**IDOC MARKET INSTRUCTIONS FOR SERACHING LEGAL DESCRIPTIONS**

SELECT CITY – USE FIRST PLAT NAME SUCH AS SUN-BEAM ADDITION

SELECT SUBDIVISION – CLICK ON DROP DOWN ARROW AND SELECT WHICH REPLAT OR RESUBDIVISION SUCH AS REPLAT OF BLOCK 12, SUN-BEAM ADDITION OR IF IT IS JUST SUN-BEAM ADDITION YOU ARE LOOKING FOR, SELECT SUN-BEAM UNDER THIS.

THEN YOU CAN ADD YOUR LOT AND BLOCK FOR YOUR SEARCH. SOMETIMES LESS INFORMATION PULLS UP A BETTER SEARCH.

***BE SURE TO CLEAR YOUR FIELDS EACH TIME BEFORE A NEW SEARCH BECAUSE YOUR SEARCH WILL NOT WORK IF YOU FORGOT TO CLEAR YOUR FIELDS.***

**IDOC MARKET INSTRUCTIONS FOR BOOK / PAGE**

SELECT BOOK / PAGE

PUT YOUR BOOK NUMBER IN NEXT TO BOOK (DO NOT PUT PAGE NUMBER IN)

SEARCH

IF A LONG LIST COMES UP SCROLL DOWN TO BOTTOM AND SELECT THE **DEED / MORTGAGE / MISC** (whichever book you are looking for)

SECLECT VIEW FOR YOUR BOOK (this may be a little slow because you are pulling up the whole book). Also you will need three digits for the Book Number (for example: Book 3, you will need to put 003 or Book 93, you will need to put 093). Most of the lettered Books you can look up both ways (for example: Book L, try Book L or Book 00L). Some of the images seem to be a bit better if you just use the letter.

ONCE THE BOOK COMES UP YOU CAN SCROLL THRU TO YOUR PAGE

IF YOU NEED TO PRINT THAT PAGE – SELECT CURRENT PAGE

**IDOC MARKET INSTRUCTIONS FOR BOOK & PAGE PLATS**

SELECT BOOK / PAGE

PUT YOUR BOOK NUMBER IN NEXT TO BOOK

PUT YOUR PAGE NUMBER NEXT TO PAGE

EX: BOOK **152**  PAGE **307**

 **OR** PUT 152-307 NEXT TO DOCUMENT NUMBER

EITHER WAY WILL PULL YOUR PLAT UP

**IDOC MARKET INSTRUCTIONS FOR HISTORICAL INDEX**

***This index was digitized in October 2009, it does not have information from 2009 to present***

Click on Historical Index (top right hand side of page)

You will see Miscellaneous

 Subdivision Index (platted properties)

 Tract Index (rural tracts)

Tract Index (rural properties)

 Select Range

 Select Township

 Select Section

 Select Deed or Mortgage

 There are 4 books that you will see what date that books starts at

**Color Coding for DEED Tract Index**

 **Black** – Deeds, Patents or transfers

 **Red** – Death Certificates. Contract for Deed & Judgments

**Green** – Affidavits. Easements, Leases, Resolutions, Declarations, Zoning, Ordinances & Miscellaneous Documents

**Blue –** Plats, Surveys and Certificate of Corrections

**Color Coding for MORTGAGE Tract Index**

**Black** – Mortgages, Liens, Extensions, Subordinations, Amendments, Modifications, Financing Statements and Supplementals

 **Red –** Release of Mortgages or ANY releases

 **Green** – Assignment of Mortgage of ANY Assignments

 **Blue** – Assignment of Rents or anything releating