disclaimer Consent page. Click on "I Accept."
- On the new page, click on "Document Search & Copies (Web)"
- You will then be at the official search screen.
- Enter the name you would like to search in only one of the boxes:
  >>> Either Party / Notation
  >>> Grantor / Party 1 / Notation
  >>> Grantee / Party 2 / Notation
- Enter the Last name (space) First name in the field/search box.
- If you are not sure if the party is a grantor or grantee, just enter the name in the "Either Party/Notation" field.
- Do not enter any other information for a broader search.
- As you type the name, you may see a list pop up, which you can choose the correct name from the list or just keep typing. You may want to search with and without a middle initial/name. For a company name search -- with and without spaces between letters -- do not use punctuation.
- Click on "Search" at the bottom right of the screen or press the enter key on your keyboard.
- Your search results will appear.
- Click anywhere within a line of search results to see partial additional information and related/referenced documents.
- To see ALL indexed information, including all legal description(s), all names and any additional index, you MUST click on "view → ". You will then see all indexed information to the left of the degraded image.
- You can also click near the top right of a search result on the icon that looks like a square piece of paper to see additional parties, detailed index information and the degraded image of the document.
- To see a clear copy of the document, you will need to purchase the document.

Purchase a Copy

- You can click on the icon (top right of a search result) to purchase and download/print the document or click on the shopping cart icon to add (and add other documents to check out and purchase at one time).
- If you are viewing the degraded image, simply click just above the image on the right "purchase." You will then have the option to add to your cart or purchase just that document.
- If you have added documents to your cart and are ready to check-out, you can click on the very top right of the search results screen (icon looks like and cites "cart").
- Follow the prompts to complete the purchasing process. When you are finished, the documents will appear on your screen.
- You can download the images to a file on your computer or simply print the image. When you close the image, it cannot be retrieved again without purchasing again unless you have downloaded the image to your computer file.