INSTRUCTIONS FOR SECURE REMOTE ACCESS SEARCH SYSTEM
(Instructions published December 2013)

This document is intended to serve as a guide to the features of the first main screen option (õFull Systemö) and to explain the specific search tools available to the user, including the search logic for the features.

The second option (õImaging System Onlyö) allows the user to access images by selecting the book type and entering the instrument number or the book and page number.

Choose one of these three options to begin your search.

==This is the search option for which detailed information follows.==

The land record data on this site can be accessed in two different ways (Full System or Imaging System Only). Use the links below

Full System (Indexing and Imaging Combined Retrieval) ←
Land Record Indexing Data Available; January 1, 1985 to December 10, 2013
Land Record Imaging Data Available; Volume 0001 (February 15, 1839) to Volume 982 Page 591 (December 10, 2013)
Judgment Indexing Data Available; January 1, 1985 to December 2, 2013
Financing Statement (UCC) Indexing Data Available; June 1, 1999 to October 29, 2013

This System allows access to land record indexing information by searching on the following fields: grantor and/or grantee name, instrument number, or book and page. Once the search results appear, access is granted to view and print all available images by clicking on the "image" icon next to the indexing search results. If the image has not been digitized and is therefore unavailable, no "image" icon will appear. Judgement and Financing Statement indexing data is also available.

Imaging System Only
Land Record Imaging Data Available; Volume 0001 (February 15, 1839) to Volume 982 Page 591 (December 10, 2013)
Plat Record Imaging Data Available; All plats Book 350 through Book 2219 Page 4 (January 23, 2013)

This System allows retrieval of deed and plat book images by entering the appropriate book and page numbers. Documents may be both viewed and printed from this system. This system is intended to be used to allow a searcher to bypass the indexing search process if book and page information is already known.

Scanned Index Books(Imaged Index)
Indexing data from scanned index books covering January 1, 1842 through December 31, 1984.
This section of the site allows the user to search index data from January 1, 1842 through December 31, 1984. This data includes:
Old Large Land Index Books (1842-1984)
Wills and Fiduciaries (1967-2000)
Will Book 1 (1843-1967)
Heirs and Devisees (1967-2000)
You can view instructions here

DISCLAIMER

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The official records of the   County Clerk Of Circuit Court are located at the   County Clerk Of Circuit Court office.

Menu

Most websites have multiple types of records that may be searched. Use these radial buttons to select the type of index to search or use the All radial to search all types at once.

Virginia Public Search

Home   Imaging Only   Imaged Index
Logout

Index Search | Directory | Index/Detail | Custom List

○ Land   ○ UCCs   ○ Judgments
○ Marriages   ○ Wills   ○ General Misc

[Search] [Clear]   [Clear Custom List]

Name | Book/Page | Instrument # | N/A | Recorded Date | Description

Name Type   ● Person   ○ Business

Last Name   1 *   [_____] [...] (Auto Complete)

First Name   2   [_____] [...] (Auto Complete)

Optional Restrictions - Results will be filtered by these restrictions if used

Series   [(Any)   ▼]

Start Date (mm/dd/yyyy)   [_____]

End Date (mm/dd/yyyy)   [_____]

Instr Type(s) (sep by ,)   [_____]

Search Options

☐ Sounds like (soundex)^3 ☐ Include Last Name/Business Name begins with^4

* Required Field

1 Key in complete words as the system will find a word anywhere in the name. If more than one word is used, all words in the search must match.
2 Logic for this field is "starts with." However, do not use a single letter. Otherwise partial names are allowed, using 2 or more characters or the complete name.
3 Soundex applies to Last Names or Business names only. It does not apply to the First Name.
4 This search will return results that exactly match the start of the name.

Land   01/01/1992 To 12/05/2013
UCCs   07/01/1994 To 12/05/2013
Judgments   01/01/1991 To 12/05/2013
Wills   07/01/1994 To 12/04/2013
Marriages   08/03/1992 To 12/05/2013
General Misc   10/01/1992 To 12/05/2013

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Summary of Features

1. "ALL SEARCH": Users can choose to search individual index types (such as Land or Wills, etc.), or they can choose to search all of the displayed index types at the same time by choosing the õ**All**ö radial. Only one option can be chosen. The radial buttons are at the top of the screen.

2. PERSON NAME SEARCH: After selecting the index type to search (All, Land, Wills, etc.), select the type of name to search. For individual human names, select the Person radial.

