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MAIN MENU AND GENERAL INFORMATION



**[Main
Menu**

**Name
Search**

**Property
Search**

**View
Doc**

**Title
Basket**

Messages

Email Us

MAIN MENU

► At the **Main Menu** you can change your password and access all aspects of the Old Republic on-line title research system.

Main Menu

Name Search

Property Search

View Doc

Title Basket

Messages

Email Us



Main Menu - Welcome!

Good evening. Welcome to Old Republic's on-line title search system for the seven county metropolitan area of Minneapolis/St. Paul, Minnesota. This service is provided to give you the fastest possible turn-around time for title searches. If you have questions, comments, or suggestions for improvement, please contact us at (612)371-1139 or email Pat Deloney at pdeloney@oldrepnatl.com. Click here for [document availability information](#).

To search for documents, click on [Name Search](#) or [Property Search](#). To view a specific document, click on [View Doc](#). To show or change current title basket information, click on [View Title Basket](#). Searches and retrievals are billable - [click here for an explanation of charges](#).

Disclaimer
Old Republic National Title Insurance Company makes no warranties or representation concerning the accuracy or completeness of these records. Old Republic National Title Insurance Company assumes no responsibility or liability for loss sustained and is not responsible for misuse or misinterpretation.

Change Password

Enter your password information:

Name:

Old Password:

New Password:

Re-enter New Password:

CHANGING YOUR PASSWORD

- Your user name will already be entered. Enter your old password.
- Enter your new password twice.
- Click the **CHANGE PASSWORD** button to officially change your password.

DOCUMENT AVAILABILITY

▶ Dakota and Dane county documents are not available for REQUEST/ON DEMAND SCAN.

Document Availability

The table below lists our online county data. The Docs Indexed column shows the start and end dates of documents which may be searched using the Name Search and Property Search functions.

County	Inst. Type	Starting Date	Current Date
Anoka	Abstract	1/31/86	11/16/00
Carver	Abstract	8/1/87	11/14/00
Dakota *	Abstract *	11/1/88	12/7/00
Dakota **	Torrens **	11/1/88	1/7/01
Dane	Abstract	1/1/80	1/7/01
Hennepin	Abstract	7/3/85	12/6/00
Ramsey	Abstract	1/1/86	11/12/00
Ramsey	Torrens	1/1/86	11/12/00
Scott	Abstract	4/8/88	10/30/00
Washington	Abstract	1/1/86	11/30/00

** Note: Image Document copies are not available via the On Demand Scan function prior to January 1, 1996.*

*** Note: Torrens documents for this county are available in View Doc only. They are not available to search in the Property index.*

Disclaimer

Old Republic National Title Insurance Company makes no warranties or representation concerning the accuracy or completeness of these records. Old Republic National Title Insurance Company assumes no responsibility or liability for loss sustained and is not responsible for misuse or misinterpretation.

CONTACT INFORMATION

Phone: 1-800-328-4441
Email: pdeloney@oldrepatl.com

NAME SEARCHES

The Name Search function of the Old Republic on-line title search system allows users to search the public records of an individual, company, or trust.



**Main
Menu**

**[Name
Search**

**Property
Search**

**View
Doc**

**Title
Basket**

Messages

Email Us

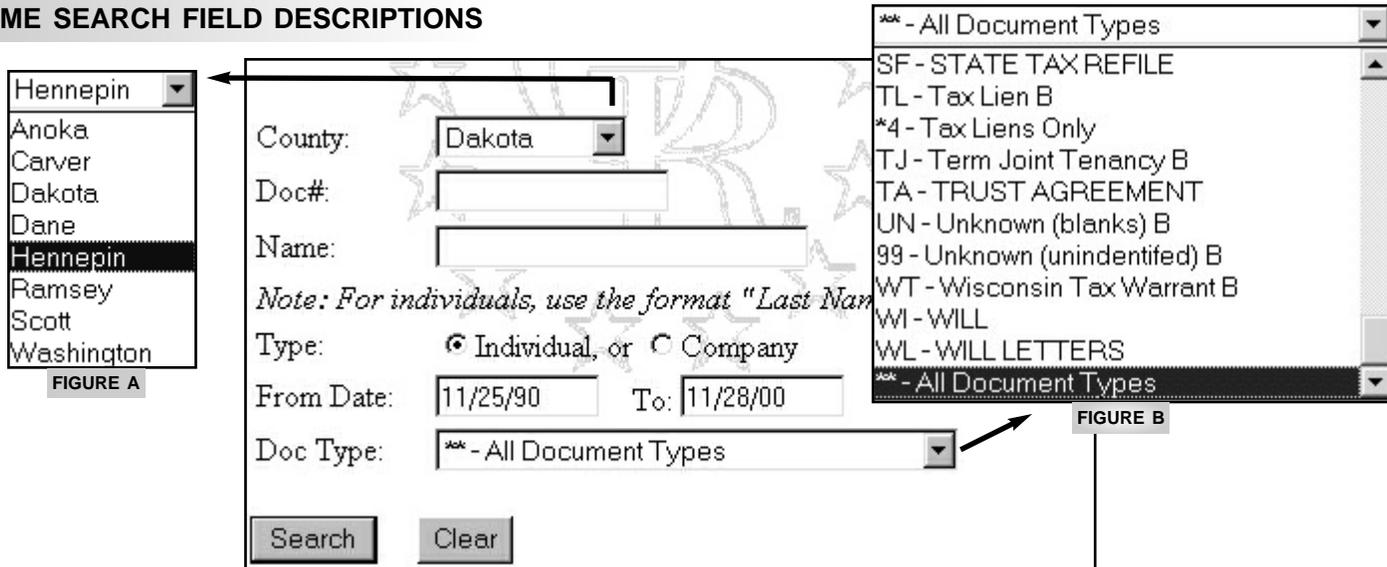
NAME SEARCH MENU

- ▶ The **Name Search Menu** allows you to search the public records of individuals, companies, and trusts with two **search** methods: document number and name search. The remaining fields — county, type, date, and doc type — are adjustable **criteria** that help you define the parameters of your search.



The screenshot shows the 'Name Search' menu interface. On the left is a vertical navigation menu with the following items: Main Menu, Name Search (highlighted), Property Search, View Doc, Title Basket, Messages, and Email Us. The main content area features the Old Republic logo at the top, followed by the heading 'Name Search'. Below the heading is a text box with instructions: 'Enter the name search criteria in the spaces provided below, and then click on Search.' A note follows: 'Note: This search will be treated as an "inquiry hit", and there will be a billing charge.' Below this is a horizontal line. The search form includes: 'County:' with a dropdown menu showing 'Hennepin'; 'Doc#:' with an empty text input; 'Name:' with an empty text input; a note: 'Note: For individuals, use the format "Last Name, First Name".'; 'Type:' with radio buttons for 'Individual' (selected) and 'Company'; 'From Date:' with a date input '11/10/1990' and 'To:' with a date input '11/16/2000'; and 'Doc Type:' with a dropdown menu showing '* - All Document Types'. At the bottom are 'Search' and 'Clear' buttons.

NAME SEARCH FIELD DESCRIPTIONS



The screenshot shows a search form with the following fields and callouts:

- County:** A dropdown menu with "Dakota" selected. A callout box labeled "FIGURE A" points to this field.
- Doc#:** A text input field.
- Name:** A text input field.
- Note:** "For individuals, use the format 'Last Name, First Name'"
- Type:** Radio buttons for "Individual" (selected) and "Company".
- From Date:** Text input with "11/25/90".
- To:** Text input with "11/28/00".
- Doc Type:** A dropdown menu with "All Document Types" selected. A callout box labeled "FIGURE B" points to this field.
- Buttons:** "Search" and "Clear".

The dropdown menu for Doc Type is expanded, showing the following options: All Document Types, SF - STATE TAX REFILE, TL - Tax Lien B, *4 - Tax Liens Only, TJ - Term Joint Tenancy B, TA - TRUST AGREEMENT, UN - Unknown (blanks) B, 99 - Unknown (unidentified) B, WT - Wisconsin Tax Warrant B, WI - WILL, WL - WILL LETTERS, and All Document Types.

- ▶ **County** The **County** field is a **criteria** field. It is a drop down menu (see Figure A) that defaults to the last county you searched. To change counties, pull down the menu and highlight the preferred county.
- ▶ **Doc #** The **Doc #** field is a **search** field. If you know the document number you would choose this search option. Otherwise, this field should be left blank.
- ▶ **Name** The **Name** field is a **search** field. You will use this search method most frequently. Information should be entered as: *Last Name, First Name*. You must use a comma between the the last and first name. If you are searching for information about a company do NOT use punctuation.
- ▶ **Type** The **Type** field is a **criteria** field. You must select either *Individual* or *Company*. To search for a Trust, we recommend you perform both an individual and a company search. Note: this is TWO searches. You are not able to select both *Individual* and *Company*.
- ▶ **From Date** The **From Date** field is a **criteria** field. It allows you to define the time frame of your search. The system will return any federal tax or judgment entries regardless of the **From Date**. The **To Date** will dynamically update to the most recent through date as information is added to the system by the Orbit team.
- ▶ **Doc Type** The **Doc Type** field is a **criteria** field. It is a drop down menu (see Figure B) that defaults to *All Document Types*. You can either search all documents or specify one type of document. If you would like to search only one type of document, pull down the menu and highlight the document type. For a complete list of documents included in a search, please see the end of the chapter.

PERFORMING A NAME SEARCH

County:

Doc#:

Name:

Note: For individuals, use the format "Last Name, First Name".

Type: Individual, or Company

From Date: To:

Doc Type:

BEFORE CRITERIA VALUES HAVE BEEN CHANGED

- Change the criteria values — county, type, from date, and doc type — to define the parameters of your search.

County:

Doc#:

Name:

Note: For individuals, use the format "Last Name, First Name".

Type: Individual, or Company

From Date: To:

Doc Type:

AFTER CRITERIA VALUES HAVE BEEN CHANGED

- Enter the individual name or company you would like to search. A comma must come between the first and last names of an individual search and no punctuation should be used in a company search.
- Press **ENTER** on your keyboard or click on the **SEARCH** button.

NAME SEARCH RESULTS

▶ The name search will generate a comprehensive list of results that match your inquiry. These results will include names that sound similar but may be spelled differently, other like names, and initials.

Name Search Results

Search conditions:

County: Hennepin	Doc#:
Name: SMITH, JAMES	Type: I
DocType: ** - All Document Types	From: 11/25/90 To: 12/3/00

SEARCH CRITERIA

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

Name	Type	Docketed	Doc Number	Sat./Rel.
<input type="checkbox"/> SMITH, JAMES, E	PA	10/9/05	421171	
<input type="checkbox"/> SMITH, JAMES, F	PA	2/23/45	2276990	
<input type="checkbox"/> SMITH, JAMES, M	PA	6/30/87	14188	
<input type="checkbox"/> SMITH, JAMES, ALLEN	DI	1/9/81	4616983	
<input type="checkbox"/> SMITH, JAMES, ALLEN	DI	10/30/81	4681439	
<input type="checkbox"/> SMITH, JAMES, E	DI		2777977	
<input type="checkbox"/> SMITH, JAMES, D	DI		3936360	
<input type="checkbox"/> SMITH, JAMES, FRANCIS	DI		4132224	
<input type="checkbox"/> SMITH, JAMES, P	DI	9/10/82	4739838	
<input type="checkbox"/> SMITH, JAMES, W	PA	10/4/88	5469013	
<input type="checkbox"/> SMITH, JAMES, PAUL	WL	5/18/89	5535558	
<input type="checkbox"/> (none)	BK	12/6/90		
<input type="checkbox"/> VS.				
<input type="checkbox"/> SMITH, JAMES, GROVER				
<input type="checkbox"/> SEARS ROEBUCK AND CO	JU	9/26/91		S
<input type="checkbox"/> VS.				
<input type="checkbox"/> SMITH, JAMES				
more matches ...				

SEARCH RESULTS

NAME SEARCH TOOLBAR

More Matches

Update Title Basket

View Docs

Another Search

Select All

Unselect All

COLUMN DEFINITIONS

Name Search Results

Search conditions:
 County: **Hennepin** Doc#:
 Name: **SMITH, JAMES** Type: **I**
 DocType: **** - All Document Types** From: **11/25/90** To: **12/3/00**

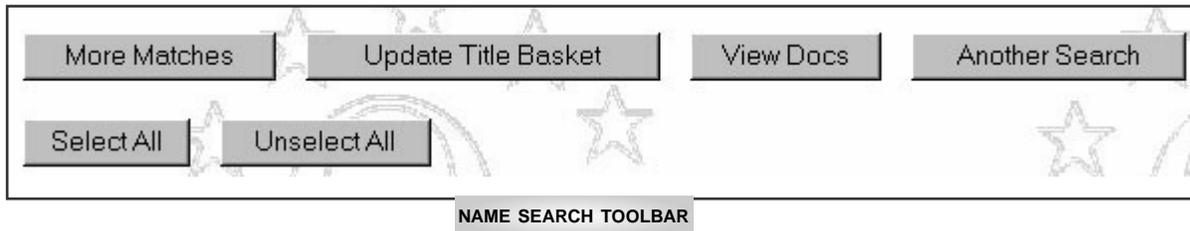
The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

<input type="checkbox"/>	Name	Type	Docketed	Doc Number	Sat./Rel.
<input type="checkbox"/>	SMITH, JAMES, E	PA	10/9/05	421171	
<input type="checkbox"/>	SMITH, JAMES, F	PA	2/23/45	2276990	
<input type="checkbox"/>	SMITH, JAMES, M	PA	6/30/87	14188	
<input type="checkbox"/>	SMITH, JAMES, ALLEN	DI	1/9/81	4616983	
<input type="checkbox"/>	SMITH, JAMES, ALLEN	DI	10/30/81	4681439	
<input type="checkbox"/>	SMITH, JAMES, E	DI		2777977	
<input type="checkbox"/>	SMITH, JAMES, D	DI		3936360	

SEE COLUMN DEFINITIONS

COLUMN	DEFINITION
Name	This column will list all the parties mentioned in the document.
Type	This column indicates the type of document. For a complete list documents and their corresponding abbreviation, please see the end of the chapter.
Docketed	The docketed date of the document.
Doc Number	The document number.
Sat./Rel.	This indicates if the document has since been released or satisfied.

