

SEARCHING THE OFFICIAL RECORDS

- On the home page scroll down on the left side of the screen to **SEARCH** category menu
- Click on **“Official (Public) Records”**
- Click on **“Search Records”** button.
- Read and accept **“DISCLAIMER”**
- Under the black bar at the top of the screen on the right side is the word **“Settings”** highlighted in white lettering.
Select **“Image Viewer to use: PDF”**
Select **“Auto Load Image: Yes”**
Click **“Save Settings”**
- Directions for searching are to the right of the data entry boxes/fields
- Fill in the Search criteria (name, book and page, etc.)
- Enter the text as it appears in the image box at the bottom of the screen
- Click **“Search Records”** and you will get a listing of documents (your search results) at the bottom of the screen. You might have to scroll further down to see your search results.
- To View the image, Click on the name highlighted in blue and then click on the view image box to open the document image.