

Search Tips for LAREDO

After login, you will get a screen with user news and a menu at the left of your screen. Check for any new messages and delete the old ones. Click on the **Search** button for Register of Deeds Records or the **Property Search** button for Tax records.

REGISTER OF DEEDS SEARCH – Party name search requires you to click on the **Add** button after you enter each name you want to search on. Subdivision and tract search also requires you to click on the **Add** button after you enter all criteria to search on. Record information only requires you to enter the document number, date range or search group. Click on the **Find** button to get search results. You can narrow your search by combining search criteria, such as name and beginning date.

SEARCH BY PARTY – use this format: **Smith, Robert**. You should look at all listings with the correct middle initial and those with no middle initial. Look at each record by clicking on the **plus sign** to the left of each entry. For more helpful tips on searching our records, look at our [Basic Guidelines on Indexing Documents](#).

SEARCH BY DOCUMENT NUMBER - These are relatively fast. You can search by the document number of your desired instrument.

SEARCH BY CSM – Certified Survey Map numbers are available to search.

SEARCH BY SUBDIVISION – Type the first 5 characters of the subdivision name and then click on the **Look up** button. Select the desired name by clicking on it. Enter a lot and/or block number and click on the **Add** button. You cannot search a range of lots. If you try to search without entering any lots, the program will search for several minutes and you will likely get an error message.

SEARCH BY SECTION TOWN & RANGE with quarter-quarter section: Enter the section, town and range number and right click on the quarter section. Left click on the quarter-quarter section and click on the **Add** button. Remember you will only get unplatted land in this search. If the land has been platted you must search by the updated legal.

RESULTS SCREEN – you can click on one entry and click on the **Expand One** button to the left or click on the **Expand All** button if you wish to see the details of all the records. This may take several minutes if you have a lot of documents listed. Double click on the word **Image** (in red) to get the document image. Zoom in with your left mouse button (forming a square) and zoom out by clicking your right mouse button. Use the close button to exit the image.

BEGINNING A NEW SEARCH – Be sure to click on the **Clear** button before doing a new search.

WALL DATES: Documents are recorded in the order presented. The general rule is that the grantor-grantee (or party) index is available the next working day after being recorded. The image is available by noon of the next working day after the date recorded. The tract index is available the next working day

after the date recorded. Documents are verified within two business days. There are occasional exceptions due to equipment failures and high recording volumes. Contact the Green Lake County Register of Deeds if you require more specific information about wall dates. Effective date is the last recorded and verified date as shown on the bottom of the Laredo screen. Note: the effective date will fluctuate with the volume of documents recorded.

Please contact the Green Lake County Register of Deeds with further questions.