PERSON SEARCH—LAST NAME FIELD: The person last name field uses õexact matchö logic, meaning the system will find all EXACT matches for the LAST NAME field, even if the name is not the first name in the field.
> Example: If the user searches SMITH, the system
> **WILL FIND** last names like this:
> SMITH
> JONES SMITH
> HENDERSON-SMITH
> **WILL NOT FIND** last names like this:
> SMITHERS
> SMYTH

PERSON SEARCH—FIRST NAME FIELD: The first name field works with õstarts withö logic, meaning it will find all matches that START WITH the characters entered.
> Example: If the user searches SMITH in the LAST NAME FIELD and JOHN in the
> FIRST NAME FIELD, the system **WILL FIND** names like this:
> HENDERSON-SMITH, JOHN
> JONES SMITH, JOHN
> SMITH, JOHN
> SMITH, JOHN A
> SMITH, JOHN ALBERT
> SMITH, JOHNNY
> SMITH, STEVEN JOHN

The first name field can be searched with a single character.

Example: If the user searches SMITH in the LAST NAME FIELD and J in the FIRST NAME FIELD, the system will return as a match all SMITH last names that contain at least one name in the first name field that starts with J, including JR. Thus, the system **WILL FIND** names like this:

SMITH, A J
SMITH, ALBERT JOSHUA
SMITH, BARRY JR
SMITH, J ADAM
SMITH, JAMES
SMITH, JOHN
SMITH, WALTER JOHN
WATSON SMITH, JAMES

3. BUSINESS (NON-HUMAN) NAME SEARCH: After selecting the index type to search (All, Land, Will, etc.), select the type of name to search. For business or non-human names, select the Business radial. Once selected, the only name field available is BUSINESS NAME. The system will find any name that contains ALL of the words entered into the Business Name Field. The words can be anywhere in the name, do not have to be together in the name, and do not have to be in the order entered into the search field.

Example: If the search is HOUSING URBAN, the system will return any indexed entries that contain **both** HOUSING and URBAN:
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
DEPT OF HOUSING AND URBAN DEVELOPMENT
SECRETARY OF HOUSING & URBAN DEVELOPMENT
SECRETARY OF HOUSING AND URBAN DEVELOPMENT
USA HOUSING AND URBAN DEVELOPMENT

Example: If the search is DAVIE COUNTY the system will return results such as:
ARCHERY COMPANY OF DAVIE COUNTY
COUNTY DAVIE
COUNTY OF DAVIE
DAVIE COUNTY
DAVIE COUNTY BOARD OF HEALTH

SEARCHING FEWER WORDS MAY YIELD MORE ACCURATE RESULTS: If the search includes multiple words, **ALL of the words must be found in the name**.

> Example: If the search is FIRST BAPTIST CHURCH TRUSTEES, then the system will have to find all four words. The order does not matter. In the example, the system
> **WILL FIND** TRUSTEES OF FIRST BAPTIST CHURCH OF MOCKSVILLE
> **WILL NOT FIND** FIRST BAPTIST CHURCH OF DAVIE COUNTY because the word trustees was not in the name

Thus, the ideal search would be one with the fewest words to find all variations of the name that is being searched. **Use key words in the name, regardless of the order.** The system will return all of the names in the index that contain all of the words searched, regardless of the order of the words in the business name.

4. OPTIONAL RESTRICTIONS TO THE NAME SEARCH: This portion of the screen allows the user to return fewer than all matches for the name searched.

> **Start Date/End Date:** The user may enter a start date to retrieve results starting on or after that date. The user may enter an end date to restrict results to a time period between the start and end date, but it is not necessary to enter an end date. If no end date is entered, the search results will be for the start date through the most recently available records. If no start date is entered the search results will be for the entire time period that records are available for the index type being searched.

> **Series:** The user may restrict the search results to a particular series such as grantor or grantee.

> **Instrument type(s) such as DBS and CS:** The user may restrict the search results to a particular type of instrument. To restrict by more than one instrument type, enter the instrument types with a comma and no space between them.

5. USEFUL OPTIONAL SEARCH FEATURES:

SOUNDS LIKE (SOUNDEX): The sounds like feature allows users to find not only the name searched, but also names that sound like the name searched. To access this feature, click on the õSounds like (soundex)ö option under õSearch Options.ö The logic works for person last names and business names. It does not apply to person first names.

Example: If the search is for the last name SMITH and Sounds Like is selected, the system will find SMITH and SMYTH

Example: If the search is for the last name REEVES and Sounds Like is selected, the system will find REAVES, REAVIS, REEVES, REVIS, etc.

