

IDOCMARKET – SEARCH TIPS

RECORDER/REGISTRAR OF TITLES SEARCH – To search by document number you must enter the document number as a ten character document number (*Current document numbers must be preceded by A000 for abstract documents or T0000 for torrens documents: Examples - A000480987 or T000022405.*)

Hint: You can narrow your search by combining search criteria, such as name and beginning date or name and legal description. However, entering too much information for search criteria may narrow your search too much.

SEARCH BY PARTY – use this format: **Gore, Robert**. You should look at all listings with the correct middle initial and those with no middle initial. (Note: When you enter two names to search by, the program will only reveal those documents that contain both names.)

SEARCH BY DOCUMENT NUMBER - These are relatively fast. You can search by the document number of your desired instrument. (*All document numbers must contain a ten character alphanumeric number. Most are preceded by an A000 for abstract documents or T0000 for torrens documents: Examples - A000480987 or T000022405.*)

SEARCH BY PIN – Only those documents that come to us with a **Parcel Identification Number** stated on the document are indexed by said number (which is mostly just deeds). Not all documents can be located by the PIN number. Example: 41-032-1401

SEARCH BY SUBDIVISION (also known as “plat”) – Type the first 3-5 characters of the subdivision name and then click on the ↓ button. Select the desired plat name by clicking on it. Enter a lot and/or block number. It is not recommended to search by a large range of lots. If the name of the subdivision contains the name of a city, try searching by the city name.

SEARCH BY SECTION, TOWNSHIP & RANGE with quarter quarter section: In the Section called RURAL LEGAL enter the section, township and range number and enter the quarter quarter section either manually in the “description” line or by clicking the appropriate quarter quarter on the grid map. Remember you will only get unplatted land in this search. If the land has been platted you must search by the updated legal. (Note: A manual description would need to be entered as follows: NW $\frac{1}{4}$ SE $\frac{1}{4}$ should be entered as NW4SE4; the E $\frac{1}{2}$ NE $\frac{1}{4}$ should be entered as E2NE4. Formula: $\frac{1}{4} = 4$ and $\frac{1}{2} = 2$)

SEARCH BY SECTION, TOWNSHIP & RANGE and GOVERNMENT LOT: Enter the section, township and range number in the section called RURAL

LEGAL; enter the Government Lot number in the section called ADDITIONAL FIELDS.

RESULTS SCREEN – After you enter your search criteria and click SEARCH you will get a list of documents that fit the parameters of your search criteria. This list will give you minimal index information. However, if you click on PREVIEW, you will see additional indexing information as follows:

Document number
Document type
Document date
Date of Recording
Number of pages
Grantors
Grantees
Legal descriptions
Parcel number
Related or Associated document numbers

Clicking on the VIEW button will allow you to view the images of the actual recorded document. The images will appear with a watermark through each page. However, if you print any page of the document, the watermark does not show on the printed page.

Indexing and Verification (or Validation) Dates: The general rule is that the grantor/grantee (party) index and tract index are available 2-3 working days after being recorded. The Verification or Validation date is when the index data and images have been double checked for accuracy. Note: the index date and verified date may fluctuate with the volume of documents recorded.

For more information contact: Katie Norby – Cass County Recorder
Phone: 218-547-7381
e-mail: cass.recorders@co.cass.mn.us

Kim Fagerman – Chief Deputy Recorder
Phone: 218-547-7249