NAME SEARCH TOOLBAR



Button	Description
More Matches	Click MORE MATCHES to see additional results that match your search.
Update Title Basket	After selecting records, click UPDATE TITLE BASKET to save the information in your Title Basket .
View Docs	You may view any entry that has a document number. After selecting the record or records you would like to view, click VIEW DOCS .
Select All	To add all the records to your Title Basket or if you would like to view all the available document images, click SELECT ALL . This will automatically enter checkmarks to the left of every entry displayed on the current results page.
Unselect All	If you decide you don't want to select all the documents, click UNSELECT ALL . This will remove the checkmarks for every entry displayed on the current results page.
Another Search	To perform another search or change the criteria of your current search, click ANOTHER SEARCH .

VIEWING INDIVIDUAL RECORDS

<input type="checkbox"/>	<u>SMITH, JAMES, FRANCIS</u>	DI		4132224
<input type="checkbox"/>	<u>SMITH, JAMES, P</u>	DI	9/10/82	4739838
<input type="checkbox"/>	<u>SMITH, JAMES, W</u>	PA	10/4/88	5469013
<input type="checkbox"/>	<u>SMITH, JAMES, PAUL</u>	WL	5/18/89	5535558
<input type="checkbox"/>	(none)	BK	12/6/90	
VS.				
<u>SMITH, JAMES, GROVER</u>				
more matches ...				
<input type="checkbox"/>	<u>SEARS ROEBUCK AND CO</u>	JU	9/26/91	S
VS.				
<u>SMITH, JAMES</u>				
more matches ...				

More Matches Update Title Basket

Select All Unselect All

Name Match Details

Search conditions:
 County: **Hennepin** Doc#:
 Name: **SMITH, JAMES** Type: **I**
 DocType: **** - All Document Types** From: **11/25/90** To: **12/3/00**

Name: **SMITH, JAMES** Type: **I**
 Doc Type: **JU JUDGMENT** Dated: **9/26/91**
 Ser/Case No. **91-17761** Docketed: **9/26/91**
 Amount: **\$974.14** Sat./Rel.:
 Doc Number: State Lien#:
 Credit: **SEARS ROEBUCK AND CO**
 Attorney: **(none)**
 Cred Addr: **(none)**
 Debt Addr: **(none)**
 Notes: **(none)**
 Assign: **(none)**

Related documents:

Doc Type	Docketed	Dated	Amount	New Doc#
<u>S</u>	5/28/92		\$974.14	

Add to Title Basket Continue Another Search

- Click on the highlighted blue text to see the details of a record.
- To return to the **Name Search Results** screen, click **CONTINUE**.
- When you are looking at an individual record, it may indicate there are additional records that are related. Click on the highlighted, underlined text for information about this related document.
- While you are viewing the individual record you may add it to your title basket. See the **Title Basket** chapter for more information.

ADDING RECORDS TO THE TITLE BASKET

► For information on viewing the items in your **Title Basket**, please see the **Title Basket** chapter.

<input type="checkbox"/>	Name	Type	Docketed	Doc Number	Sat./Rel.
<input checked="" type="checkbox"/>	SMITH, JAMES, E	PA	10/9/05	421171	
<input type="checkbox"/>	SMITH, JAMES, F	PA	2/23/45	2276990	
<input checked="" type="checkbox"/>	SMITH, JAMES, M	PA	6/30/87	14188	
<input checked="" type="checkbox"/>	SMITH, JAMES, ALLEN	DI	1/9/81	4616983	
<input type="checkbox"/>	SMITH, JAMES, ALLEN	DI	10/30/81	4681439	
<input checked="" type="checkbox"/>	SMITH, JAMES, E	DI		2777977	
<input type="checkbox"/>	SMITH, JAMES, D	DI		3936360	
<input checked="" type="checkbox"/>	SMITH, JAMES, FRANCIS	DI		4132224	
<input type="checkbox"/>	SMITH, JAMES, P	DI	9/10/82	4739838	
<input type="checkbox"/>	SMITH, JAMES, W	PA	10/4/88	5469013	
<input type="checkbox"/>	SMITH, JAMES, PAUL	WL	5/18/89	5535558	
<input checked="" type="checkbox"/>	(none) VS. SMITH, JAMES, GROVER	BK	12/6/90		
<input checked="" type="checkbox"/>	SEARS ROEBUCK AND CO VS. SMITH, JAMES	JU	9/26/91		S
	more matches ...				

More Matches
Update Title Basket
View Docs
Another Search

Select All
Unselect All

- Select the documents you would like to add to your **Title Basket** by either putting a checkmark in the box to the left or by clicking the **SELECT ALL** button.
- Click **UPDATE TITLE BASKET**. The screen will reload and indicate your **Title Basket** has been updated. If your search results span multiple pages, you must select documents and update your **Title Basket** on each page.

Title Basket Updated

Search conditions:

County: Hennepin	Doc#:
Name: SMITH, JAMES	Type: I
DocType: ** - All Document Types	From: 11/25/90 To: 12/3/00

VIEWING IMAGED DOCUMENTS

- ▶ If an entry has a document number, it may have a corresponding document image available. (Please see the **GENERAL INFORMATION** chapter for image availability.) If an entry does not have a document number it will not have a corresponding document image.

<input checked="" type="checkbox"/>	(none) VS. <u>SMITH, JAMES, E</u>	ST	6/3/97	6740571
<input checked="" type="checkbox"/>	<u>MINNESOTA MONETARY MANAGEMENT</u> VS. <u>SMITH, JAMES, R</u>	JU	8/7/97	
<input checked="" type="checkbox"/>	(none) VS. <u>SMITH, JAMES, ALAN</u>	BK	8/25/97	
<input type="checkbox"/>	(none) VS. <u>SMITH, JAMES, F</u>	ST	10/10/97	6794053
<input type="checkbox"/>	<u>ALLSTATE INSURANCE COMPANY</u> VS. <u>SMITH, JIMMY</u>	JU	1/13/98	
<input type="checkbox"/>	<u>BONDED ACCOUNTS SERVICE/CHECK RECOVERY INC</u> <u>AAF DR RICHARD CARTER</u> VS. <u>SMITH, JAMES, CLAYTON</u>	JU	6/15/98	
<input checked="" type="checkbox"/>	<u>SMITH, JAMES, FREDERICK</u>	DI	2/2/99	7048741
<input checked="" type="checkbox"/>	<u>SMITH, JAMES, T</u>	FM	8/25/99	7170979
<input type="checkbox"/>	<u>PRIYA DEOKINANDAN</u> VS. <u>SMITH, JAMES, CJR</u>	JU	3/13/00	

More Matches Update Title Basket View Docs Another Search

Select All Unselect All

NAME SEARCH RESULTS SCREEN

SELECTING IMAGED DOCUMENTS TO VIEW

- At the **Name Search Results** screen, place a checkmark in the box to the left of the entry you would like to view.
- Click **view docs**. This will add the records to your **Document List** and bring you to the **View/Retrieve Documents** menu. For additional information on viewing documents see, the **View/Retrieve Documents** chapter.



DOCUMENTS AND ABBREVIATIONS

AF - Affidavit
AR - Articles Of Incorporation
*7 - Bankruptcy
*2 - Bankruptcy & Tax Liens
BM - Bankruptcy Miscellaneous
*1 - Complete Search
CN - Change Name
CJ - County Judgment
CT - County Lien
DC - Death Certificate
DE - Decree
DI - Divorce
*8 - Federal Tax & Federal Judgment
FJ - Federal Judgment
FM - Federal Judgment Misc
FT - Federal Tax Lien
FF - Federal Tax Refile
*6 - Judgments
*5 - Judgments & Bankruptcy
*3 - Judgments & Tax Liens
JU - Judgment
LP - Lis pendens
LE - Letters Estate
LG - Letters Guardianship
MS - Miscellaneous
OR - Order
*9 - Probate
BK - Petition In Bankruptcy
PA - Power OF Attorney
ST - State Tax Lien
SF - State Tax Refile
*4 - Tax Liens Only
TA - Trust Agreement
WI - Will
WL - Will Letters

PROPERTY SEARCHES

The Property Search function of the Old Republic on-line title search system allows users to search the history of a property.



**Main
Menu**

**Name
Search**

**[Property
Search**

**View
Doc**

**Title
Basket**

Messages

Email Us

PROPERTY SEARCH MENU

▶ The Property Search menu allows you to search the history of a property with three **search** methods: **Legal Description, Name, and Document Number**. The **criteria** fields that help you define your search are the county and search dates.

Main Menu

Name Search

Property Search

View Doc

Title Basket

Messages

Email Us



Property Search

Enter the property search criteria in the spaces provided below, and then click on Search. *Note: This search will be treated as an "inquiry hit", and there will be a billing charge.*

To search by Lot/Block, enter the subdivision name in the appropriate field and select Search. This will bring you to the subdivision listing. Locate your selected subdivision and then click on it. (NOTE: you may enter the entire subdivision name or the first few characters and then scroll through the list of matches.) Once you've selected the subdivision you will be returned to the search screen, where you will enter the Lot and Block information and then submit your search. You may also search by Grantee or Grantor by entering a name in the appropriate place.

To effectively search by Metes/Bounds requires an ARB#. You may search by Grantee or Grantor to obtain an ARB# by entering a name in the appropriate place, or contact us at (800)328-4441 or email us at orbit@oldrepmatl.com.

County:

Hennepin ▼

Lot/Block

CIC#: Condo#: Book: Page:

Lot: Block: Subdivision: Auditor's#:

Metes/Bounds

ARB#: Section: Township: Range: Quarter:

From Date:

11/30/90

To:

12/3/00

Grantor:

Grantee:

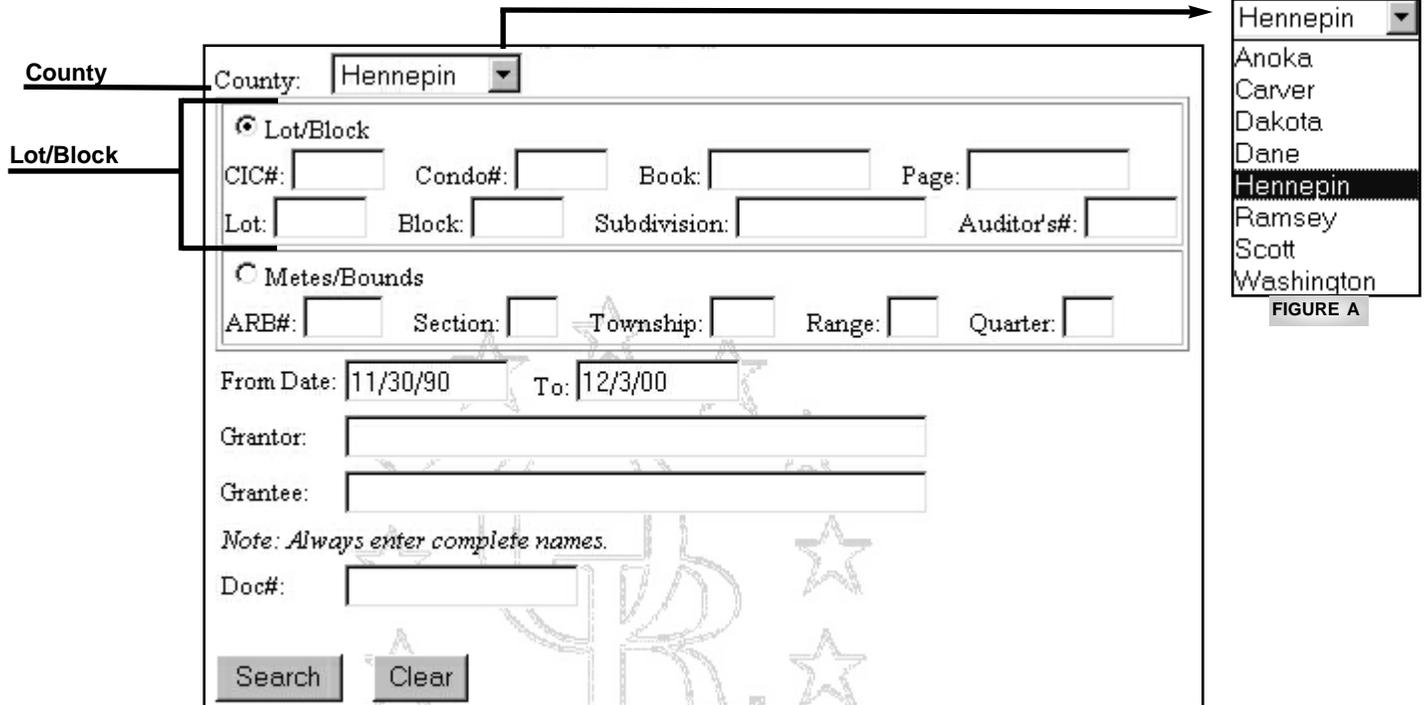
Note: Always enter complete names.

