

## 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 (Full System) and to explain the specific search tools available to the user, including the search logic for the features.

The second option (Imaging System Only) 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**

The records on this site are unofficial records made available for informational purposes only. While every effort has been made to ensure the correctness of this information, the Clerk Of Circuit Court makes no representation, expressed or implied, as to the authenticity, accuracy, or completeness of any record or information presented. The records and information contained herein should not be relied upon for title examination purposes. Any person using this website assumes the risk of any omissions or inaccuracies contained herein. County, the Clerk Of Circuit Court and any of their respective officers, agents, and employees shall under no circumstances be liable for any actions taken or omissions made as a consequence of any user's reliance upon information contained in or omitted from this website in any manner whatsoever. Use of this site is an acknowledgement of the disclaimer contained herein and an agreement to its terms.

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

Click the SEARCH button to run the search. Hitting the enter key will NOT run the search.

Click Home Button to return to main search menu

## 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)<sup>3</sup>
☐ Include Last Name/Business Name begins with<sup>4</sup>

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

- \* 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.

## 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 “All” 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.

The screenshot shows a search interface. At the top, there are radial buttons for index types: All, Land (selected), Marriages, UCCs, Wills, Judgments, and General Misc. Below these are buttons for Search, Clear, and Clear Custom List. A table with columns Name, Book/Page, Instrument #, N/A, Recorded Date, and Description is visible. Under the Name column, there are two radials: Person (selected) and Business. A yellow arrow points from a text box to these radials. The text box contains the text "Radials for selecting Person or Business Names". Below the radials are input fields for Last Name (1 \*) and First Name (2), both with auto-complete buttons.

**PERSON SEARCH—LAST NAME FIELD:** The person last name field uses “exact match” 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 “starts with” 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.

The screenshot shows a search interface with a 'Search' button and a 'Clear' button. Below these is a table with columns: Name, Book/Page, Instrument #, N/A, Recorded Date, and Description. Under the 'Name' column, there is a 'Name Type' section with two radio buttons: 'Person' and 'Business'. The 'Business' radio button is selected. A yellow arrow points from a text box on the right to the 'Business' radio button. The text box contains the text 'Radials for selecting Person or Business'. Below the 'Name Type' section is a 'Business Name' field with a red asterisk and a search button with an ellipsis and the text '(Auto Complete)'.

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.

The screenshot displays a search interface with a 'Search' button and a 'Clear' button. Below these are tabs for 'Name', 'Book/Page', 'Instrument #', 'N/A', 'Recorded Date', and 'Description'. The 'Name' tab is active, showing 'Name Type' with radio buttons for 'Person' (selected) and 'Business'. There are input fields for 'Last Name' (containing 'Smith') and 'First Name' (containing 'John'), both with '(Auto Complete)' suggestions. Below this is a section titled 'Optional Restrictions - Results will be filtered by these restrictions if used'. It includes a 'Series' dropdown menu set to 'Grantor', 'Start Date (mm/dd/yyyy)' set to '01/01/2000', 'End Date (mm/dd/yyyy)' set to '12/31/2002', and 'Instr Type(s) (sep by ,)' set to 'DBS'. At the bottom, there are 'Search Options' with checkboxes for 'Sounds like (soundex)' and 'Include Last Name/Business Name begins with'. A yellow box with the text 'OPTIONAL RESTRICTIONS' and a bracket points to the 'Optional Restrictions' section.

Search Clear Clear Custom List

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

Name Type ☒ Person ☐ Business

Last Name 1 \* Smith (Auto Complete)

First Name 2 John (Auto Complete)

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

Series Grantor

Start Date (mm/dd/yyyy) 01/01/2000

End Date (mm/dd/yyyy) 12/31/2002

Instr Type(s) (sep by ,) DBS

Search Options

☐ Sounds like (soundex)<sup>3</sup> ☐ Include Last Name/Business Name begins with<sup>4</sup>



## 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 "Sounds like (soundex)" option under "Search Options." The logic works for person last names and business names. It does not apply to person first names.