INCLUDES LAST NAME/BUSINESS NAME BEGINS WITH: Instead of requiring an exact match of a last name or business name, this search feature allows the user to access names that õstart withö the entry. For names of persons, it must be the beginning of the last name. For business names, it must be the beginning of the business name. The logic will NOT find the name searched later in the name.

Example: If using this option, a person last name search for SAND
WILL FIND SAND, SANDS, SANDES, SANDERS, SANDERSON, and SANDERSONS
WILL NOT FIND SMITH-SAND or JONES SANDERSON

Example: If using the option for business names (not recommended), a search of CAND
WILL FIND CANDLE STORE
WILL NOT FIND THE CANDLE STORE because the name did not start with CAND

AUTO-COMPLETE: This feature can be chosen by clicking in the Auto-Complete box to the right of the person and business name boxes. If chosen, the system will return up to 10 name matches in alphabetical order as the searcher types in the name. To select a name for the search from the auto complete list, just double click on that name. This feature can be used for both first and last names of persons. It can also be used for business names.
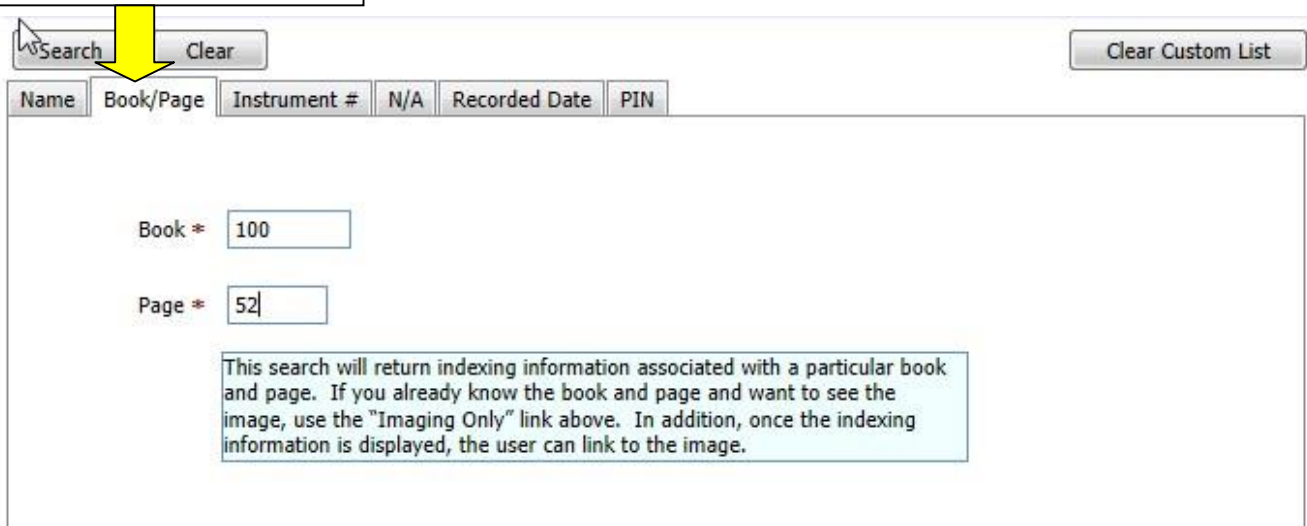
6. BOOK AND PAGE INDEX SEARCH: Choose the õBook/Pageö tab. The system will allow the user to enter both a book and page number and the search results will be returned in an order sorted by book and page. If the index search does not have an exact match, the system will take the user to the closest match.

7. IMAGE NUMBER SEARCH: This option allows the user to find a document by its image number. The image number is the internal control number, not the original number assigned by the locality. (Some record types do not have image numbers, such as Land and Marriages. There will be no tab available for searching an image number when such record types are selected.)

8. INSTRUMENT NUMBER SEARCH: This option allows the user to find an instrument by its instrument number.

9. RECORDED DATE SEARCH: Choose the tab for õRecorded Date.ö This option allows the user to search any or all index types by date only, without the need for a name. The beginning date is required. The ending date is optional. The results can be returned for all matches, or can be further restricted by instrument type(s). If restricted by instrument types, only the instruments that match both the date restriction and the instrument type(s) will be displayed.

10. TAX ID/PIN SEARCH: For offices that index Tax ID or PIN numbers, a search by this number is available. The search requires an exact match. If the office does index Tax ID or PIN numbers, a tab will be shown. If the office does not index Tax ID or PIN numbers, then no option will be available.

