

Legacy Search Instructions

To begin your search

To begin your search of the Public Records, simply do the following:

- (1) Click on "View Official Records" (above).
- (2) Click on "Public Search".
- (3) Read and accept the Disclaimer.
- (4) Follow the instructions on the "Public Search" screen and click on "Search".
- (5) You may search on "Party Name" "Document Type" "File Number" "Book/Page", or several combinations of the above. You may also limit your search by date range.
- (6) Once you have followed these easy steps, you will be presented with a list of documents matching your specifications.

You can perform other searches or return to the previous screen by selecting "New Search". You may also rearrange the listing by clicking on the column heading. If there is an available document to view, click on "View" button located on the left of the Party Name. If an image is available click on "Get Image". The image should then open in the right frame of the browser. To zoom in on the image, you may either use the zoom in / out buttons, or for a more precise view drag your mouse over the area you wish to view. You can also print this image.

If you desire a certified copy of the actual document, you may call or come to the courthouse. Your document would cost \$1.00 per page and \$2.00 per document for certification.