



## Business Information Systems

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Shelby County Register of Deeds  
Online Access Manual

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## 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 several different fields, the list field is much smaller than searching by just a name.

## Searching

### Searching by Grantor or Grantee

The screenshot shows the search interface with the following elements:

- Navigation: Search (F2) | New Search (F9) | Home Screen Clear
- Verification: Instruments Verified Through: November 20, 2017 12:25:30 PM
- Search Options:
  - Search One Name for Both Parties
  - Search One Name for Specified Party
  - Search For Both Names With Common Specified Instruments
- Instrument Groups:
  - Category
  - Doc Type
- Search Type:  Grantor or Grantee
- Input Fields:
  - Last Name/Company:
  - First Name:
  - Lot:  Unit:  Subdivision:  Block:  Acres:  Parcel:
  - Instrument #:  Book #:  Page #:
  - Recorded Between: Begin Date (MM/DD/YYYY)  End Date (MM/DD/YYYY)
  - Consideration Between: Start Amount  End Amount
- Instrument Groups List (all checked):
  - SELECT ALL
  - BOND
  - CHARTER
  - DUP
  - JDG
  - LIEN
  - MINERAL INTEREST
  - MISCNOTICE
  - NONE
  - NOTICE OF COMPLETION
  - NOTICE OF UNDERGROUND UTILITIES
  - PLAT
  - POWER OF ATTORNEY
  - RELEASE
  - TRUST DEED
  - UCC
  - WARRANTY DEED

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

Search (F2) | New Search (F9) | Home Screen Clear  Instruments Verified Through: November 20, 2017 12:25:30 PM

Search One Name for Both Parties  
 Search One Name for Specified Party  
 Search For Both Names With Common Specified Instruments

**Grantor**

Last Name/Company: \_\_\_\_\_ First Name: \_\_\_\_\_

**Grantee**

Last Name/Company: \_\_\_\_\_ First Name: \_\_\_\_\_

**Instrument Groups**

Category  
 Doc Type

SELECT ALL

BOND  
 CHARTER  
 DUP  
 JDG  
 LIEN  
 MINERAL INTEREST  
 MISCNOTICE  
 NONE

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

Search (F2) | New Search (F9) | Home Screen Clear  Instruments Verified Through: November 20, 2017 01:30:07 PM

Search One Name for Both Parties  
 Search One Name for Specified Party  
 Search For Both Names With Common Specified Instruments

**Grantor**

Last Name/Company: JONES First Name: \_\_\_\_\_

**Grantee**

Last Name/Company: JOHNSON First Name: \_\_\_\_\_

**Instrument Groups**

Category  
 Doc Type

SELECT ALL

BOND  
 CHARTER  
 DUP  
 JDG  
 LIEN  
 MINERAL INTEREST  
 MISCNOTICE  
 NONE  
 NOTICE OF COMPLETION

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

Instrument #	Book #	Page #
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



## Search results

### Pick list

Select	Last Name	First Name	Count
<input type="checkbox"/>	Smith		3
<input checked="" type="checkbox"/>	SMITH		1
<input checked="" type="checkbox"/>	SMITH	A	1
<input checked="" type="checkbox"/>	SMITH	A ALLEN	1
<input checked="" type="checkbox"/>	SMITH	A ALLEN III	3
<input type="checkbox"/>	SMITH	A A-TR	8
<input type="checkbox"/>	SMITH	A B	1
<input type="checkbox"/>	SMITH	A C	1
<input type="checkbox"/>	SMITH	A CLINTON	1
<input type="checkbox"/>	SMITH	A E, TR	2

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.

Record Info	Rec. Date	Grantor	Grantee	Instrument Type	Prop. Description	Ext. Desc	Cross-References	Consideration	Image?
200011030109128	2000/11/03	SMITH BRENDA L	STARNES R TRUSTEE CITIFINANCIAL INC	DOT	601 CHARLOTTE PARK ADDITION 27 09115034900		<a href="#">200601230008642-REL-10904/377-DB</a>	13998.89	<a href="#">TIFF</a> <a href="#">PDF</a>
200601030000697	2006/01/03	SMITH BRENDA L	ROYER JESSICA L	DEEDWARR	601 CHARLOTTE PARK ADDITION WEST NASHVILLE 27 09115034900	NEVADA AVE	<a href="#">200601030000698-DOT</a> <a href="#">200908140076556-DEEDQC</a>	239900	<a href="#">TIFF</a> <a href="#">PDF</a>
200810270106896	2008/10/27	SMITH MATTHEW TRUSTEE WILKS EDWARD WILKS PHYLLIS G	SECRETARY OF VETERANS AFFAIRS	DEEDTRS	601 NORTH NASHVILLE REAL ESTATE CO 603 NORTH NASHVILLE REAL ESTATE CO 08108003900		<a href="#">200503140027841-DOT</a>		<a href="#">TIFF</a> <a href="#">PDF</a>



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.

A screenshot of a web application interface. At the top, there are navigation tabs: 'Home', 'Pick List [x]', and 'Index List[x]'. Below the tabs is a table with columns: 'Record Info', 'Rec. Date', 'Grantor', 'Grantee', 'Instrument Type', 'Prop. Description', 'Ext. Desc', and 'Cros'. Each column has a checkmark icon below it. Below the table, there is a yellow bar with the text 'Index List - Record Count: 3'. Underneath this bar, there are two buttons: 'Undo Sorting' and 'Print Screen'. The 'Undo Sorting' button is circled in red. To the right of the buttons is a search box with the label 'Search:'. At the bottom left, it says 'Showing 1 to 3 of 3 entries'.