

Ozark Title Services Online Land Searches
Best Searching Practices
Cleburne County
Revised 12/31/2009

The purpose of this document is to provide some recommended searching practices to insure that you get the most thorough search. Every land records index is different depending on the indexing rules and procedures used when the information was keyed and the searcher needs to know a little about these rules and procedures in order to achieve a complete and accurate search. Please review these recommended searching practices and if you have any questions or think you need additional help or training, please feel free to contact us any time and we will assist you.

If you follow these searching practices, we feel that this is a searching tool that can meet all of your searching needs right from your desktop. If you have questions or searching problems please allow us to assist you. If you have ideas about how our product could work better for you, please let us know. You can contact us at landrecords@ozarktitle.com anytime or call our office at 501-825-6800.

Searching by Party Name

In the *Search Criteria* screen, under the *Name* tab, enter the name in the *Names* field. In the database, names are keyed as (*LASTNAME, FIRSTNAME MIDDLE* or *DOE, JOHN T*). Do not use punctuation. For an individual's name, it is recommended that you search using a wildcard (%). For Example: *DOE, %*. Then select *Name Lookup* to see a list of all indexed names that meet this criteria (everyone with last name DOE). You can narrow your search by using the first letter of the first name (*DOE, J%*). From the Name Lookup "Phonebook" list, you can choose the names that you want to include in your search (EX: *DOE, JOHN/ DOE, JON/ DOE, JOHN T/ DOE, JOHN TODD/ DOE, JOHNNY*).

Leave all the *Matching* items checked.

Choose your *Type*: ALL (searches both grantor and grantee fields), GRANTOR or GRANTEE.

Leave *Source* as ALL.

In the *Filed From* field you can choose a date range or leave blank to search all records.

Include *Assignments and Releases* to insure that you get all the documents that apply to your search.

Searching by Land

In the *Search Criteria* screen, under the *Land* tab you can search by Addition, Lot and Block or by Section Township & Range and forty.

Use the drop down list to select an addition. Enter the lot and block (if any). You can enter a range of lots or blocks by using a double hyphen (*1--4* will include lots 1 through 4, *1--4,6* will include lots 1 through 4 and 6).

If the subdivision is recorded with the county, it will appear in our addition list. If the subdivision is unrecorded, it will not appear in our addition list. It will be indexed by Section Township and Range.

To search by Section, Township & Range and Forty, Use the Acreage Grid. Click on the Section to expand the grid to Section. Left click, or Right click on the area(s) (ex: NWNW) that you want to include in your search. Make a selection. Your selection will be highlighted. You can include multiple sections in your search as long as they are in the same Township and Range by using the arrows by the *Section* at the top of the Acreage Grid (see *Search Recommendations* below). Once you have your acreage selected, enter Township and Range.

Search by Forty (ex: NENE) or greater. Land is indexed by forty. (five acres in the NENE would be keyed to the NENE)

In the *Filed From* field you can choose a date range or leave blank to search all records (See *Search Recommendations* below).

Include *Assignments and Releases* to insure that you get all the documents that apply to your search.

Searching by Book & Page/ Document Number

To pull up a record by book and page, select the *Book* tab on the *Search Criteria* screen. Use the drop down list to select a *Book Type*. (In Cleburne County Deed books contain Deed and Miscellaneous records including some oil and gas and mortgage releases.) Select the book type and first page of the record. Recent documents use an instrument or document number like *200900250*. The first four digits are the recording year and the last 5 digits are a sequential number starting over at *00001* each year. For these records, use:

Book Type: DOCUMENT (or leave it blank)

Book: 2009

Page: 250 (remove leading zeros)

Always use *Book* to search by Book and Page. Do not search by *Doc#*. No records are indexed by *Doc#*.

Searching by Address

Do not search by address. Nothing is indexed by address.

Search Recommendations

If you get a message that you exceeded 2000 returns.

Search Results are limited to 2000 returns. A document with multiple grantors, grantees, legal descriptions or related document references will yield multiple returns. A land search for an average forty acre tract from patent to present yields 1000-3000 returns, so it could take two or more searches to complete a land search on a forty from patent to present. While it is possible to search tracts larger than a forty, most large searches will yield more than 2000 returns. It is recommended that you limit your searches to a forty per search. It is possible to merge selected documents from each search into one runsheet (See *How to Manage your Searches* below).

If your search yields more than 2000 returns, you can break your search down by setting date parameters in the *Filed From* fields, and doing two searches.

(ex: Filed From 01/01/1800 To 01/01/1990

and Filed From 01/01/1990 To 10/21/2009

You can merge selections from these searches together in the *Properties Folder to create an all inclusive runsheet..* You can also merge selections from land and party searches together in the *All* folder. (See *How to Manage your Searches* below).

How to Manage your Searches

When you a land search, you will see it appear in the *Searches Folder* area to the left of the search results screen under the *Properties Folder*. You can search another legal by selecting *New Search* at the bottom of the screen. (*Start a New Search* at the top of the screen clears all searches.) When you select records from the search results that apply to your search (checkmark them), they appear in the *Properties* folder. You can select

records from multiple land searches and group them in the *Properties* folder for an all inclusive runsheet.

You can also do multiple name searches that will appear under the *Parties* folder. Documents you select (checkmark) from the *Name Search* results will appear in the parties folder. The *All* folder contains selected documents from the *Parties*, *Properties* and *Other* folders. You can use the *All* folder to create a final runsheet that includes documents from all your land and name searches combined.

Save Reports as an Excel Spreadsheet

You can save your runsheet results as an Excel spreadsheet by selecting *Print* and *File*. Browse to the location that you would like to save your file and select *.xls* as file type. You need Excel 2007 and higher (Not upgrade) to print a full runsheet with all the data. If you are running an earlier version or a 2007 upgrade, you may only be able to print to Excel after the results are cut (scissors icon) to one line per document.

Print Documents

You can print documents individually from the document view screen, or you can print a batch of selected documents by selecting *tagged documents* from the dropdown arrow under the *Print* tab. Make sure you intend to print all selected documents in their entirety before you use this feature. You can also print to a pdf if you have a program that creates pdf's like Adobe Acrobat. Depending on the number of pages, it may take a few minutes to create this pdf document because the images have to be downloaded across the web.