

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 (*All 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.

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.

SEARCH BY DOCUMENT NUMBER - These are relatively fast. You can search by the document number of your desired instrument. (*All document numbers must be preceded by 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. Not all documents can be located by the PIN number.
Example: 41-32-1401

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 name by clicking on it. Enter a lot and/or block number. It is not recommended to search 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. 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: NW¼SE¼ should be entered as NW4SE4; the E½NE¼ should be entered as E2NE4.)

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 – you can double click anywhere in the row of the particular document that you want to take a look at to see the image of the document.

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
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Kim Fagerman – Chief Deputy Recorder
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ADDITIONAL SEARCH TIPS FOR www.idocmarket.com
(As of 9-10-2012)

Abstract & Torrens Documents are:

INDEXED BY: (Effective 3-11-2004)	EXAMPLE(S):
Document Type	Warranty Deed
Document Number (ten characters)	A000480987 T000022405
Recording Date	March 11, 2004
Recording Time	09:00:00 A.M.
Document Date	March 8, 2004
Consideration (Amount of)	\$1.65
Party Names	Smith, Mary Y Smith, Donald X First National Bank of Walker
Associated Documents	
Delivered To	
Notes	
Parcel # (if showing on document)	##-###-####
Location = Volume # & Page # of <u>Certificate of Title</u> (Note: Page number is also the Certificate of Title number) (Torrens Only)	BK: 20 PG: 4989

Tract Index Books are:

INDEXED BY:	EXAMPLE(S):
Document Type	Tract Index
Document #	INDA000056
Party Name (a/k/a Book Name)	Tract Index Book Original Entries Tract Index Book A Tract Index Book B Tract Index Book C Tract Index Book D Tract Index Book E Tract Index Book F Tract Index Book G Tract Index Book H Tract Index Book I Tract Index Book J Tract Index Book K Tract Index Book L
Tract	section #, township #, range # 5-140-29

Plat Index Books are:

INDEXED BY:	EXAMPLE(S):
Document Type	Plat Index
Document #	PLINDB0001
Party Name (a/k/a Plat Index Book name)	Plat Index Book A Plat Index Book B Plat Index Book C Plat Index Book D Plat Index Book E Plat Index Book F
Subdivision (a/k/a plat name)	Towering Pine
Lot #, Block #	Lot 2, Block 1

Certificates of Title for Torrens Property (a/k/a Registered Property)

INDEXED BY:	EXAMPLE(S):
Document Type	Certificate of Title
Document #	CERT002885
Party Name (a/k/a Certificate of Title number)	Certificate of Title #2885
Tract	section #, township #, range # 33-133-29
Subdivision	Castle Addition to Bigwater
Lot #, Block #	Lot 1, Block 15

Miscellaneous Index Books are:

INDEXED BY:	EXAMPLE(S):
Document Type	Miscellaneous Index
Document #	MISC20000A MISC10000W
Reference #	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, Y, Z
Party Name (a/k/a Book Name)	Miscellaneous Book A Miscellaneous Book 1 Miscellaneous Book 2

Government Plats are:

INDEXED BY:	EXAMPLE(S):
Document Type	Government Plat
Document #	GOVPLAT001 through GOVPLAT077
Party Name (a/k/a Book Name)	Government Plat Book
Tract	Township # & Range #

Torrens Index Cards are:

INDEXED BY:	EXAMPLE(S):
Document Type	Torrens Index Card
Document #	TCARD00013
Party Name	Torrens Index Card
Tract	section #, township #, range # 33-133-29
Subdivision	Castle Addition to Bigwater
Lot #, Block #	Lot 1, Block 15

Abstract Deed Books are:

INDEXED BY:	EXAMPLE(S):
Document Number	A000123456
Location:	Book # Page #
	124/ (Must use slash for deed books) 339
	Deed books W, X, Y & Z and Deed Books 1 through 135 are available at this time. (We still need to scan/image Deed Books A-V.)