The screenshot shows a web-based search interface with the following elements:

- Tabs:** Index Search (selected), Directory, Index/Detail, Custom List.
- Category Selection:** Radio buttons for All, Land (selected), Marriages, UCCs, Wills, Judgments, and General Misc.
- Buttons:** Search, Clear, and Clear Custom List.
- Table Headers:** Name, Book/Page, Instrument #, N/A, Recorded Date, Description.
- Name Type:** Radio buttons for Person (selected) and Business.
- Last Name:** Field with "1 \*" and "Reeves" entered, with an "Auto Complete" button.
- First Name:** Field with "2" and an "Auto Complete" button.
- Optional Restrictions:** A section titled "Optional Restrictions - Results will be filtered by these restrictions if used" containing:
  - Series: (Any) dropdown.
  - Start Date (mm/dd/yyyy): empty text box.
  - End Date (mm/dd/yyyy): empty text box.
  - Instr Type(s) (sep by ,): empty text box.
- Search Options:** A section with two checkboxes:
  - ☒ Sounds like (soundex)<sup>3</sup>
  - ☐ Include Last Name/Business Name begins with<sup>4</sup>

**SOUNDS LIKE**

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 start with 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.

The screenshot shows a search interface with the following elements:

- Tabs:** Index Search, Directory, Index/Detail, Custom List.
- Category Selection:**
  - ☐ All
  - ☒ Land
  - ☐ Marriages
  - ☐ UCCs
  - ☐ Wills
  - ☐ Judgments
  - ☐ General Misc
- Buttons:** Search, Clear, Clear Custom List.
- Search Fields:** Name, Book/Page, Instrument #, N/A, Recorded Date, Description.
- Name Type:**
  - ☒ Person
  - ☐ Business
- Last Name:** 1 \* Sand [X] ... (Auto Complete)
- First Name:** 2 [ ] ... (Auto Complete)
- Optional Restrictions - Results will be filtered by these restrictions if used**
  - Series: (Any) [v]
  - Start Date (mm/dd/yyyy): [ ]
  - End Date (mm/dd/yyyy): [ ]
  - Instr Type(s) (sep by ,): [ ]
- Search Options**
  - ☐ Sounds like (soundex)<sup>3</sup>
  - ☒ Include Last Name/Business Name begins with<sup>4</sup>

A yellow callout box with the text **INCLUDE LAST NAME/BUSINESS NAME BEGINS WITH** and a yellow arrow pointing to the checked checkbox in the Search Options section.

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.



Search Clear Clear Custom List

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

Name Type ☒ Person ☐ Business

Last Name 1 \* SM ... (Auto Complete)

First Name 2 SMAIL SMAK SMAIL

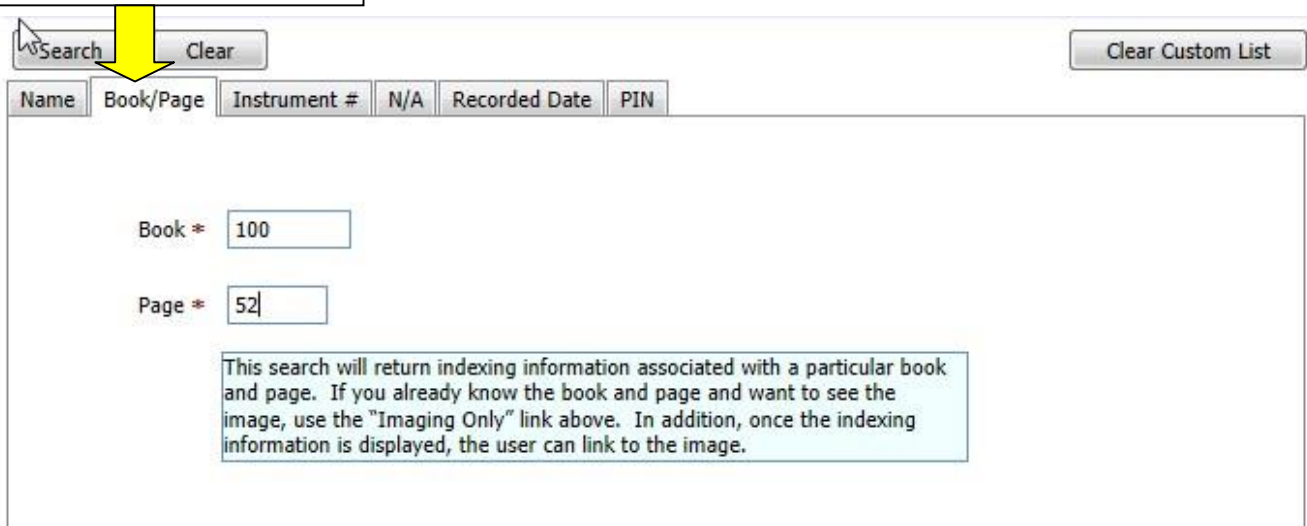
Optional Restrictions - Result

Series (Any)