Doc#:

Search

Clear

PROPERTY SEARCH FIELD DESCRIPTIONS



The screenshot shows a search form with the following fields:

- County:** A dropdown menu currently set to Hennepin. A callout box on the right shows a list of counties: Anoka, Carver, Dakota, Dane, Hennepin (highlighted), Ramsey, Scott, and Washington.
- Lot/Block:** A section with a radio button selected for "Lot/Block". It contains input fields for:
 - CIC#
 - Condo#
 - Book
 - Page
 - Lot
 - Block
 - Subdivision
 - Auditor's#
- Metes/Bounds:** A section with a radio button selected for "Metes/Bounds". It contains input fields for:
 - ARB#
 - Section
 - Township
 - Range
 - Quarter
- From Date:** 11/30/90
- To:** 12/3/00
- Grantor:** [Empty text box]
- Grantee:** [Empty text box]
- Note:** Always enter complete names.
- Doc#:** [Empty text box]
- Buttons:** Search and Clear

FIGURE A

- ▶ **County:** The **County** field is a **criteria** field. It is a drop down menu (see Figure A). To change counties, pull down the menu and highlight the preferred county.
- ▶ **Lot/Block:** The **Lot/Block** field areas are part of the **legal description search** option. Within this search capability there are several **criteria** fields that define the search.

CRITERIA FIELD	DESCRIPTION
CIC# and Condo#	CIC's and Condo's are assigned their own number instead of a book and page.
Book and Page	Every subdivision, except CIC's and Condo's, are given a book and page number. The book and page are assigned by Old Republic and do not match the book and page given by the counties.
Lot and Block	The Lot and Block field is where you enter the lot and block you want to search in the subdivision.
Subdivision	The Subdivision field is where you are able to search for the subdivision and its corresponding Old Republic book and page.
Auditor's#:	The Auditor's number field acts like the CIC and Condo fields. Auditor's subdivision are assigned a number instead of a book and page.

PROPERTY SEARCH FIELD DESCRIPTIONS CONTINUED

	County: <input type="text" value="Hennepin"/>
Metes/Bounds	<input checked="" type="radio"/> Lot/Block CIC#: <input type="text"/> Condo#: <input type="text"/> Book: <input type="text"/> Page: <input type="text"/> Lot: <input type="text"/> Block: <input type="text"/> Subdivision: <input type="text"/> Auditor's#: <input type="text"/>
	<input type="radio"/> Metes/Bounds ARB#: <input type="text"/> Section: <input type="text"/> Township: <input type="text"/> Range: <input type="text"/> Quarter: <input type="text"/>
From Date	From Date: <input type="text" value="11/30/90"/> To: <input type="text" value="12/3/00"/>
Grantor/Grantee	Grantor: <input type="text"/> Grantee: <input type="text"/>
	Note: Always enter complete names.
Doc#	Doc#: <input type="text"/>

► **Metes/Bounds:** The **Metes/Bounds** field areas are part of the **legal description search** option. Within this search capability there are several **criteria** fields that define the search. Please see page 26 for more information about Arb numbers.

CRITERIA FIELD	DESCRIPTION
ARB#	An ARB# is required to search by Metes/Bounds. You may search by Grantee or Grantor to obtain an ARB# or contact the Orbit department.
Section, Township, Range, Quarter	The Section, Township, Range are mandatory criteria fields if you are searching a metes and bounds property. The Quarter field is not mandatory in all counties. Please see page 26 for more information about Arb numbers.

► **From Date:** The **From Date** field is a **criteria** field. It allows you to define the time frame of your search. The **To** date will dynamically update to the most recent through date.

► **Grantor/Grantee** The **Grantor/Grantee** fields are **search** fields. Information should be entered as: *Last Name, First Name*. You must use a comma between the the last and first name. Always use complete names.

► **Doc #:** The **Doc #** field is a **search** field. If you know the document number you would choose this search option.

ARB NUMBERS

► **Metes/
Bounds:** In metes and bounds the arb and quarter fields vary from county to county.

COUNTY	ARB REQUIREMENTS
Anoka	To do a metes and bound search in Anoka County, you must have the Section-Township-Range, Quarter Section, and ARB number. For example: <div style="display: flex; justify-content: space-around; text-align: center;"> <div>5 Arb#</div> <div>12 Section</div> <div>23 Township</div> <div>21 Range</div> <div>SE Quarter</div> </div>
Ramsey	To do a metes and bound search in Ramsey County, you must have the Section-Township-Range, Quarter Section and ARB number. For example: <div style="display: flex; justify-content: space-around; text-align: center;"> <div>5 Arb#</div> <div>12 Section</div> <div>23 Township</div> <div>21 Range</div> <div>SE Quarter</div> </div>
Hennepin	To do a metes and bound search in Hennepin County, you must have the Section-Township-Range and ARB number. For example: <div style="display: flex; justify-content: space-around; text-align: center;"> <div>4E Arb#</div> <div>17 Section</div> <div>119 Township</div> <div>24 Range</div> </div>
Washington, Scott, and Carver	To do a metes and bound search in Washington, Scott, or Carver County, you must have the Section-Township-Range and ARB number. For example: <div style="display: flex; justify-content: space-around; text-align: center;"> <div>1130 Arb#</div> <div>1 Section</div> <div>114 Township</div> <div>24 Range</div> </div>

For assistance with arb numbers, please call the Orbit department at (612) 371-1139.

SEARCHING WITH A LEGAL DESCRIPTION

County:

Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

Metes/Bounds
 ARB#: Section: Township: Range: Quarter:

From Date: To:

Grantor:

Grantee:

Note: Always enter complete names.

Doc#:

- Select the county of your search.
- Type in the first word or first few letters of the subdivision name and press **ENTER** on your keyboard or click on the **SEARCH** button. This will display a list of subdivisions with the same or similar spelling.

Matching Subdivisions

The following subdivisions were found. To inquire on a subdivision, click on its name.

Book	Page	T	Subdivision Name (Hennepin)
59	72	A	BUTLER AND KALKHOFFS SUBDIVISION OF BLOCKS TWENTY TWO (22)
59	28	A	BUTLER'S ADDITION TO MINNEAPOLIS
352	135	A	BUTLER'S MANOR AC
59	43	A	BUTLER'S 2ND ADDITION TO MINNEAPOLIS
239	50	A	BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS
59	96	A	BUTTER'S SUBDIVISION OF LOTS ONE & TWO BLOCK THREE NELSONS
353	172	A	BUTTERWORTH FARMS AC
367	51	A	BYERLY KADUE ADDITION
T	727	T	BYFIELD

MATCHING SUBDIVISIONS

- ▶ The matching subdivision list includes information about the book, page, and property type (T=Torrens, A=Abstract, B=Both Torrens and Abstract).
- ▶ The Old Republic on-line title search system has Torrens information for only Ramsey county.
- ▶ If you don't find the subdivision of your choice in the first page of the list, click **MORE MATCHES** for the next page of subdivisions.

Matching Subdivisions

The following subdivisions were found. To inquire on a subdivision, click on its name.

Book	Page	T	Subdivision Name (Hennepin)
59	72	A	BUTLER AND KALKHOFFS SUBDIVISION OF BLOCKS TWENTY TWO (22)
59	28	A	BUTLER'S ADDITION TO MINNEAPOLIS
352	135	A	BUTLER'S MANOR AC
59	43	A	BUTLER'S 2ND ADDITION TO MINNEAPOLIS
239	50	A	BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS
59	96	A	BUTTER'S SUBDIVISION OF LOTS ONE & TWO BLOCK THREE NELSONS
353	172	A	BUTTERWORTH FARMS AC
367	51	A	BYERLY KADUE ADDITION
T	727	T	BYFIELD
353	78	A	BYINGTON ACRES
T	487	T	BYRNES WOODS
T	488	T	BYRNES WOODS 2ND ADDITION
59	100	A	BYRNES' ADDITION TO MINNEAPOLIS
T	3370	T	BYRNEWOOD ADDITION
338	200	A	BYRON ADDITION
59	145	A	BYRONA ADDITION TO THE CITY OF MINNEAPOLIS
224	87	A	C. A. BARTLETT'S ADDITION TO MINNEAPOLIS
368	105	A	C. AND J. POLAND ADDITION
116	225	A	C. AND S. ADDITION
187	221	A	C. B. GEDNEY'S SUBDIVISION OF LOTS 25 & 26 IN BLOCK 11,

more matches ...

More Matches
Another Search

MATCHING SUBDIVISIONS CONTINUED

Matching Subdivisions

The following subdivisions were found. To inquire on a subdivision, click on its name.

Book	Page	T	Subdivision Name (Hennepin)
59	72	A	BUTLER AND KALKHOFFS SUBDIVISION OF BLOCKS TWENTY TWO (22)
59	28	A	BUTLER'S ADDITION TO MINNEAPOLIS
352	135	A	BUTLER'S MANOR AC
59	43	A	BUTLER'S 2ND ADDITION TO MINNEAPOLIS
239	50	A	BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS
59	96	A	BUTLER'S SUBDIVISION OF LOTS ONE & TWO BLOCK THREE NELSONS

353 County:

367 Lot/Block

T CIC#: Condo#: Book: Page:

353 Lot: Block: Subdivision: Auditor's#:

T Metes/Bounds

59 ARB#: Section: Township: Range: Quarter:

T

338 From Date: To:

59 Grantor:

224 Grantee:

368 Note: *Always enter complete names.*

116 Doc#:

187

- Click on the subdivision. This will bring you back to the **Property Search Menu** with the book, page, and subdivision completely filled out.
- Enter in your lot and block (if relevant) and press **ENTER** on your keyboard or click on **SEARCH**.

MATCHING PROPERTIES

► The search generates a list of all the entries that match the lot, block, and subdivision specified in the search.

SEARCH
CRITERIA

Matching Properties

Search conditions:

County: **Hennepin** From: 7/3/85 To: 5/1/01

Book: **239** Page: **50**

Block: **8** Lot: **8**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

SEARCH
RESULTS

Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot	
<input type="checkbox"/> <u>HARTLE, GEORGE G.</u> <u>DECD</u> <u>BERNS, CATHERINE</u> <u>M. PER REP</u>	WILL & LETTERS	5802181		7/17/91	8	8	
<input type="checkbox"/> <u>SMITH, JAMES A. &</u> <u>JOAN C. H/W</u> <u>RICHFIELD BANK &</u> <u>TRUST CO.</u>	AR	5802184	6/12/91	7/17/91	8	8	
<input type="checkbox"/> <u>HARTLE, GEORGE G.</u> <u>MARRIED, DECD BY</u> <u>PER REP</u> <u>SMITH, JAMES A.</u>	PROBATE DEED	6803283	6/4/91	7/17/91	8	8	
<input type="checkbox"/> <u>BLUE CROSS ANIMAL</u> <u>HOSPITAL, LTD.</u> <u>FIRST BANK</u> <u>NATIONAL</u> <u>ASSOCIATION</u>	FS	6029371		1/25/93	8	8	
<input type="checkbox"/> <u>FIRST BANK</u> <u>NATIONAL</u> <u>ASSOCIATION</u> <u>BLUE CROSS ANIMAL</u> <u>HOSPITAL, LT</u>	TERM FS	6029371	6/5/97	6/26/97	8	8	
<input type="checkbox"/> <u>RICHFIELD BANK</u> <u>TRUST CO.</u> <u>SMITH, ETAL</u>	SAT MTO	5802183	7283996	4/10/00	4/17/00	8	8
<input type="checkbox"/> <u>HANLEY, MICHAEL T.</u> <u>& HANLEY, MEGAN</u> <u>N. FKA HUTCHNS,</u> <u>MEGAN N.</u> <u>FIRSTAR BANK, N.A.</u>	MTG	\$20,000.00	7271994	2/8/00	3/13/00	8	
no more matches							

NAME SEARCH
TOOLBAR

MATCHING PROPERTIES CONTINUED

Matching Properties

Search conditions:
 Subdivision: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
 County: **Hennepin** From: **11/30/90** To: **12/3/00**
 Book: **239** Page: **50**
 Block: **8** Lot: **8**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

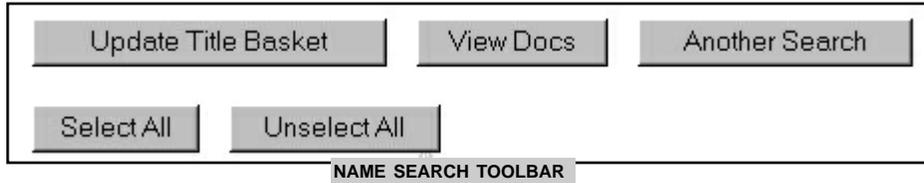
Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot
<input type="checkbox"/> <u>HARTLE, GEORGE G., DEC'D</u> <u>BERNS, CATHERINE M., PER</u> <u>REP</u>	WILL & LETTERS	5802181		7/17/91	8	8

SEE COLUMN DEFINITIONS

Column Definitions

COLUMN	DEFINITIONS
Grantor/Grantee	This column will list all the parties mentioned in the document. The Grantor will always be the first or top name listed and the Grantee will always be the bottom or last name listed.
Instrument	This column indicates the type of document.
Doc Number	The document number.
Date	The date of the document.
Recorded	The date the document was recorded at the county.
Block	The block number.
Lot	The lot number.

MATCHING PROPERTIES TOOLBAR



BUTTON	DESCRIPTION
Update Title Basket	After selecting the records you would like to keep, click UPDATE TITLE BASKET to save the information in your TITLE BASKET .
View Docs	For some of the records you may be able to view the imaged document. After selecting the record or records you would like to view, click VIEW DOCS .
Another Search	To perform another search, or change the criteria of your search, click ANOTHER SEARCH .
Select All	To add all the records to your TITLE BASKET , or if you would like to view all the available document images, click SELECT ALL . This will automatically enter checkmarks to the left of every entry displayed on the current results page.
Unselect All	If you decide you don't want to select all the documents, click UNSELECT ALL . This will remove the checkmarks for every entry displayed on the current results page.

