



QUICK START Guide – Public Search

Party 1 & Party 2 Search

To search by party name or company, enter information in the **Party 1** field. The program defaults to search **both** parties on information entered. If the box for **Ignore party type when searching for name** is unchecked, search is only on information entered in **Either Party 1** or **Party 2** field.

Ignore party type when searching for name

IMPORTANT: Entering *criteria in fewer fields* (or for example entering last name and partial first name), will generally **yield greater search results**.

You can also search using the **wild card asterisk (*)** if you're unsure of spelling. This searches for all variations of the data given. The wild card can be used as many times as necessary.

Anders*n (searches for Anderson or Andersen)

O*Brien (searches name with and without punctuation or spaces)

*Field*Co* (searches for all companies with the word Field and Co in their name)

Date Range Search

From Date: Thru:

A date range is not required to search. To enter, use one the following formats: **1/9/21** or **01092021**. Leaving the **Thru** date blank will bring search results to current date.

Entering a **T** auto-fills today's date, a **Y** auto-fills yesterday's date, and a **1** auto-fills the first day of current month.

Search Results

After clicking the **Search** button, results display in a grid which can be sorted by clicking on a column heading.

Search Results

Results Count: 324 Names found in 324 Documents

Page: 2 of 4 Showing names 101 thru 200

			T	Party Name	Opposite Party	Rec Date	Doc Description	Town
View*	Print	My Doc	2	DOE JANE	GMAC MORTGAGE LLC	11/4/2011	LIS PENDENS	NEWFA
View*	Print	My Doc	2	DOE JOHN	MIDFIRST BANK	7/5/2011	LIS PENDENS	WHEATI

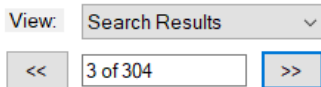
From here you can **View** or **Print** a document. If images are available, the **View** button will contain an **asterisk (*)**. You can also add document(s) into **My Documents**, where they are stored until you're ready to print.

At any time, you can click on the navigation tabs on top to move back and forth to different views.

Search [Search Results](#) [Name Summary](#) [Document View](#) [My Documents](#)

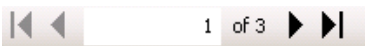
Viewing Documents


Clicking on the **View** button or the **Document View** tab will display the indexing information and images. It will also show the number of documents resulting from the search. Click on the **Arrow** buttons to go to the next document or go back to the previous document.



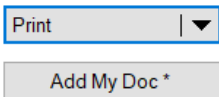
"**UNVERIFIED Document**" will show until the document has been verified, alerting you that indexing information could change. On the **Search Results** list the date will appear in **red** for documents not yet verified.

To advance through the pages of the document, use the **arrows** above the image. You can also use the **Page Up** and **Page Down** keys.





To show a reduced image, click on the **Thumbnails**  icon above the image.

Printing



Clicking the **Print** button prints the entire document. Clicking the **Add My Doc** button puts the entire document into **My Documents**.

Selecting the **Print**  icon above the image will print **Only** that image.

Selecting the **Folder**  icon above the image will put **Only** that image into **My Documents**.

Related

Related:

09/12/2005 MORTGAGE Bk: 5080 Pg: 895

Double clicking on the **Related** document link will bring you to that document. When done viewing, double click the link to bring you back to your original search.

Main Shortcuts

- F3 Search
- Ctrl + F3 Search - Clear
- Shift + F3 Infodex/Index Books
- F9 Search Results
- F10 Name Summary
- F11 Document View
- Shift + F11 View Current Document

My Documents

- F12 My Docs
- Ctrl + F12 My Docs - Clear
- Shift + F12 My Docs -
Add Current Document
- Shift + Ctrl + F12 My Docs -
Add Current Page

View Documents

- Shift + Page Up Previous Document
- Shift + Page Down Next Document
- Page Up Previous Image
- Page Down Next Image
- Ctrl + Page Up First Image
- Ctrl + Page Down Last Image
- Ctrl + Up Scroll Image Up
- Ctrl + Down Scroll Image Down
- Ctrl + Right Scroll Image Right
- Ctrl + Left Scroll Image Left
- Ctrl + Add (+) Zoom In
- Ctrl + Subtract (-) Zoom Out
- Ctrl + NumPad 1 Go to Image 1
- Ctrl + NumPad 2 Go to Image 2
- Ctrl + NumPad 3 Go to Image 3
- Ctrl + NumPad 4 Go to Image 4
- Ctrl + NumPad 5 Go to Image 5
- Ctrl + NumPad 6 Go to Image 6
- Ctrl + NumPad 7 Go to Image 7
- Ctrl + NumPad 8 Go to Image 8
- Ctrl + NumPad 9 Go to Image 9
- Ctrl + NumPad 0 Go to Image 10