11. DESCRIPTION SEARCH: Choose the õDescriptionö Tab to use this option. (It is not available for all record types. It is primarily a land record search option.) This option allows users to search the description information keyed into the index. The logic is the same as the business name logic. Any words keyed in must match exactly. If the county uses abbreviations for lot, block, etc., then these abbreviations must be used. Likewise, any numbers combined with letters will be considered a single word unless separated by a space.

    Example: If the user searches Lot 16, the system
WILL FIND descriptions that include Lot 16 or 16 Lot
WILL NOT FIND descriptions that include LT16 or LT 16

Directory Screen

The results of a name search are displayed in a directory screen. The screen shows all matches and the number of records for each match. Each unique name will be a separate entry.

If the user only wants to see the index and detail information for one of the directory names, click on that name. All of the index and detail information will be displayed for each of the entries for that name. If the user wants to see the index and detail information for more than one directory name, check the boxes to the left of the name for all names the user wants to review together. Once in the index/detail screen, the indexing information can be sorted by clicking on any of the headings, such as recorded date.

Once names are selected, click "View Checked" to view the index detail for the selected names.

Or-click "add checked to custom" to create a custom list.

Or-click "print checked" to print the directory list of checked names.

Virginia Pub

| Index Search | Directory | Index/Detail | Custom List |

Land Name Search   Sanders

[View Checked]   [Add Checked to Custom]   [Print Checked]

Click this box to select every name (which will place a check in the box next to every name)

☐ Name

☐ SANDERS, BARRY L
☐ SANDERS, BEN W; TR
☐ SANDERS, BENNY W
☐ SANDERS, BENNY WAYNE
☐ SANDERS, BENNY WAYNE; TR   13
☐ SANDERS, BENNY WAYNE; TR AKA   1
☑ SANDERS   5
☐ SANDERS, CANDI   3
☐ SANDERS, CARALEE R   2
☐ SANDERS, CAROLINE B   8
☐ SANDERS, FELICIA A   2
☑ SANDERS, GEORGA A   2
☐ SANDERS, GEORGE A   17
☐ SANDERS, GEORGE A; AKA   2
☐ SANDERS, GEORGE A; II   9
☐ SANDERS, GEORGE A; SR   9
☑ SANDERS, GRANT S   2
☐ SANDERS, H KENDRICK; TR   5
☐ SANDERS, HAROLD D; JR   2
☐ SANDERS, HAROLD DANIEL; JR   6
☐ SANDERS, HEIDI C   2
☐ SANDERS, HEIDI CHRISTINE   2
☐ SANDERS, JASMINE ANN   1
☐ SANDERS, JERRY W   5
☐ SANDERS, JERRY W; BY SUB TR   1

To view or print information for a single or a few names at a time, individually click the boxes next to the names to select them.

In order to print the entire directory, check every box to the left of the names by clicking the box in the heading. One click of this box will put a check in each box. Another click will uncheck each box. If you want to print only certain directory entries, check only the boxes next to the desired names.

Index/Detail Screen

This screen displays the combined index and detail information, with the index information at the top of the screen, and the detail information at the bottom of the screen. The detail information changes as the cursor highlights different indexing information, displaying all of the information for that instrument, including all parties.

The index information is sortable by clicking on the field headings such as recorded date or instrument type.

To access an image from this screen, the user can click on the image button to the right of the detail information.

Custom List

Directory entries can be added to a "Custom List". To add names from the directory, click in the box to the left of the directory name for each name that you want to add to the custom list. Then, choose the "Add Checked to Custom".

From Directory List, place checks next to names and click "add checked to custom" to add all index entries for that name to custom list

From Index/Detail, place checks next to individual entries and click "add checked to custom" to add those individual names to custom list

To access the custom list, click on the custom list tab at the top of the screen after names have been added. The tab will display the number of records in the custom list.

Once names are added to a custom list, the custom list tab can be clicked on to view the list.

Click this button to view image for instrument displayed

The user can add to the custom list after multiple searches. The list will only be erased when the user determines that the list should be erased. It can be erased after printing through a prompt. In addition, on the main search screen, there is an option to clear a custom list. If the user wishes to erase the list, click on õClear Custom List.ö If a Custom List has been created, the Custom List Tab will be active and will show the number of items currently in the custom list.

When a Custom List has been created, the Custom List Tab shows the number of items in the custom list.

Click here to Clear Custom List

A custom list can be edited by using the remove options at the top of the custom list.