MATCHING PROPERTIES

▶ At the **Matching Properties Screen**, you have several viewing options. You can view the individual record information, add one or all the entries to your title basket, or view one or all the documents.

<input type="checkbox"/>	<u>FIRST BANK NATIONAL ASSOCIATION</u> <u>BLUE CROSS ANIMAL HOSPITAL, LT</u>	TERM FS	6029371	6750399	6/5/97	6/26/97	8	8
<input type="checkbox"/>	<u>RICHFIELD BANK TRUST CO.</u> <u>SMITH, ETAL</u>	SAT MTG	5802183	7285996	4/10/00	4/17/00	8	8
<input type="checkbox"/>	<u>HANLEY, MICHAEL T. & HANLEY, MEGAN N., FKA HUTCHNS, MEGAN N.</u> <u>FIRSTAR BANK, N.A.</u>	MTG	\$20,000.00	7271994	2/8/00	3/13/00	8	

Property Match Detail

County: **Hennepin**
 Subdiv: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
 Document#: **7271994**
 Instrument: **MTG \$20,000.00**
 Grantor: **HANLEY, MICHAEL T. & HANLEY, MEGAN N., FKA HUTCHNS, MEGAN N.**
 Grantee: **FIRSTAR BANK, N.A.**
 Book#: **239** Page#: **50** Block: **8** Lot:
 Dated: **2/8/00** Recorded: **3/13/00**

■ To view the details of the entry, click on the highlighted, underlined text.

▶ The individual record information includes the county, subdivision, document number, instrument type, and secondary information (i.e. if the entry is a Mortgage, the secondary information includes the mortgage amount; if the entry is a satisfaction of a mortgage, it includes the document number of mortgage satisfied), grantor and grantee information, book, page, block and lot, as well as dated and recorded date information.

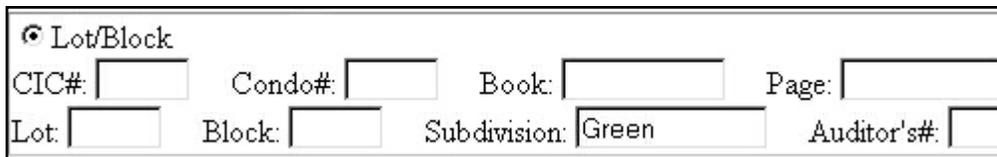
▶ At this individual record level you can add the item to your title basket or view the imaged document. You are also able to continue your search or abandon the present search and start another one.

SEARCHING CONDO AND CIC PROPERTY

▶ Searching for property that is a condominium or Common Interest Community (CIC) is very similar to searching legal descriptions that have a lot, block, and subdivision.

- To search **CONDO's** and **CIC's** enter the first few letters of the name of the condo in the subdivision field. For example, if you would like to search for property matching the legal description:

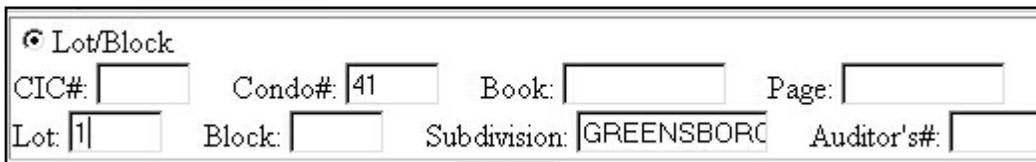
Apartment No. 1, Apartment Ownership No. 41, Greensboro Condominiums
Enter *green* in the subdivision field (see Figure A) and press **ENTER** on your keyboard or click on the **SEARCH** button.



Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

FIGURE A

- Scroll through the matching subdivision list until you find the condo or cic. Click on the subdivision. The screen will return to the **PROPERTY SEARCH MENU**, and the subdivision and cic or condo number will automatically be entered. (see Figure B)



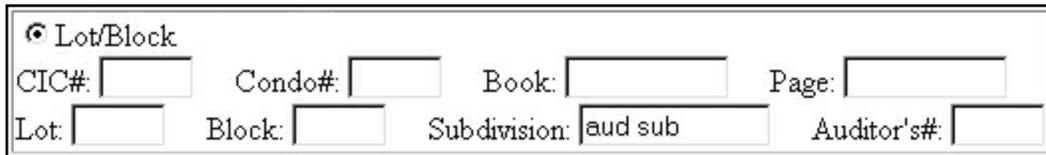
Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

FIGURE B

- Enter in the condo or apartment number in the **Lot** field.
- Press **ENTER** on your keyboard or click **SEARCH** for the list of entries and documents that match your inquiry.

SEARCHING AUDITOR'S SUBDIVISION PROPERTY

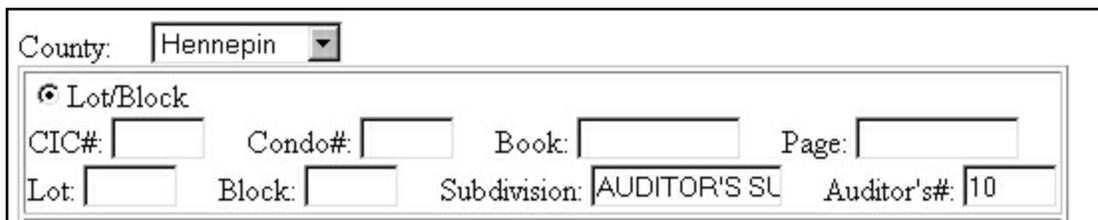
- ▶ Searching for property that is an auditor's subdivision is very similar to searching condo and CIC descriptions as well as legal descriptions that have a lot, block, and subdivision.
 - To search for an auditor's subdivision, enter *aud sub* (see Figure A) in the subdivision field and press **ENTER** on your keyboard or click on the **SEARCH** button.



Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

FIGURE A

- Scroll through the list of auditor's subdivisions until you have the auditor's subdivision in your legal description. Click on the subdivision. The screen will return to the **Property Search Menu**, and the auditor's number will automatically be entered. (see Figure B)



County:
 Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

FIGURE B

- Enter in the lot information.
- Press **ENTER** on your keyboard or click **SEARCH** for the list of entries and documents that match your search.

SEARCHING PROPERTY WITH A GRANTOR OR GRANTEE NAME

▶ In a name search, you can search either lot/block or metes/bounds property by using a grantor or grantee name. You can not search lot/block and metes/bounds at the same time.

- Select either lot/block or metes/bounds search by checking the radial button.

<input checked="" type="radio"/> Lot/Block									
CIC#:	<input type="text"/>	Condo#:	<input type="text"/>	Book:	<input type="text"/>	Page:	<input type="text"/>		
Lot:	<input type="text"/>	Block:	<input type="text"/>	Subdivision:	<input type="text"/>	Auditor's#:	<input type="text"/>		
<input type="radio"/> Metes/Bounds									
ARB#:	<input type="text"/>	Section:	<input type="text"/>	Township:	<input type="text"/>	Range:	<input type="text"/>	Quarter:	<input type="text"/>

County:	<input type="text" value="Hennepin"/>								
<input checked="" type="radio"/> Lot/Block									
CIC#:	<input type="text"/>	Condo#:	<input type="text"/>	Book:	<input type="text"/>	Page:	<input type="text"/>		
Lot:	<input type="text"/>	Block:	<input type="text"/>	Subdivision:	<input type="text"/>	Auditor's#:	<input type="text"/>		
<input type="radio"/> Metes/Bounds									
ARB#:	<input type="text"/>	Section:	<input type="text"/>	Township:	<input type="text"/>	Range:	<input type="text"/>	Quarter:	<input type="text"/>
From Date:	<input type="text" value="7/3/85"/>	To:	<input type="text" value="7/24/00"/>						
Grantor:	<input type="text" value="Smith, James"/>								
Grantee:	<input type="text"/>								
<i>Note: Always enter complete names.</i>									
Doc#:	<input type="text"/>								
<input type="button" value="Search"/>		<input type="button" value="Clear"/>							

- Then, place the cursor in the **Grantor** or **Grantee** field and enter the name. Enter last name first, then a comma, a space, and finally the first name. Press **ENTER** or click on **SEARCH**. We recommend you don't include the middle initial so you get the most comprehensive results.

SEARCHING PROPERTY WITH A GRANTOR OR GRANTEE NAME CONTINUED

► The search will generate a list of all documents that match the name entered.

Matching Properties

Search conditions:

County: **Hennepin** From: **7/3/85** To: **7/24/00**

Grantor: **SMITH, JAMES**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name. To see matches for a subdivision only, click on the "go to subdivision" link.

Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot	
<input type="checkbox"/> SMITH, JAMES TO THE PUBLIC	AF	7252268 7272921	1/7/00	3/14/00	8	11	go to subdivision
<input type="checkbox"/> SMITH, JAMES TO THE PUBLIC	AF	7252268 7272921	1/7/00	3/14/00	8	12	go to subdivision
<input type="checkbox"/> SMITH, JAMES & SMITH, SUZANNE M., H/W U.S. BANK, N.A., ND	MTG \$30,000.00	7255214	11/26/99	2/7/00	4	3	go to subdivision
<input type="checkbox"/> SMITH, JAMES A. TO THE PUBLIC	AF	5252688	3/24/87	4/14/87	9	9	go to subdivision
<input type="checkbox"/> SMITH, JAMES A. & JOAN C., H/W RICHFIELD BANK & TRUST CO.	MTG \$100,000.00	5802183	6/12/91	7/17/91	8	8	go to subdivision
more matches ...							

More Matches

Update Title Basket

View Docs

Another Search

Select All

Unselect All

Messages

SEARCHING PROPERTY WITH A GRANTOR OR GRANTEE NAME CONTINUED

- ▶ From the results, find the entry that matches. If the person and property is not on the first screen, click **MORE MATCHES** for the next page of results.

<input type="checkbox"/>	<u>SMITH, JAMES & SMITH, SUZANNE M. H/W</u> <u>U.S. BANK, N.A., ND</u>	MTG	\$30,000.00	7255214	11/26/99	2/7/00	4	3	go to subdivision
<input type="checkbox"/>	<u>SMITH, JAMES A. TO THE PUBLIC</u>	AF		5252688	3/24/87	4/14/87	9	9	go to subdivision
<input type="checkbox"/>	<u>SMITH, JAMES A. & JOAN C. H/W</u> <u>RICHFIELD BANK & TRUST CO.</u>	MTG	\$100,000.00	5802183	6/12/91	7/17/91	8	8	go to subdivision
<input type="checkbox"/>	<u>SMITH, JAMES A. & JOAN C.</u>	AR		5802184	6/12/91	7/17/91	8	8	go to subdivision
							91	7/17/91	8 9 go to subdivision

Matching Properties

Search conditions:
County: **Hennepin** From: **7/3/85** To: **5/1/01**
Book: **239** Page: **50**
Block: **8** Lot: **8**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

Grantor/Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot	
<input type="checkbox"/> <u>HARTLE, GEORGE G. DECD</u> <u>BURNS, CATHERINE M., PER REP</u>	WILL & LETTERS	5802181		7/17/91	8	8	
<input type="checkbox"/> <u>SMITH, JAMES A. & JOAN C. H/W</u> <u>RICHFIELD BANK & TRUST CO.</u>	AR	5802184	6/12/91	7/17/91	8	8	
<input type="checkbox"/> <u>HARTLE, GEORGE G. MARRIED, DECD BY PER REP</u> <u>SMITH, JAMES A.</u>	PROBATE DEED	6803283	6/4/91	7/17/91	8	8	
<input type="checkbox"/> <u>BLUE CROSS ANIMAL HOSPITAL, LTD.</u> <u>FIRST BANK NATIONAL ASSOCIATION</u>	FS	6029371		1/25/93	8	8	
<input type="checkbox"/> <u>FIRST BANK NATIONAL ASSOCIATION</u> <u>BLUE CROSS ANIMAL HOSPITAL, LT</u>	TERM FS	6029371	6/5/97	6/26/97	8	8	
<input type="checkbox"/> <u>RICHFIELD BANK TRUST CO.</u> <u>SMITH, ETAL</u>	SAT MTG	5802183	7285996	4/10/00	4/17/00	8	8
<input type="checkbox"/> <u>HANLEY, MICHAEL T. & HANLEY, MEOAN N. FKA HUTCHNS, MEOAN N.</u> <u>FIRSTAR BANK, N.A.</u>	MTG	\$20,000.00	7271994	2/8/00	3/13/00	8	

no more matches

- When you find your match, click **GO TO SUBDIVISION**.
- By clicking on the **GO TO SUBDIVISION**, all the entries for that subdivision, lot, and block will automatically be displayed.

SEARCHING PROPERTY WITH A DOCUMENT NUMBER

▶ You are also able to search property with a document number.

County:

Lot/Block
 CIC#: Condo#: Book: Page:
 Lot: Block: Subdivision: Auditor's#:

Metes/Bounds
 ARB#: Section: Township: Range: Quarter:

From Date: To:

Grantor:

Grantee:

Note: Always enter complete names.

Doc#:

- Select the county.
- Enter the document number and press enter on your keyboard or click search.

Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot
<input type="checkbox"/> <u>SMITH, JACKIL, SGL</u> <u>JACKIL SMITH</u> <u>LIVING TRUST DTD 4-</u> <u>24-2000, BY TR</u>	QCD	7302079	4/24/00	5/24/00		3 go to subdivision

- The document entry will pull up the matching entry, click on **GO TO SUBDIVISION** to go to the rest of the entries and documents associated with this legal description.