**AUTO-COMPLETE**

**6. BOOK AND PAGE INDEX SEARCH:** Choose the "Book/Page" 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.

## BOOK AND PAGE



Search Clear Clear Custom List

Name Book/Page Instrument # N/A Recorded Date PIN

Book \* 100

Page \* 52

This search will return indexing information associated with a particular book and page. If you already know the book and page and want to see the image, use the "Imaging Only" link above. In addition, once the indexing information is displayed, the user can link to the image.



**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.)

Index Search | Directory | Index/Detail | Custom List

☐ All ☐ Land ☒ UCCs ☐ Judgments  
☐ Marriages ☐ Wills ☐ General Misc

Image #

Clear Custom List

Name	Book/Page	Image #	N/A	Recorded Date	Description
Image # * <input type="text"/>					

This will search by the internal control number assigned to all images, not the original number assigned by the locality. Enter the image number to access indexing information for that single document. Once the indexing information is displayed, the user can link to the image.

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

Search | Clear

Clear Custom List

Name	Book/Page	Instrument #	N/A	Recorded Date	Description
Instrument # * <input type="text"/>					

INSTRUMENT NUMBER

This will search by the internal control number assigned to all images, not the original number assigned by the locality. Enter the image number to access indexing information for that single document. Once the indexing information is displayed, the user can link to the image.

**9. RECORDED DATE SEARCH:** Choose the tab for "Recorded Date." 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.

The screenshot shows a web-based search interface. At the top, there are radio buttons for selecting the instrument type: All, Land (selected), Marriages, UCCs, Wills, Judgments, and General Misc. Below these are two buttons: Search and Clear. A yellow box labeled "RECORDED DATE" with an arrow points to the "Recorded Date" tab in the search results. The search results are displayed in a table with columns: Name, Book/Page, Instrument #, N/A, Recorded Date, and Desc. Below the table, there are input fields for "Start Date (mm/dd/yyyy) \*" (01/01/2000), "End Date (mm/dd/yyyy)" (12/31/2002), and "Instr Type(s) (sep by ,)" (DBS). A text box at the bottom explains the search functionality: "This search allows the user to search date ranges without a name. It can be further restricted to one or more document types. If restricting to more than one document type, separate the type with a comma and no space. The beginning date is a required field and the ending date is optional. If the ending date is blank, the system assumes the ending date is the last day for which indexing data is available."

**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 "Description" 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.

Virginia Public Search

[Home](#) [Imaging Only](#) [Imaged Index](#)  
[Logout](#)

Index Search Directory Index/Detail Custom List

Land Name Search - Person : Sanders

<input type="checkbox"/> Name	Entries
<input type="checkbox"/> <a href="#">SANDERS, BARRY L</a>	1
<input type="checkbox"/> <a href="#">SANDERS, BEN W; TR</a>	1
<input type="checkbox"/> <a href="#">SANDERS, BENNY W</a>	16
<input type="checkbox"/> <a href="#">SANDERS, BENNY WAYNE</a>	10
<input type="checkbox"/> <a href="#">SANDERS, BENNY WAYNE; TR</a>	13
<input type="checkbox"/> <a href="#">SANDERS, BENNY WAYNE; TR AKA</a>	1
<input type="checkbox"/> <a href="#">SANDERS, CANDIE</a>	5
<input type="checkbox"/> <a href="#">SANDERS, CANDIE L</a>	3
<input type="checkbox"/> <a href="#">SANDERS, CARALEE R</a>	2
<input type="checkbox"/> <a href="#">SANDERS, CAROLINE B</a>	8
<input type="checkbox"/> <a href="#">SANDERS, FELICIA A</a>	2
<input type="checkbox"/> <a href="#">SANDERS, GEORGA A</a>	2
<input type="checkbox"/> <a href="#">SANDERS, GEORGE A</a>	17
<input type="checkbox"/> <a href="#">SANDERS, GEORGE A; AKA</a>	2
<input type="checkbox"/> <a href="#">SANDERS, GEORGE A; II</a>	9
<input type="checkbox"/> <a href="#">SANDERS, GEORGE A; SR</a>	9
<input type="checkbox"/> <a href="#">SANDERS, GRANT S</a>	2
<input type="checkbox"/> <a href="#">SANDERS, H KENDRICK; TR</a>	5
<input type="checkbox"/> <a href="#">SANDERS, HAROLD D; JR</a>	2
<input type="checkbox"/> <a href="#">SANDERS, HAROLD DANIEL; JR</a>	6
<input type="checkbox"/> <a href="#">SANDERS, HEIDI C</a>	2
<input type="checkbox"/> <a href="#">SANDERS, HEIDI CHRISTINE</a>	2
<input type="checkbox"/> <a href="#">SANDERS, JASMINE ANN</a>	1
<input type="checkbox"/> <a href="#">SANDERS, JERRY W</a>	5
<input type="checkbox"/> <a href="#">SANDERS, JERRY W; BY SUB TR</a>	1

