

HOW TO SEARCH THE ARCHIVE

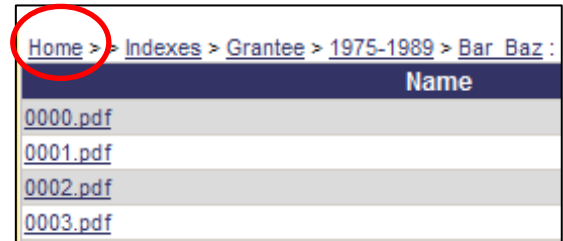
If you know only the name of the property owner, begin with step A. If you already know the book/page number of the document, start with step B.

A. Find the book/page number of the document if you know the owner's name.

1. Click "Search Records Prior to 1985."
2. Click "Indexes."
3. Click the type of index you want (*grantee, grantor, etc.*).
4. Click the date range you are searching.
5. Click the appropriate letter for the name you are searching.
6. Click the file named "0000." This is the index of last names/company names.
 - a. Note the page number for the name you are searching. Close this file.
7. Click the file number that corresponds to the page number found in step 5a (*e.g., If the name "Barnett" is listed as page 3, click file "0003."*).

- a. Find the name you are looking for and note the book/page number of the document. Close this file.

8. Click "Home" to return to the Archive home page (*see photo*). Proceed to step B to find the document.



B. Find the document by book/page number.

1. Click the type of document you need (*deeds, plats, etc.*).
2. Click the appropriate range of book numbers (*e.g., Books 1000-1099*).
3. Click the book number.
4. Find the page number.
 - a. **For Deeds & Mortgages:** The name of the file does not necessarily correspond to the page number of the deed. These single-page files are reproductions of the microfilm and were numbered sequentially based on the film; they are not named by page number. You may need to open several files before you find the correct page.
 - b. **For Plats:** The plats are named by page number.