VIEW/RETRIEVE DOCUMENTS

The View Doc function of the Old Republic on-line title search system allows users to view and print imaged documents.



[Main Menu](#)

[Name Search](#)

[Property Search](#)

[View Doc](#)

[Title Basket](#)

[Messages](#)

[Email Us](#)

VIEW DOCUMENTS MENU

- ▶ If an entry has a document number, it may have a corresponding document image available. (Please see the **GENERAL INFORMATION** chapter for image availability.) If an entry does not have a document number it does not have a corresponding document image.
- ▶ You cannot view documents in more than one county at a time.
- ▶ The appearance of the **View/Retrieve Documents Menu** varies. If you arrive at the menu via the left-hand navigation, its appearance is the same as shown in Figure A.
- ▶ If you approach the menu after having selected one or more documents from search results, the document numbers will be listed in the **Document List** portion of the screen, and you will have more buttons as shown in Figure B.

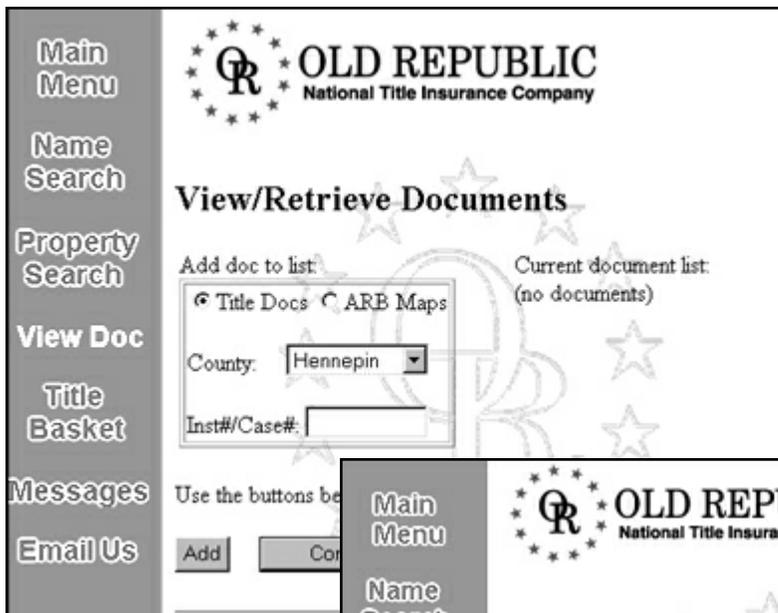


FIGURE A

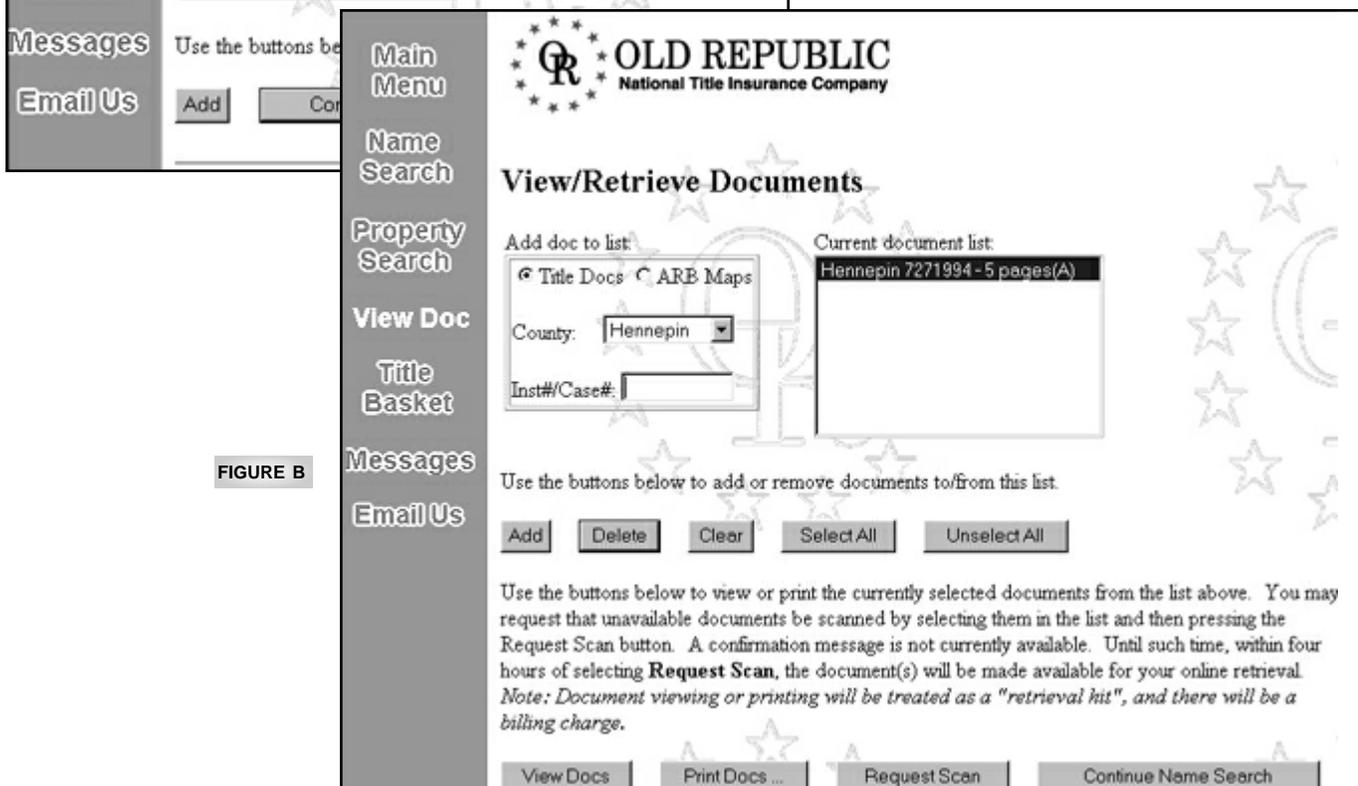
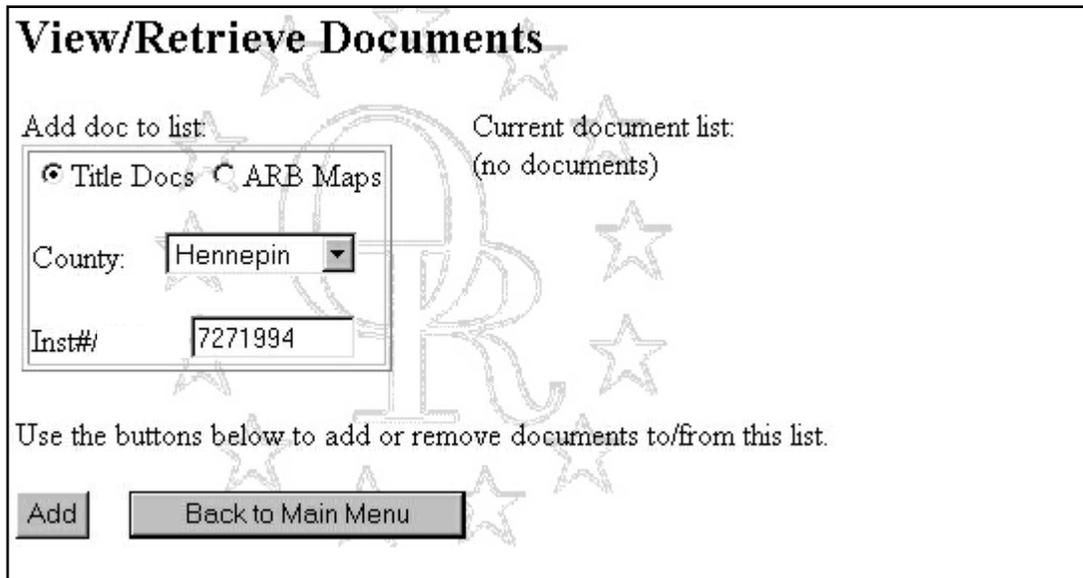


FIGURE B

VIEW DOCUMENTS MENU CONTINUED

- ▶ If you know the number of the document you would like to view, you can view that document via the **View/Retrieve Documents** menu. Select **View Docs** in the left-hand navigation bar to get to the menu screen.



View/Retrieve Documents

Add doc to list: Title Docs ARB Maps

County: Hennepin

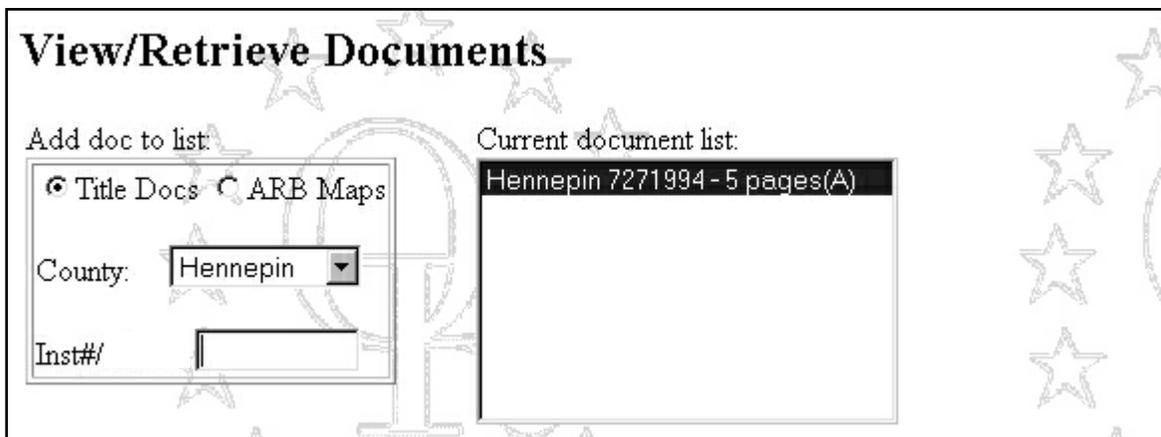
Inst# 7271994

Current document list:
(no documents)

Use the buttons below to add or remove documents to/from this list.

Add Back to Main Menu

- Select the county from the drop-down menu box.
- Enter the document number in the **Inst#** field.
- Click **ADD**. This will add the item to the **Document List**. See Figure A.



View/Retrieve Documents

Add doc to list: Title Docs ARB Maps

County: Hennepin

Inst#

Current document list:
Hennepin 7271994 - 5 pages(A)

FIGURE A

VIEW DOCUMENTS MENU TOOLBAR

- ▶ The **View Documents Menu** has two menu toolbars. The first toolbar allows you to add documents and remove documents from the **Document List**. The second toolbar enables you to print documents and request scans, and if you came to the view doc menu via a name or property search, you can return to your search.

View/Retrieve Documents

Add doc to list:

Title Docs
 ARB Maps
 County:
 Inst#/Case#:

Current document list:

Hennepin 7271994 - 5 pages(A)

Use the buttons below to add or remove documents to/from this list.

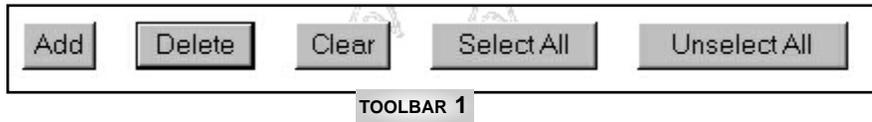
TOOLBAR 1

Use the buttons below to view or print the currently selected documents from the list above. You may request that unavailable documents be scanned by selecting them in the list and then pressing the Request Scan button. A confirmation message is not currently available. Until such time, within four hours of selecting **Request Scan**, the document(s) will be made available for your online retrieval.

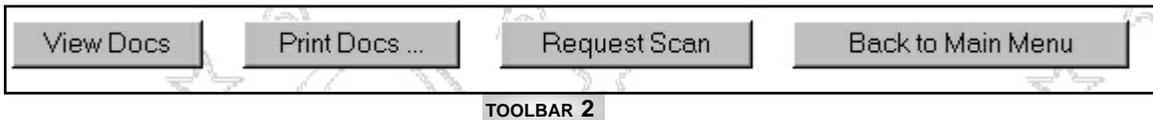
Note: Document viewing or printing will be treated as a "retrieval hit", and there will be a billing charge.

TOOLBAR 2

VIEW DOCUMENTS MENU TOOLBAR CONTINUED



BUTTON	DESCRIPTION
Add	The Add button enables you to add documents to the document list.
Delete	Delete will delete a record from the document list. To delete a record, highlight the document and click DELETE .
Clear	Clear will clear all the documents from the document list. To clear all the documents, click CLEAR . If you want to change counties, you must click CLEAR first.
Select All	Select All will highlight all the items in your Document List .
Unselect All	Unselect All deselects all the items that are highlighted.



BUTTON	DESCRIPTION
View Docs	View Docs allows you to view the documents you have highlighted in the Documents List .
Print Docs ...	Print Docs enables you to print the documents you have highlighted in the Documents List window.
Request Scan	If a document is not imaged you can request that it be scanned. If a document is not imaged it will say in parenthesis to the right of the document number <i>"not imaged"</i> .
Back to Main Menu	This button will change depending on where you accessed the View/Retrieve Documents Menu . If you access the View/Retrieve Document Menu via the main menu, a button will appear enabling you to return to the main menu. If you access the View/Retrieve Document Menu from a name or property search, the button will return to the search results screen.
Continue Prop. Search	
Continue Name Search	

ADDING DOCUMENTS TO THE VIEW DOCUMENT LIST

- ▶ As described in the name and property search chapters, you are able to add documents to your **Document List** during search results and when viewing property match details.

