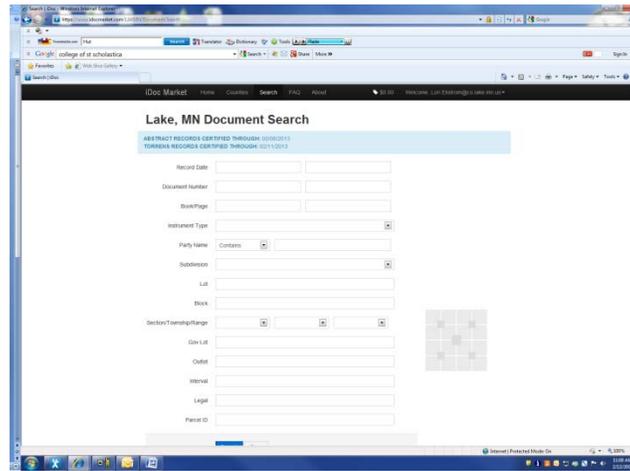# iDocMarket Search Tips

What records can be accessed?

Recording Information and Images of real estate documents filed as of January 1, 1977 beginning with Abstract Doc.#99379 and December 7, 1989 for Torrens Doc.#20,461 to the present.

Certificates of Title We've recently begun scanning images of current certificates and are working our way back in time. We've done Books 63 – 31 containing Certificate #'s 19,748 – 9473 from July 18, 1974 to the present and scan in random certificates as documents are recorded on them. We will also scan in images upon your request.

Images of **State and Federal Tax Lien** documents indexed by party names.

Images of named **Plats** are scanned in and indexed by the plat name, Document number & Legal descriptions.

Images of **Certificates of Location of Government Corners** on those recorded since 2013 are indexed by Section, Township & Range.

We are in the process of adding images and indexing information on older records as time allows

iDocMarket Searching

Searches can be done with a wide variety of criteria. You can utilize more than one field of options at a time in your searching.   Please keep in mind that sometimes entering less in the search criteria fields can be better as results will not be as restricted. Also, our records are not indexed with punctuation so do not enter any in the search fields.

The first option listed is by **Recording date**. You can either enter the specific Recording date or a range of possible dates.

You can also search by **Document Number** if you know it. Lake County Document numbers consist of a total of 10 digits. Abstract documents will begin with the letter "A" normally followed by 3 or 4 zeros and the 5 or 6 digit document number (to add up to a total of 10). Torrens documents follow the same format but begin with the letter "T". Certificates of Title begin with the letter "C". Certificates of Location of Government Corners begin with "GC" (for Government Corners). If you do not use the 10-digit format, you will not get any results this way.

To search by **Book/Page**, each field is indexed with a 4-digit code. In the Book field, you will need to start out with an indicator of "D" for Deeds, "M" for Mortgage records, "MS" for Miscellaneous records, or "T" for Torrens Certificates of Title followed by 3 digits for the book number and then 4 digits would need to be entered in the Page field (filling in with zeros as needed to total up to 4 digits in each field). For example, a search in Book 90 of Deeds, page 126, would be entered as "Book" D090 "Page" 0126.

If you know the specific **Instrument Type** and wish to conduct your search that way, you can click on the down arrow and scroll through the instruments types to highlight the one you want to use.

Under **Party Name**, make your selection from the drop down box between "Starts with", "Contains", "Ends with" or Equals. Then Tab to the next field and enter the last name of the party followed by a space and then the first initial or first name.

For **Subdivision**, click on the drop down arrow and highlight your choice. Enter the desired Lot and Block in the fields below.

*A note regarding Subdivisions within the City of Two Harbors: Prior to the implementation of our recording software in May 2004, we did not have the capability to index or tract documents in the computer to specific additions within the City of Two Harbors. Records prior to May 2004 may be under the general subdivision of "City of Two Harbors – Original Plat" rather than the specific addition. Please check those records carefully or, we recommend researching in our Tract Index Books in the vault to verify records in those areas.

You can also search by **Section/Township/Range** and click on the appropriate areas in the **Sectional Chart** to the right to indicate your desired tracts within or the **Gov Lot** field below.

As far as searching with the specific **Outlot** field, we're not sure how that information converted over or that it would be the most reliable area. We would suggest doing a search by putting the desired Outlot number in the Gov't Lot field and also searching again using the Outlot field.

The **Interval** field is new with the Tyler Technologies software and we are just beginning to use it with new recordings.

In using the **Parcel ID** field, please note that it is not a complete document reference or historical field. Lake County Recorder's Office began indexing Parcel Codes on Deeds and Mortgages in 2007. Prior to that, if some documents received (after May of 2004) contained a parcel code in it, we would attempt to enter it into the system but not always on a consistent basis. Parcel codes were mainly referenced on Mortgages. Other than that, Lake County had not tied parcel codes to previously recorded documents or documents types other than Deeds or Mortgages.