< 1 / 2 >

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.

The screenshot shows the VPAS interface with the 'Index/Detail' tab selected. The 'Land Name Search' field contains 'sanders'. Below the search bar are three buttons: 'View Checked', 'Add Checked to Custom', and 'Print Checked'. A list of names is displayed, each with a checkbox to its left. A yellow arrow points to the 'Name' header checkbox, with a callout box stating: 'Click this box to select every name (which will place a check in the box next to every name)'. Another yellow arrow points to the checkbox for 'SANDERS, GRANT S', with a callout box stating: '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.' A third yellow arrow points to the 'View Checked' button, with a callout box stating: 'Once names are selected, click "View Checked" to view the index detail for the selected names.' A fourth yellow arrow points to the 'Add Checked to Custom' button, with a callout box stating: 'Or-click "add checked" to create a custom list.' A fifth yellow arrow points to the 'Print Checked' button, with a callout box stating: 'Or-click "print checked" to print the directory list of checked names.'

Name	Recorded Date
<input type="checkbox"/> SANDERS, BARRY L	
<input type="checkbox"/> SANDERS, BEN W; TR	
<input type="checkbox"/> SANDERS, BENNY W	
<input type="checkbox"/> SANDERS, BENNY WAYNE	
<input type="checkbox"/> SANDERS, BENNY WAYNE; TR	
<input type="checkbox"/> SANDERS, BENNY WAYNE; TR AKA	
<input checked="" type="checkbox"/> SANDERS, CAROL	13
<input type="checkbox"/> SANDERS, CARALEE R	1
<input type="checkbox"/> SANDERS, CAROLINE B	5
<input type="checkbox"/> SANDERS, FELICIA A	3
<input checked="" type="checkbox"/> SANDERS, GEORGE A	2
<input type="checkbox"/> SANDERS, GEORGE A; AKA	8
<input type="checkbox"/> SANDERS, GEORGE A; II	2
<input type="checkbox"/> SANDERS, GEORGE A; SR	2
<input checked="" type="checkbox"/> SANDERS, GRANT S	17
<input type="checkbox"/> SANDERS, H KENDRICK; TR	2
<input type="checkbox"/> SANDERS, HAROLD D; JR	9
<input type="checkbox"/> SANDERS, HAROLD DANIEL; JR	9
<input type="checkbox"/> SANDERS, HEIDI C	2
<input type="checkbox"/> SANDERS, HEIDI CHRISTINE	2
<input type="checkbox"/> SANDERS, JASMINE ANN	1
<input type="checkbox"/> SANDERS, JERRY W	5
<input type="checkbox"/> SANDERS, JERRY W; BY SUB TR	1

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.

Virginia Public Search

[Home](#)
[Imaging Only](#)
[Imaged Index](#)
[Logout](#)

Index Search
Directory
Index/Detail
Custom List

Land Name Search - Person : sanders

Add Checked to Custom
Print Checked
Print Checked Index Detail

<input type="checkbox"/>	Index	C	Series	Name	Reverse Party	Description	Rec Date	Type	Book/Page
<input type="checkbox"/>	LD		E-Grantee	SANDERS, CANDIE	GEORGE A; SR SANDERS	NRD, LOT 1 CONT 1.647 ACRES, KEIM ETAL PRO P	10/08/2004	DG	/
<input type="checkbox"/>	LD		E-Grantee	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	03/02/2010	DG	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	03/02/2010	DG	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	JOHN D; III TR MEADE	NRD, 1.647A	03/02/2010	DOT	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	04/27/2012	DBS	/
<input type="checkbox"/>	LD		E-Grantee	SANDERS, GRANT S	LORI S WILLIAMS	WD, LOT 142 CONT 27,597 SQ FT, EMERALD HILLS SUBD, SECT 5	08/22/2013	DBS	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, GRANT S	SAMUEL I WHITE, P C; TR	WD, LOT 142 CONT 27,597 SQ FT, M/L, EMERALD HILLS SUBD, SECT 5	08/22/2013	DOT	/