Matching Properties

Search conditions:
 County: **Hennepin** From: 7/3/85 To: 5/1/01
 Book: **239** Page: **50**
 Block: **8** Lot: **8**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot	
<input checked="" type="checkbox"/> <u>HARTLE, GEORGE G.</u> <u>DECD</u> <u>BERNS, CATHERINE</u> <u>M., PER REP</u>	WILL & LETTERS	5802181		7/17/91	8	8	
<input type="checkbox"/> <u>SMITH, JAMES A. &</u> <u>JOAN C. H/W</u> <u>RICHFIELD BANK &</u> <u>TRUST CO.</u>	AR	5802184	6/12/91	7/17/91	8	8	
<input type="checkbox"/> <u>HARTLE, GEORGE G.</u> <u>MARRIED, DECD BY</u> <u>PER REP</u> <u>SMITH, JAMES A.</u>	PROBATE DEED	6803283	6/4/91	7/17/91	8	8	
<input type="checkbox"/> <u>BLUE CROSS ANIMAL</u> <u>HOSPITAL, LTD.</u> <u>FIRST BANK</u> <u>NATIONAL</u> <u>ASSOCIATION</u>	FS	6029371		1/25/93	8	8	
<input checked="" type="checkbox"/> <u>FIRST BANK</u> <u>NATIONAL</u> <u>ASSOCIATION</u> <u>BLUE CROSS ANIMAL</u> <u>HOSPITAL, LT</u>	TERM FS	6029371	6/5/97	6/26/97	8	8	
<input checked="" type="checkbox"/> <u>RICHFIELD BANK</u> <u>TRUST CO.</u> <u>SMITH, ETAL</u>	SAT MTG	5802183	7283996	4/10/00	4/17/00	8	8
<input checked="" type="checkbox"/> <u>HANLEY, MICHAEL T.</u> <u>& HANLEY, MEGAN</u> <u>N., FKA HUTCHINS,</u> <u>MEGAN N.</u> <u>FIRSTAR BANK, N.A.</u> <i>no more matches</i>	MTG	\$20,000.00	7271994	2/8/00	3/13/00	8	

RESULTS SCREEN

SELECTING DOCUMENTS TO VIEW FROM SEARCH RESULTS

- At the **Search Results** screen, place a checkmark in the box to the left of the entry you would like to view.
- Click **view docs**. This will bring you to the **View/Retrieve Docs Menu**.

ADDING DOCUMENTS TO THE VIEW DOCUMENT LIST CONTINUED

▶ You can also access a specific image from the **Property Match Detail**.

Property Match Detail

County: **Hennepin**
 Subdiv: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
 Document#: **7271994**
 Instrument: **MTG \$20,000.00**
 Grantor: **HANLEY, MICHAEL T. & HANLEY, MEGAN N., FKA HUTCHNS, MEGAN N.**
 Grantee: **FIRSTAR BANK, N.A.**
 Book#: **239** Page#: **50** Block: **8** Lot:
 Dated: **2/8/00** Recorded: **3/13/00**

View/Retrieve Documents

Add doc to list: Title Docs ARB Maps

County:

Inst#/Case#:

Current document list:
 Hennepin 7271994 - 5 pages(A)

Use the buttons below to add or remove documents to/from this list.

- At the **Property Match Detail**, click the **VIEW DOCUMENT** button.
- This will bring you to the **View/Retrieve Document Menu** with the document already highlighted in the **Document List**.
- Please note that the Document List does not retain information. If you want to continue your name or property search we recommend you save or print this image unless you are certain you will be able to add it to your **Document List** later in your search.

VIEWING IMAGED DOCUMENTS

- ▶ The **Document List** window in the **View/Retrieve Documents Menu** will always tell you which documents are imaged.

View/Retrieve Documents

Add doc to list:

Title Docs ARB Maps

County:

Inst#/Case#:

Current document list:

Hennepin 6740571 - 1 page(A)

Hennepin 2725212 - not imaged

Hennepin 7048741 - 8 pages(A)

Hennepin 7170979 - 1 page(A)

Use the buttons below to add or remove documents to/from this list.

Add Delete Clear Select All Unselect All

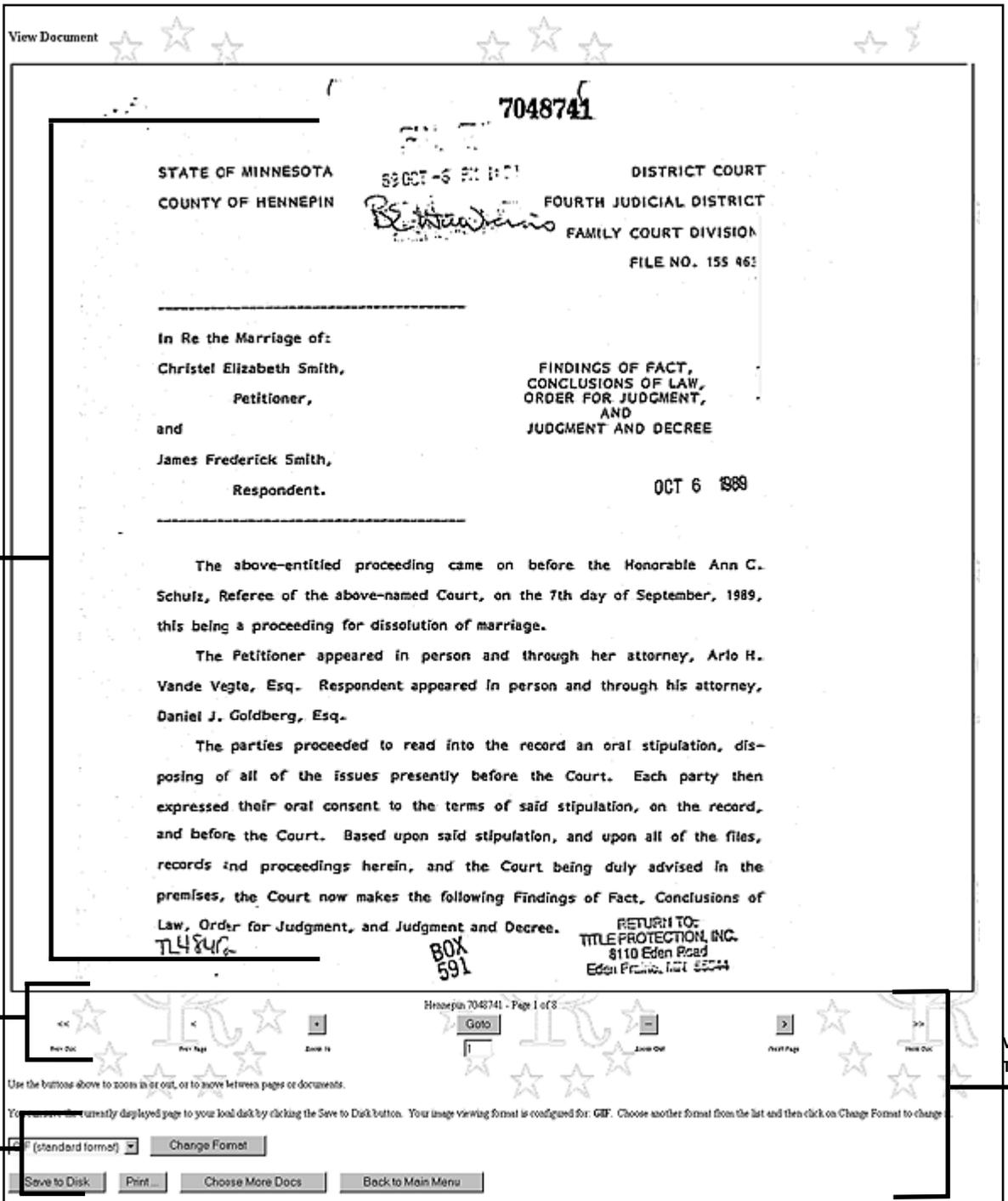
Use the buttons below to view or print the currently selected documents from the list above. You may request that unavailable documents be scanned by selecting them in the list and then pressing the Request Scan button. A confirmation message is not currently available. Until such time, within four hours of selecting **Request Scan**, the document(s) will be made available for your online retrieval. *Note: Document viewing or printing will be treated as a "retrieval hit", and there will be a billing charge.*

View Docs Print Docs ... Request Scan Continue Name Search

- To view the actual image, highlight the document you wish to view, and select **VIEW DOCS**. There will be a wait as the image loads, the length of the wait is dependent on your Internet connection and web site traffic.
- To view the documents continuously, without returning to the **View/Retrieve Documents** menu, click **SELECT ALL** to highlight all the documents, and then click **VIEW DOCS**.

VIEWING IMAGED DOCUMENTS CONTINUED

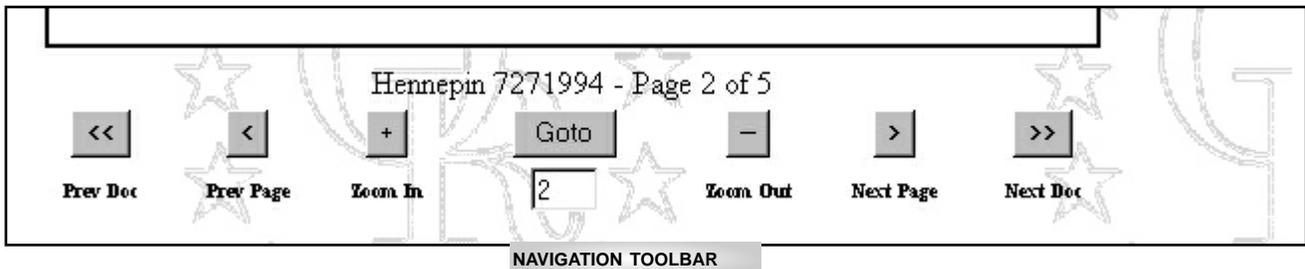
- ▶ After the image loads, you have several options, including making the image smaller or larger, changing the image type, printing, and saving the image to your hard drive or disk.



The screenshot displays a document viewer interface. At the top, it says "View Document" with decorative stars. The document being viewed is a legal document from the State of Minnesota, County of Hennepin, District Court, Fourth Judicial District, Family Court Division. The file number is 155 462. The document is titled "In Re the Marriage of: Christel Elizabeth Smith, Petitioner, and James Frederick Smith, Respondent." It is dated OCT 6 1989. The document contains several paragraphs of text, including a finding of fact and conclusion of law. The document is signed by the court. There are handwritten notations "7048741" and "BOX 591" on the document. The interface includes a "DOCUMENT IMAGE" label pointing to the document content, a "NAVIGATION TOOLBAR" with buttons for "Previous Page", "Next Page", "Home", and "Back", and an "IMAGE TOOLBAR" with buttons for "Save to Disk", "Print", "Choose More Docs", and "Back to Main Menu". A "VIEW DOCUMENTS TOOLBARS" label points to the navigation and image toolbars. The document text includes: "STATE OF MINNESOTA COUNTY OF HENNEPIN DISTRICT COURT FOURTH JUDICIAL DISTRICT FAMILY COURT DIVISION FILE NO. 155 462", "In Re the Marriage of: Christel Elizabeth Smith, Petitioner, and James Frederick Smith, Respondent.", "FINDINGS OF FACT, CONCLUSIONS OF LAW, ORDER FOR JUDGMENT, AND JUDGMENT AND DECREE", "OCT 6 1989", "The above-entitled proceeding came on before the Honorable Ann C. Schulz, Referee of the above-named Court, on the 7th day of September, 1989, this being a proceeding for dissolution of marriage.", "The Petitioner appeared in person and through her attorney, Arlo H. Vande Vegte, Esq. Respondent appeared in person and through his attorney, Daniel J. Goldberg, Esq.", "The parties proceeded to read into the record an oral stipulation, disposing of all of the issues presently before the Court. Each party then expressed their oral consent to the terms of said stipulation, on the record, and before the Court. Based upon said stipulation, and upon all of the files, records and proceedings herein, and the Court being duly advised in the premises, the Court now makes the following Findings of Fact, Conclusions of Law, Order for Judgment, and Judgment and Decree.", "RETURN TO: TITLE PROTECTION, INC. 8110 Eden Road Eden Prairie, MN 55344", "7048741", "BOX 591", "Hennepin 7048741 - Page 1 of 3", "Use the buttons above to zoom in or out, or to move between pages or documents.", "You can save the currently displayed page to your local disk by clicking the Save to Disk button. Your image viewing format is configured for: GIF. Choose another format from the list and then click on Change Format to change.", "(standard format) Change Format", "Save to Disk Print Choose More Docs Back to Main Menu".

VIEWING IMAGED DOCUMENTS TOOLBAR

- ▶ The first toolbar helps you navigate and manipulate the images. These buttons are not available all of the time, only when the relevant action is warranted.



