

## INSTRUCTIONS FOR SEARCHING OUR RECORDS:

The first page is the Home Page with copyright information, link to Cott Systems disclaimer statement.

Click on the type of search you want to do -

### NAME

Simple – enter last name, first initial

Advanced – last name, first initial, narrow search to type of document you would like to search

### BOOK/PAGE

We do not use book and page in this county; do not try to use this

### FILE NUMBER

The first block is the year of recording; the second is the instrument number (2005-1234)

### DATE RANGE

In this section, you can search up to 7 days, and for all documents in a specific kind—i.e. January 2-8, 2007, Kind Group: Deeds-Taxable; Kind: All Kinds. This search will show you all the deeds for that range of time recorded in the County

### HELP

This will bring up the Help Index designed by the software company to assist you in searching. Feel free to refer to it when you need help.

**THESE FEATURES DO NOT APPLY TO MERCER COUNTY, AND WILL NOT COMPUTE DATA: CITY/VILLAGE; TOWNSHIP; PARCEL; NON-IMAGED DOCUMENT**

The computer Index goes back to 1972; the images begin on July 18, 2005.

The format shows the first grantor and grantee for each instrument. Click on the square box in the first column to see additional details. If “view image” appears in the second column, an image of the recorded document is available for viewing. Click on it, and a “browser copy” of the document will appear.

If your computer prompts you to accept or run software to access this data, you must answer “yes”, so that the images will appear. The first time you try to access an image, it may take a few moments to load the info. After that, the images will appear within a few seconds.

If you need an official copy, please contact our office.