



ST. CHARLES COUNTY SEARCH OPTIONS QUICK TIPS

Note: Multiple criteria can be combined in one search

PARTY SEARCH OPTIONS

- Enter last name (ex: Smith) in “Party Name” field.
- Click on **ADD**.
- Or enter last name followed by a comma then any part of the first name (ex. Smith, John or Smith, J)
- To search for a business, enter entire business name or first portion of business name.
- “Compact Search” trims spaces and punctuation to allow for a search for “Wal Mart” that will allow for results to find “WalMart”, “Wal-Mart”, etc.
- Enter a % as a wild card anywhere in the middle of a name for spellings you are uncertain of, for example “Wal%Mart” or “Anders%n”.

RECORDING INFORMATION SEARCH OPTIONS

- **Recording Date:** Enter date range in the “Begin Recording Date” and “End Recording Date” Fields.
- Click **FIND**.
- **Document Number:** Enter Doc Number in the “Beginning Doc Number” field. To search for a range of document numbers, enter a subsequent document number in the “Ending Document Number” field.
- **Doc # format:** 2020R-000001
(This is the new format 9/1/20 and forward)
- **Document Type:** Use “Search Group” field to search by document type or grouping of document types.

LOCATION (BOOK – PAGE) SEARCH OPTIONS

- Enter “Book” and “Page” values
- Click **ADD**.
- Click **FIND**.

SUBDIVISION SEARCH OPTIONS

- Enter the first few letters of the town name in the Subdivision “Name” field.
- Press the **TAB** key and then select the subdivision name from the drop-down list.
- The search can be narrowed by entering a “Lot” and/or “Block” number if known.
- Click **ADD**.
- Click **FIND**.

TRACT (METES & BOUNDS) SEARCH OPTIONS

- Enter “Section”, “Township” and “Range” values
 - **NOTE:** The county does **NOT** index quarter section values.
 - **NOTE:** Enter “U S Survey” in Gov’t lot
- Click **ADD**.
- Click **FIND**.

PARCEL NUMBER SEARCH OPTIONS

- Enter parcel number (dashes and decimals will auto place themselves as you type the number)
- **Parcel # format:** 1-0001-S023-00-0001.1000000
- Click **ADD**.
- Click **FIND**.

ADDRESS SEARCH OPTIONS

- Enter the House Number in the “House Number” field and press **TAB** or click into the “Street Name” field.
- Enter the Street Name in the “Street Name” field and press **TAB** or click into the “City” field.
- Enter the City in the “City” field and press **TAB** or click into the “Zipcode” field.
- Enter the Zipcode in the “Zipcode” field.
- Click **ADD**.
- Click **FIND**.



ST. CHARLES COUNTY SEARCH RESULTS & IMAGES QUICK TIPS

VIEWING SEARCH RESULTS

- After selecting search criteria, click **FIND** in the left-hand menu.
- To **VIEW ALL DATA** columns in the search results view, use the mouse to move scroll bar at the bottom of the window to the right.
- To view all data for a particular document in a details window, click on a Party Name in the "Party" column. Moving the mouse off of this box removes the details box.
- To change the **ORDER** that the columns display in search results, click and drag any column header to desired position.
- To **SORT** data in any column numerically or alphabetically, click on the desired column header. To sort data in descending order, click again on the same column header.
- If there is more than one legal description, click on "Multiple Legals" for a quick view of all legal descriptions. To close multiple listing window, click in the dark bar above search results grid.
- If there is more than one associated document, click on "Multi Assoc Docs" for a quick view of all associated documents.
 - To view the image of any associated document in the list, click on the associated document number.

INDEX BOOK SEARCH (1972 back)

- In the "Party Name" Field enter the first letter of the last name that you want to Search.
- Click **ADD**.
- In the "Search Group Field select **INDEX BOOKS**
- Click **FIND**.
- The results Books will be displayed by year or year range.

VIEWING IMAGES

- To **VIEW IMAGE**, click on the document number in the "DOC NUMBER" column.
- To close image, click on the **DONE** button.
- To **SCROLL** through the **PAGES** of an image, press **PAGE UP** or **PAGE DOWN** keys. The Navigation buttons on the right-hand side of the image may also be used to navigate pages of an image. **FIRST**, **LAST**, **NEXT**, **PREVIOUS** or **GO TO**.
- To **ZOOM** in on a portion of the image, left click and drag the mouse over desired area of the image. To **ZOOM OUT**, right click in image with the mouse.
- To view the image of the next or previous document in the Search Results without closing the current image, click on the **SRCH DOC** button in the lower right-hand corner, then click on the **NEXT** or **PREVIOUS** buttons.
- To view the image of the document recorded immediately before or after the currently viewed document, whether that document is listed in the search results or not, click on the **SEQ DOC** button in the lower right-hand corner, then click on the **NEXT** or **PREVIOUS** buttons.

PRINTING

- In the image window, click on the **PRINT** button. Select "Current Page", "All Pages", "First and Last Pages" or "Select Pages".
- To print selected pages of an image, enter commas between page number in the "Select Pages" field.
- To print an enlarged portion of an image, zoom in on the desired portion of the image and then click the **PRINT** button.