+ Instrument is a correction of a previously recorded instrument - Instrument has been corrected

Original

Instrument #	040013859
Type	DG
Recorded	10/08/2004
Description	NRD, LOT 1 CONT 1.647 ACRES, KEIM ETAL PROP

Print Index Detail  
  
Image

Series	Name (3)
R-Grantor	SANDERS, GEORGE A; SR
E-Grantee	SANDERS, CANDIE
E-Grantee	SANDERS, GEORGE A; II

Click one of these headings to sort based on that information.

Click this button to view image for instrument displayed

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**

Virginia Public Search

Home Imaging Only Logout

Index Search Directory Index/Detail Custom List

Land Name Search - Person : sanders

View Checked Add Checked to Custom Print Checked

<input type="checkbox"/>	Name	tries
<input type="checkbox"/>	SANDERS, BARRY L	
<input type="checkbox"/>	SANDERS, BEN W; TR	
<input checked="" type="checkbox"/>	SANDERS, BENNY W	16
<input type="checkbox"/>	SANDERS, BENNY WAYNE	10
<input type="checkbox"/>	SANDERS, BENNY WAYNE; TR	13
<input checked="" type="checkbox"/>	SANDERS, BENNY WAYNE; TR AKA	1
<input type="checkbox"/>	SANDERS, CANDIE	5
<input checked="" type="checkbox"/>	SANDERS, CANDIE L	3
<input type="checkbox"/>	SANDERS, CARALEE R	2
<input checked="" type="checkbox"/>	SANDERS, CAROLINE B	8
<input type="checkbox"/>	SANDERS, FELICIA A	2
<input type="checkbox"/>	SANDERS, GEORGE A	2
<input type="checkbox"/>	SANDERS, GEORGE A	17
<input type="checkbox"/>	SANDERS, GEORGE A; AKA	2
<input type="checkbox"/>	SANDERS, GEORGE A; II	9
<input type="checkbox"/>	SANDERS, GEORGE A; SR	9
<input type="checkbox"/>	SANDERS, GRANT S	2
<input type="checkbox"/>	SANDERS, H KENDRICK; TR	5
<input type="checkbox"/>	SANDERS, HAROLD D; JR	2
<input type="checkbox"/>	SANDERS, HAROLD DANIEL; TR	6

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

Virginia Public Search

Home Imaging Only Imaged Index Logout

Index Search Directory Index/Detail Custom List

Land Name Search - Person : sanders

Add Checked to Custom Print Checked Print Checked Index Detail

<input type="checkbox"/>	Index	C	Series	Name	Reverse Party	Description	Rec Date	Type	Book/Page
<input type="checkbox"/>	LD		E-Grantee	SANDERS, CANDIE	GEORGE A; SR SANDERS	NRD, LOT 1 CONT 1.647 ACRES, KEIM ETAL PRO P	10/08/2004	DG	/
<input type="checkbox"/>	LD		E-Grantee	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	03/02/2010	DG	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	03/02/2010	DG	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	JOHN D; III TR MEADE	NRD, 1.647A	03/02/2010	DOT	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, CANDIE	GEORGE A; II SANDERS	NRD, 1.647A	04/27/2012	DBS	/
<input type="checkbox"/>	LD		E-Grantee	SANDERS, GRANT S	LORI S WILLIAMS	WD, LOT 142 CONT 27,597 SQ FT, EMERALD HILLS SUBD, SECT 5	08/22/2013	DBS	/
<input type="checkbox"/>	LD		R-Grantor	SANDERS, GRANT S	SAMUEL I WHITE, P C; TR	WD, LOT 142 CONT 27,597 SQ FT, M/L, EMERALD HILLS SUBD, SECT 5	08/22/2013	DOT	/

+ Instrument is a correction of a previously recorded instrument - Instrument has been corrected