Button	Description
 Prev Doc	If you selected more than one document to view, this button will be available to assist you in returning to the previous document. When it is not available it will be appear as this text: <<
 Prev Page	If an image has more than one page, this button will help you navigate between the pages sequentially. When this button is not available it appears as this text: <
 Zoom In	Zoom In allows you to make the image larger. This button is always available.
 <input type="text" value="1"/> Go To	Enter in a page number and click GO TO to go to that page. This button is only available when there is more than one page in the document. When it is not available it appears like this: (1) Go To
 Zoom Out	Zoom Out allows you to make the image smaller. This button is always available.
 Next Page	To go to the next sequential page, select Next Page . When this button is not available it appears as this text: >
 Next Doc	If you selected more than one document to view, this button will be available to assist you in moving to the next document. When it is not available it will be appear as this text: >>

IMAGED DOCUMENTS TOOLBAR

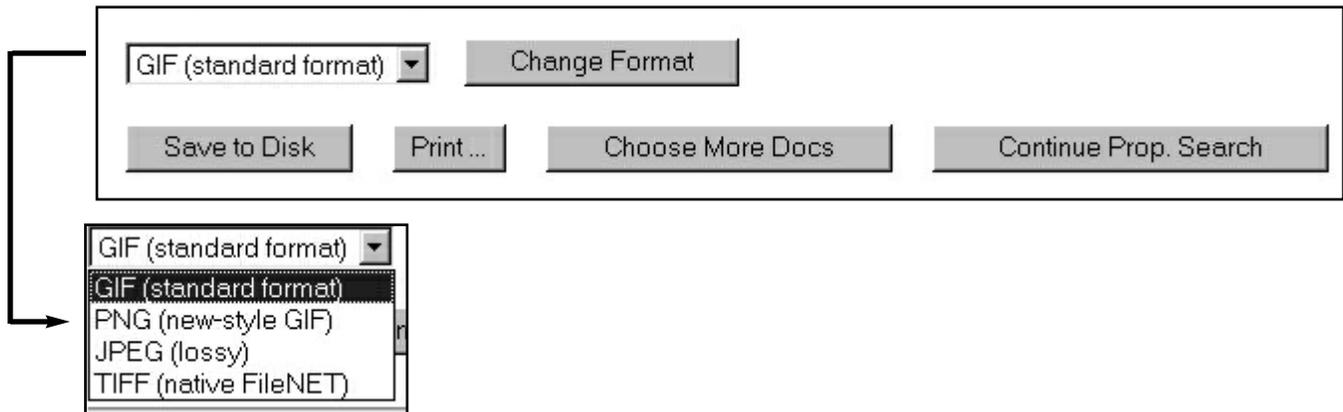


FIGURE A

Button	Description
Change Format	To change the format of the image to view or save it, highlight the preferred image type from the drop down menu (see Figure A) and click CHANGE FORMAT .
Save to Disk	To save the document image to your hard drive click SAVE TO DISK .
Print ...	Click the PRINT button to print the document.
Choose More Docs	Choose More Docs allows you to return to the View/Retrieve Documents Menu and add additional documents to view.
Back to Main Menu	This button will change according to where you last were in the web site. If you access the View/Retrieve Documents Menu via the Main Menu , a button will appear enabling you to return to the main menu. If you access the View/Retrieve Documents Menu from a name or property search, the button will return to the search results screen.
Continue Prop. Search	
Continue Name Search	

REQUEST SCANS

- ▶ The information to the right of the document number will tell you the imaging status of that document. If it is not imaged, you can request it by clicking **REQUEST SCAN**.
- ▶ **Request Scans** are generally available for on-line retrieval within four hours of the initial request.
- ▶ Dakota and Dane county documents are not available for **Request Scan**.

View/Retrieve Documents

Add doc to list:

Title Docs ARB Maps

County:

Inst#/Case#:

Current document list:

Hennepin 7271994 - 5 pages(A)
Hennepin 5253545 - not imaged

Use the buttons below to add or remove documents to/from this list.

Use the buttons below to view or print the currently selected documents from the list above. You may request that unavailable documents be scanned by selecting them in the list and then pressing the Request Scan button. A confirmation message is not currently available. Until such time, within four hours of selecting **Request Scan**, the document(s) will be made available for your online retrieval.

Note: Document viewing or printing will be treated as a "retrieval hit", and there will be a billing charge.

- Highlight the document. Click **REQUEST SCAN**.
- The screen will automatically refresh, informing you that the document you requested has been submitted for scanning.

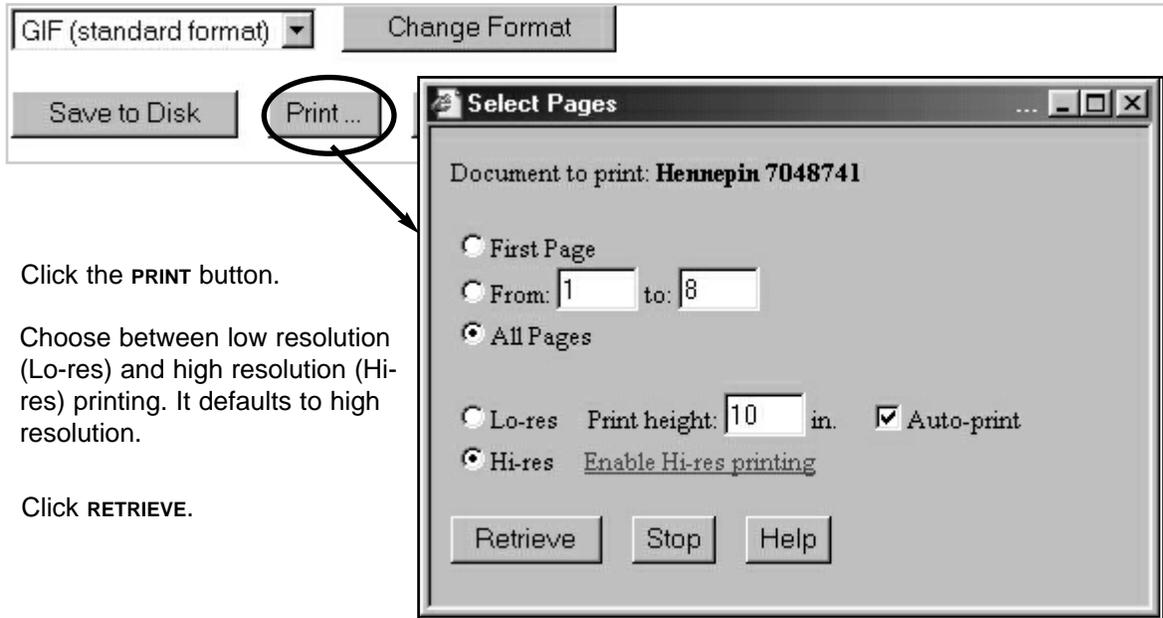
Document Scanning Request

Your scan request for Hennepin 5253545 was submitted.
 1 scan request was submitted. Scanned documents are generally available within 4 hours of making the request. A confirmation message is not currently available. Until such time, you can assume that the requested document(s) will be available for online retrieval within 4 hours of making the request.

- In about four hours, return to the web site and, at the **View Retrieve Docs Menu**, add the document number and check if the image has been scanned.

PRINTING DOCUMENTS

▶ You can print imaged documents in either lo-res (low-resolution) or hi-res (high resolution). If you have never printed from the Old Republic title search web site, please see the next page for instructions.



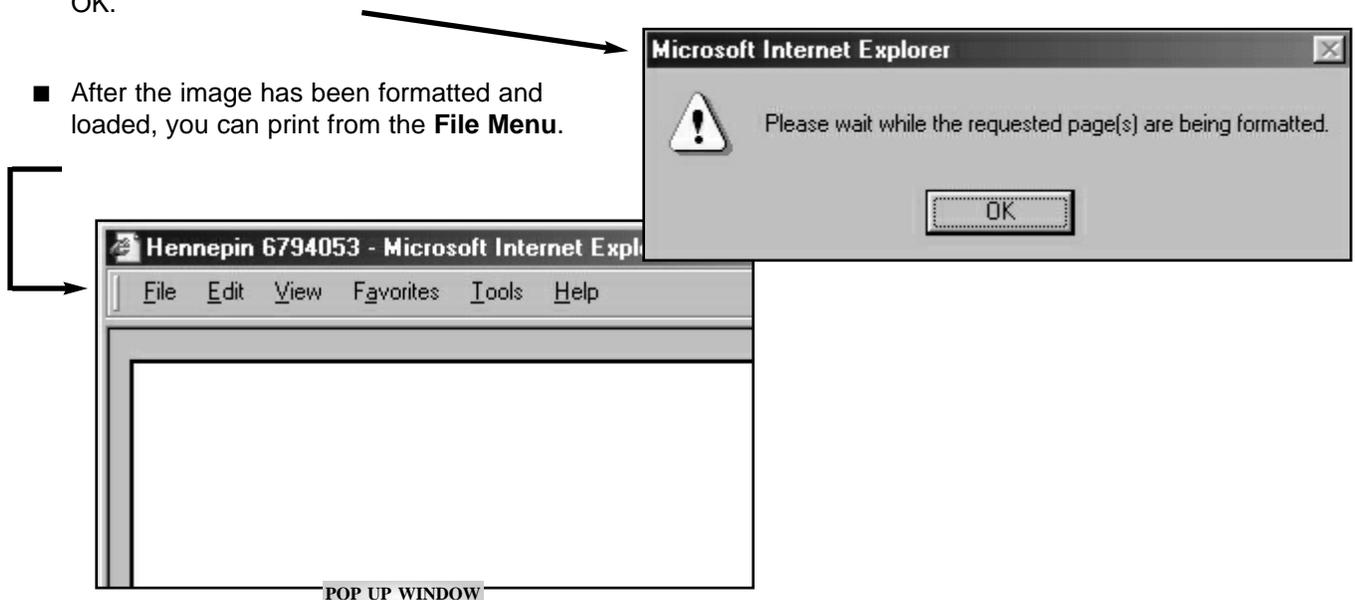
- Click the **PRINT** button.
- Choose between low resolution (Lo-res) and high resolution (Hi-res) printing. It defaults to high resolution.
- Click **RETRIEVE**.

▶ Lo-Res Printing

- An adjustable window will pop up.
- Then a window will pop up asking you to wait while the image is formatted. Press **OK**.
- After the image has been formatted and loaded, you can print from the **File Menu**.

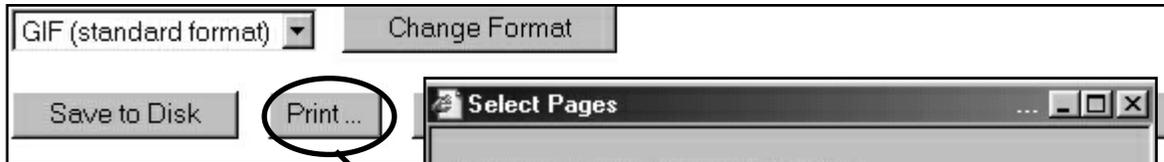
▶ Hi-Res Printing

- An adjustable window will pop up, which contains the imaged pages of the document, and then disappear after the image has printed.

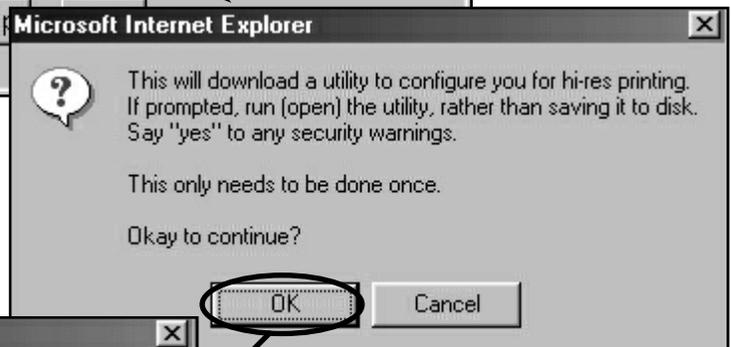
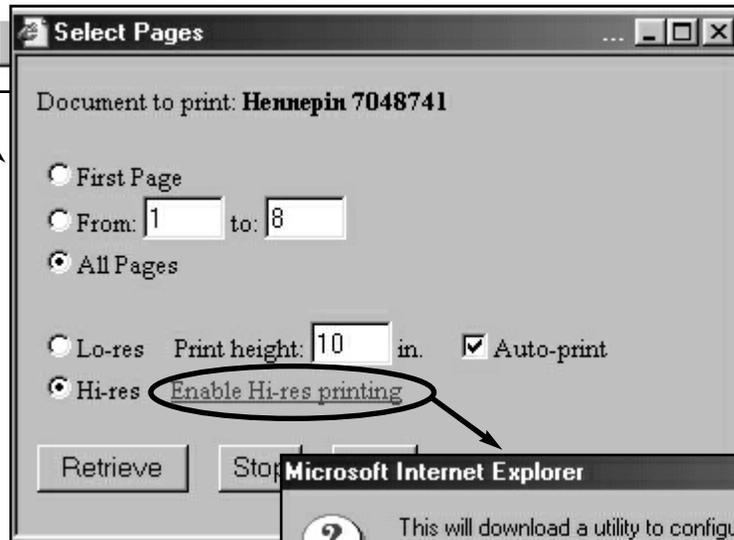


PRINTING DOCUMENTS CONTINUED

- ▶ If you have never printed from the Old Republic on-line title search web site and you would like to print documents in hi-res (best quality) you will be prompted to download a utility to configure your hard-drive for hi-res printing.

