Business Information Systems

Shelby County Register of Deeds Online Access Manual

Introduction

This is a guide to help in the online lookup process for documents recorded by the Register of Deeds office. This will enable you to utilize this online lookup portal to the best of your abilities. You will have access to several types of books and indexes provided by the Register of Deeds Office. This site offers several different searching methods and allows you to view lists the way you want to look at the data. By being able to narrow your search criteria with serval different fields, the list field is much smaller than searching by just a name.

Searching

Searching by Grantor or Grantee

To search by Grantor or Grantee for one name, check the 'Search One Name for Both Parties'. List the last name first and the first name in the second field. You can search for just the name or put more parameters if needed, such as book type, property description (Lot, Unit, Subdivision, Block, Acres, Parcel, Recorded between and Consideration Between).   All fields can be used to help narrow down the search.

Search One Name for Specified Party

To search one name for one party, choose the second option 'Search One Name for Specified Party'. List the last name first and the first name in the second field. You can search for just the name or put more parameters if needed, such as book type.

Search For Both Names With Common Specified Instruments

If you know both parties names, you can 'Search For Both Names With Common Specified Instruments'. Choosing this search option, you will have to enter in the Grantee and the Grantor.

Instrument number / Book and Page

If the user knows the book and page or the Instrument number, they can be searched here.

Search results

Pick list

When viewing the criteria that is searched, there will be a list that displays. The list that displays will be different variations of the criteria searched.

You can sort the pick list by the filters to the right of the column.

Show records

To show the records that have been selected, click the Show Records in the left hand corner under the Home and Pick List tabs at the top of the screen.

Once the records are displayed, the user can pick which columns they wish to see as well as sort the columns. Hovering over a record the row will highlight green. Clicking the row will display the details of the record plus the image. The user can also print, download or view, in another window, the image from the detail listing view.

By closing the detail view the user can view other records or Cross-References. The user can also view just the image by clicking the TIFF or PDF links to the right of the row.

Undo Sorting

To clear all the sorting and filters, click the Undo Sorting button.