Original  
Instrument # 040013859  
Type DG  
Recorded 10/08/2004

Print Index Detail

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**

Index	C	Series	Name	Reverse Party	Description
LD		E-Grantee	SANDERS, BENNY WAYNE; TR	BENNY W SANDERS	RD, 1A AND 75A, OTHER INFO
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	DAVID W; TR DRIVER	REFINANCE, RD, 1A & 75A, M/L
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	NEW SALEM OF VIRGINIA, INC; TR	REFINANCE, RD, 1A & 75A, M/L
LD		E-Grantee	SANDERS, BENNY WAYNE; TR	DAVID W; TR DRIVER	990012732
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	BENNY WAYNE; TR SANDERS	990012732
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	WILMA DEAN; TR SANDERS	000012123
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	RICHARD G LAYSER	RD, 75.590A, PLAT BOOK 1, PAGE 5932
LD		E-Grantee	SANDERS, BENNY WAYNE; TR	BENNY WAYNE; TR SANDERS	000012123
LD		E-Grantee	SANDERS, BENNY WAYNE; TR	VICTOR M AREHART	RD, 6.285 ACRES
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	BRANCH BANKING & TRUST CO OF VA	RD, 6.285 ACRES
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	WILMA DEAN SANDERS	RD, 6.285A
LD		E-Grantee	SANDERS, BENNY WAYNE; TR	WILMA DEAN; TR SANDERS	040006476
LD		R-Grantor	SANDERS, BENNY WAYNE; TR	BENNY WAYNE; TR SANDERS	040006476
LD		R-Grantor	SANDERS, CANDIE L	PAUL S; TR BILEY	NRD, LOT 1 CONT 1.647A, KEIM ET AL PROP
LD		E-Grantee	SANDERS, CANDIE L	NATIONAL CITY MORTGAGE	050001375

+ Instrument is a correction of a previously recorded instrument - Instrument has been corrected

Original  
Instrument # 990010008  
Type DG  
Recorded 08/23/1999  
Book/Page 01439 / 0799  
Description RD, 1A AND 75A, OTHER INFO

Print Index Detail  
Image

Series Name (6)  
R-Grantor SANDERS, BENNY W  
R-Grantor SANDERS, WILMA D  
E-Grantee BENNY WAYNE SANDERS TRUST DTD 05021997; TR OF

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 "Clear Custom List". 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**

Clear Custom List

Search Clear

Name Book/Page Instrument # N/A Recorded Date PIN

Name Type ☒ Person ☐ Business

Last Name 1 \* sanders

First Name 2

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

Logout

Index Search Directory Index/Detail Custom List (22)

Remove All Remove Checked Remove All Grantors Remove All Grantees

**Use the Remove Options to edit a Custom List.**

<input type="checkbox"/>	Index	C	Series	Name	Reverse Party	Description	Rec Date	Type
<input type="checkbox"/>	LD		E-Grantee	SANDERS, BENNY WAYNE; TR	BENNY W SANDERS	RD, 1A AND 75A, OTHER INFO	08/23/1999	DG
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	DAVID W; TR DRIVER	REFINANCE, RD, 1A & 75A, M/L	10/29/1999	DOT
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	NEW SALEM OF VIRGINIA, INC; TR	REFINANCE, RD, 1A & 75A, M/L	12/20/2000	DOT
<input type="checkbox"/>	LD		E-Grantee	SANDERS, BENNY WAYNE; TR	DAVID W; TR DRIVER	990012732	01/17/2001	CS
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	BENNY WAYNE; TR SANDERS	990012732	01/17/2001	CS
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	WILMA DEAN; TR SANDERS	000012123	05/17/2004	CS
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	RICHARD G LAYSER	RD, 75.590A, PLAT BOOK 1, PAGE 5932	05/17/2004	DBS-PL
<input type="checkbox"/>	LD		E-Grantee	SANDERS, BENNY WAYNE; TR	BENNY WAYNE; TR SANDERS	000012123	05/17/2004	CS
<input type="checkbox"/>	LD		E-Grantee	SANDERS, BENNY WAYNE; TR	VICTOR M AREHART	RD, 6.285 ACRES	05/18/2004	DBS
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	BRANCH BANKING & TRUST CO OF VA	RD, 6.285 ACRES	05/18/2004	DTCL
<input type="checkbox"/>	LD		R-Grantor	SANDERS, BENNY WAYNE; TR	WILMA DEAN SANDERS	RD, 6.285A	08/25/2005	DG