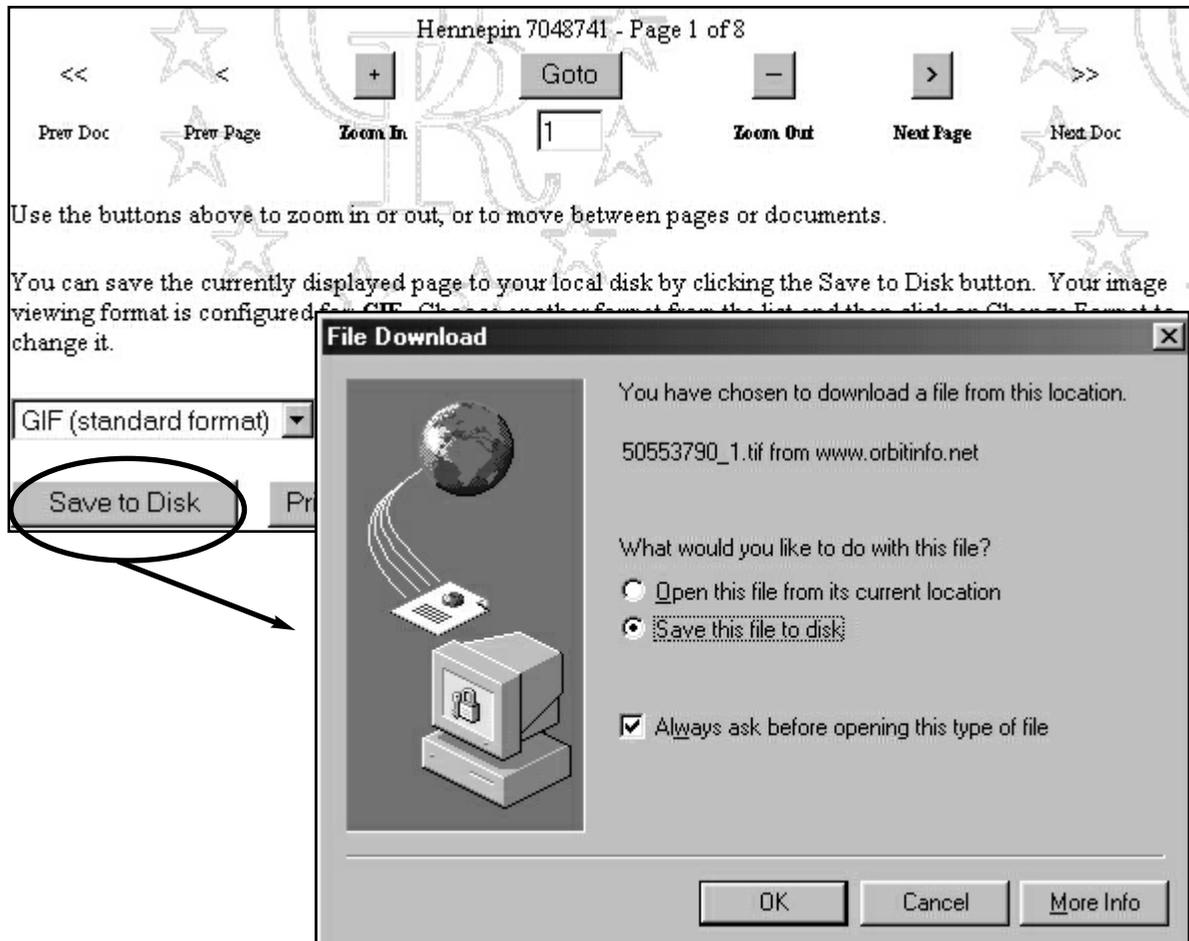


- If you enable high resolution printing you will be asked to download a utility to configure your computer for hi-res printing.
- If prompted run (open) the utility, rather than saving it to disk. Say "yes" to any security warnings. This will only need to be done once.



SAVING IMAGED DOCUMENTS

- ▶ The only time you are able to save a document image to your hard drive or a disk is when you are viewing the imaged document.



- Click **SAVE TO DISK** from the **Imaged Documents Toolbar** and follow the prompts.

TITLE BASKET

The Title Basket of the Old Republic on-line title search web site is a convenient, text-based informational storage system.



[Main Menu](#)

[Name Search](#)

[Property Search](#)

[View Doc](#)

[\[Title Basket](#)

[Messages](#)

[Email Us](#)

ADDING RECORDS TO THE TITLE BASKET

- ▶ The only way to add information and entries/records to your **Title Basket** is by doing a name and/or property search. The only way to access your title basket is via the left-hand navigation.
- ▶ As described in previous chapters, you can add entries to your **Title Basket** at either the search results or the property match detail.

Matching Properties

Search conditions:
 County: **Hennepin** From: 7/3/85 To: 5/1/01
 Book: **239** Page: **50**
 Block: **8** Lot: **8**

The following matches were found. Click the checkbox next to the items you wish to view or add to your title basket, then click the View Docs or Update Title Basket button. To show details on an item, click on the name.

Grantor Grantee	Instrument	Doc#	Dated	Recorded	Block	Lot
<input checked="" type="checkbox"/> HARTLE, GEORGE G. DECD BERNS, CATHERINE M. PER REP	WILL & LETTERS	5802181		7/17/91	8	8
<input type="checkbox"/> SMITH, JAMES A. & JOAN C. HOW RICHFIELD BANK & TRUST CO.	AR	5802184	6/12/91	7/17/91	8	8
<input type="checkbox"/> HARTLE, GEORGE G. MARRIED, DECD BY PER REP SMITH, JAMES A.	PROBATE DEED	6803283	6/4/91	7/17/91	8	8
<input type="checkbox"/> BLUE CROSS ANIMAL HOSPITAL, LTD. FIRST BANK NATIONAL ASSOCIATION	FS	6029371		1/25/93	8	8
<input checked="" type="checkbox"/> FIRST BANK NATIONAL ASSOCIATION BLUE CROSS ANIMAL HOSPITAL, LT	TERM FS	6029371	6/5/97	6/26/97	8	8
<input checked="" type="checkbox"/> RICHFIELD BANK TRUST CO. SMITH, ETAL	SAT MTG	5802183	7283996	4/10/00	8	8
<input checked="" type="checkbox"/> HANLEY, MICHAEL T. & HANLEY, MEGAN N. FKA HUTCHES MEGAN N. FIRSTAR BANK, N.A.	MTG	\$20,000.00	7271994	2/8/00	8	8

no more matches

RESULTS SCREEN

SELECTING DOCUMENTS TO ADD TO THE TITLE BASKET FROM SEARCH RESULTS

- At the **Search Results** screen, place a checkmark in the box to the left of the entry you would like to include in your **Title Basket**.
- Click **UPDATE TITLE BASKET** to add the entries to your **Title Basket**. The screen will refresh, letting you know your **Title Basket** has been updated.

Title Basket Updated

Search conditions:
 Subdivision: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
 County: **Hennepin**
 Book: **239** Page: **50**
 Block: **8** Lot: **8**

ADDING RECORDS TO THE TITLE BASKET CONTINUED

► You can also add an entry to your **Title Basket** from the property match detail screen.

Property Match Detail

County: **Hennepin**
Subdiv: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
Document#: **7271994**
Instrument: **MTG \$20,000.00**
Grantor: **HANLEY, MICHAEL T. & HANLEY, MEGAN N., FKA HUTCHNS, MEGAN N.**
Grantee: **FIRSTAR BANK, N.A.**
Book#: **239** Page#: **50** Block: **8** Lot:
Dated: **2/8/00** Recorded: **3/13/00**

[Add to Title Basket](#) [View Document](#) [Continue](#) [Another Search](#) [Message](#)

- At the property match detail screen, click the **ADD TO TITLE BASKET** button.
- The screen will refresh, informing you that your title has been updated with the additional information.

Title Basket Updated

County: **Hennepin**
Subdiv: **BUTLERS BROOKSIDE ADDITION TO MINNEAPOLIS**
Document#: **7285996**
Instrument: **SAT MTG 5802183**
Grantor: **RICHFIELD BANK TRUST CO.**
Grantee: **SMITH, ETAL**
Book#: **239** Page#: **50** Block: **8** Lot: **8**

PREVIEWING THE TITLE BASKET

Title Basket Preview

Text to show at the top of the Title Basket.
You may change or add additional information to the Title Basket header.

Date: 12/26/00
County: Hennepin

HEADER FIELD

Preview
Clear Basket
Restore Header
Continue Name Search

TITLE BASKET TOOLBAR

- To look at the items you added to the **Title Basket**, click **TITLE BASKET** in the left-hand navigation bar. This will bring up the **TITLE BASKET PREVIEW** screen as shown below.
- To modify the header, place the cursor in the header field and begin typing. To look at the entries in your basket select **PREVIEW**.

TITLE BASKET TOOLBAR DEFINITIONS

Button	Description
Preview	Click PREVIEW to examine the Title Basket contents.
Clear Basket	Click CLEAR BASKET to remove the contents from your Title Basket . The Title Basket must be cleared manually. If you would like separate Title Baskets for each of your searches, complete one search, save or print your Title Basket information, then, click CLEAR BASKET to start over.
Restore Header	To restore the original header, click RESTORE HEADER .
Continue Prop. Search	This button will change according to where you last were in the web site. By clicking this button, it will return to your Search Results screen.
Continue Name Search	

TITLE BASKET CONTENTS AND SAVING TITLE BASKET INFORMATION

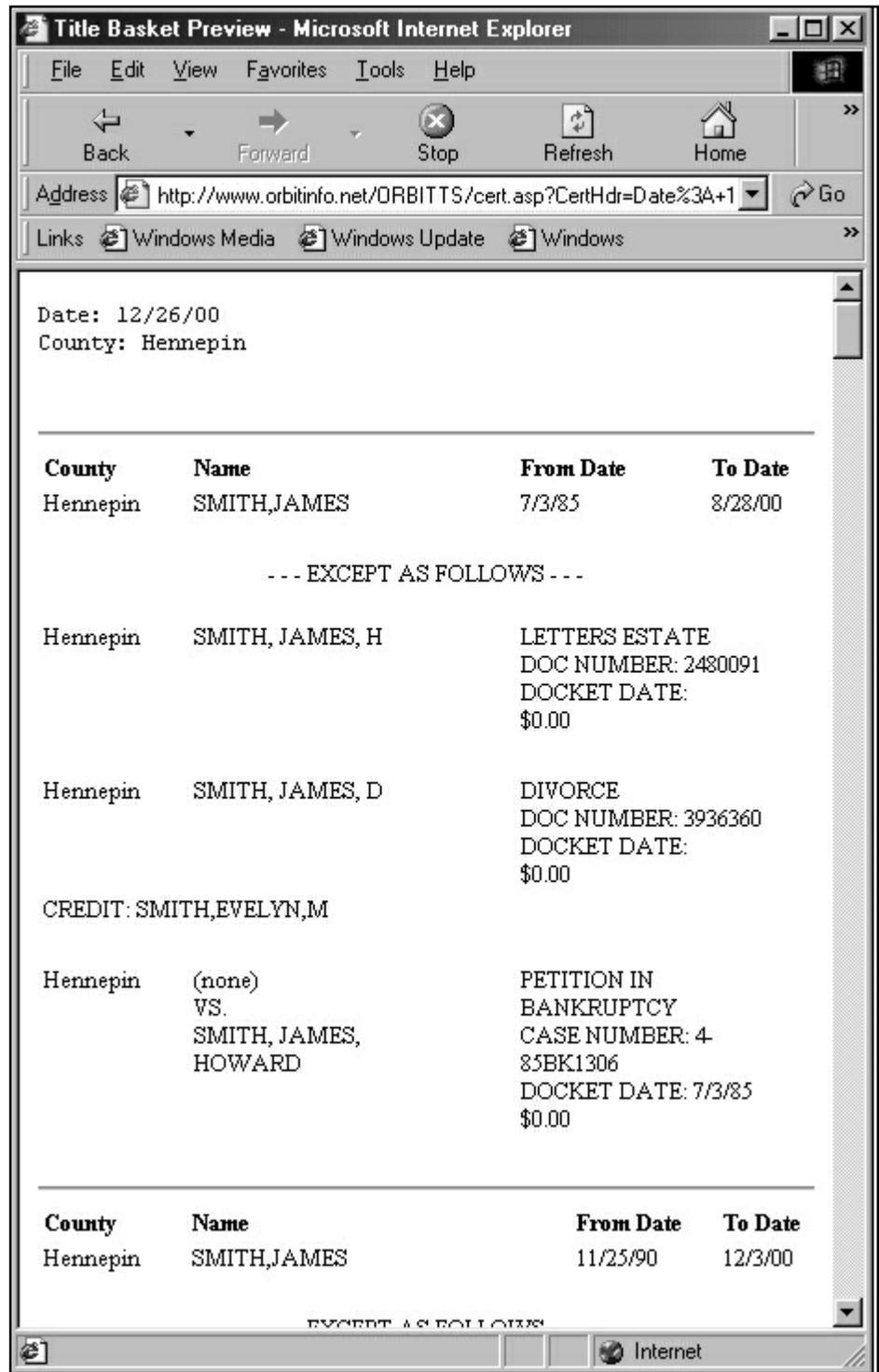
- ▶ To preview the information in your **Title Basket**, scroll down the web page.
- ▶ You can save the information contained in the **Title Basket** by printing it or saving it to a file.

SAVING THE INFORMATION

- Highlight **SELECT ALL** with either a right-click or from the **EDIT** menu.
- With either a mouse right-click or from the **EDIT** menu, choose **COPY**.
- **PASTE** the information into a word processing program.
- You can also save the information in your Title Basket as an HTML file by selecting **SAVE AS** from the **File Menu**.

PRINTING TITLE BASKET CONTENT

- At the **File Menu** in your web browser, select **PRINT**.



Date: 12/26/00
County: Hennepin

County	Name	From Date	To Date
Hennepin	SMITH,JAMES	7/3/85	8/28/00
--- EXCEPT AS FOLLOWS ---			
Hennepin	SMITH, JAMES, H	LETTERS ESTATE DOC NUMBER: 2480091 DOCKET DATE: \$0.00	
Hennepin	SMITH, JAMES, D	DIVORCE DOC NUMBER: 3936360 DOCKET DATE: \$0.00	
CREDIT: SMITH,EVELYN,M			
Hennepin	(none) VS. SMITH, JAMES, HOWARD	PETITION IN BANKRUPTCY CASE NUMBER: 4- 85BK1306 DOCKET DATE: 7/3/85 \$0.00	
County	Name	From Date	To Date
Hennepin	SMITH,JAMES	11/25/90	12/3/00
EXCEPT AS FOLLOWS			

TITLE BASKET CONTENTS