

TIPS FOR SEARCHING ONLINE DOCUMENTS

1. **Record Date** allows you to search for a date or a range of recording dates.
2. **Document Number** allows you to search for a document by recording number. It also allows you to search for certificate of surveys.
3. **Party Name** allows you to search both the grantor and grantee fields at the same time. We index names as follows: Last Name, First Name
“Contains” is the broadest search you can do in this field. You can narrow your search down by choosing “starts with”, “ends with”, or “equals”. Names are entered using last name, first name.
4. **Instrument Type** allows you to search all documents recorded by that instrument type.
5. **Subdivision; Lot; Block; Section/Township/Range** allows you to search for legal description information only. Searching by these fields may not give you complete title information.

To do a broad search, type in less information, in only one field. To narrow your search, you will want to put more information in more fields. For example, you could put in the party name, along with the type of instrument you are looking for.