TriMin

Government Solutions

Users Guide

LandShark

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Overview

*Land*Shark is an application providing Web access to information contained in the Land Records Management System at your county. Information you receive through LandShark is **EXACTLY** the same as it would be if obtained in person at the county.

This user guide is intended for use by the general public or title companies. **Because counties and states configure their LandShark application differently, some of the information contained in this guide may not be applicable to the LandShark application you are using.** It is our hope that this guide will serve as a general reference. Please contact your county recorder/register of deeds if there are any further questions.

Just as your county recorder/register of deeds charges a fee for document retrieval, LandShark charges fees for documents that are viewed and/or printed. These fees are set up by the county recorder/register of deeds at each county. Typically, the user saves money by accessing documents electronically through LandShark rather than requesting documents manually at the register's office. Contact your county recorder/register of deeds/register of deeds for a fee schedule.

Chapter 1 LandShark Basics

This section provides the key details you need to use LandShark.

Read this section to find out:

- What hardware and software you need to use LandShark
- How to log in and exit the LandShark system
- How to navigate through LandShark
- How to interpret system messages
- How to get help
- Definitions of terms used in LandShark

1.1 Hardware and Software Requirements

LandShark is a browser-based application. This means that the application can be
accessed from any computer that has the following software installed:

- Compatible web browsers include:
    - Microsoft Internet Explorer 5.01 or greater
    - Netscape 6.0 or greater
    - Mozilla 1.0 or greater
    - Apple Safari 1.0 or greater
    - Recent versions of Opera should work but have not been tested
- Adobe Acrobat Reader for viewing images. You can download and install
  Acrobat reader for free by going to http://www.adobe.com .
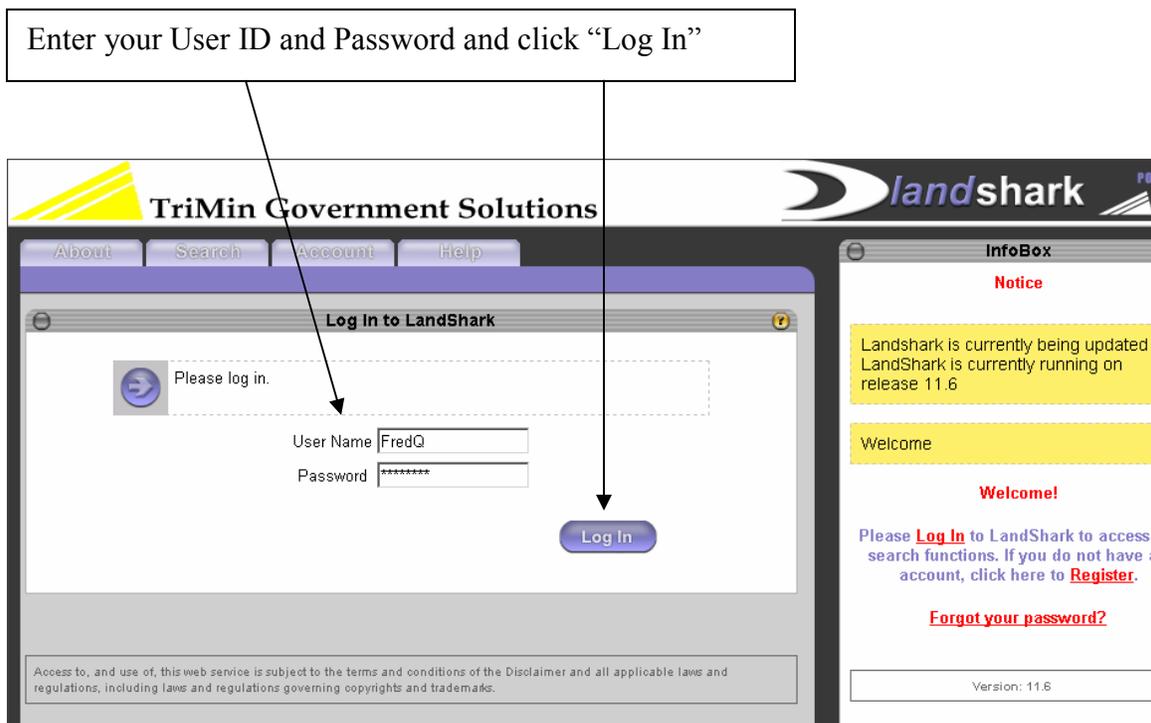
1.2 Logging In

Prior to using LandShark, all users must register. The registration process differs slightly depending on how you will pay for transactions you make on LandShark.

Users who have an escrow account set up with the county or who pay a monthly subscription will be given a user ID and password. Credit card users will be asked to create a user ID and password during the registration process.

Escrow Account and Subscription users:
If you are using an escrow account or monthly subscription to pay for transactions, either the county recorder/register of deeds or an administrator in your company has provided a user ID and password.

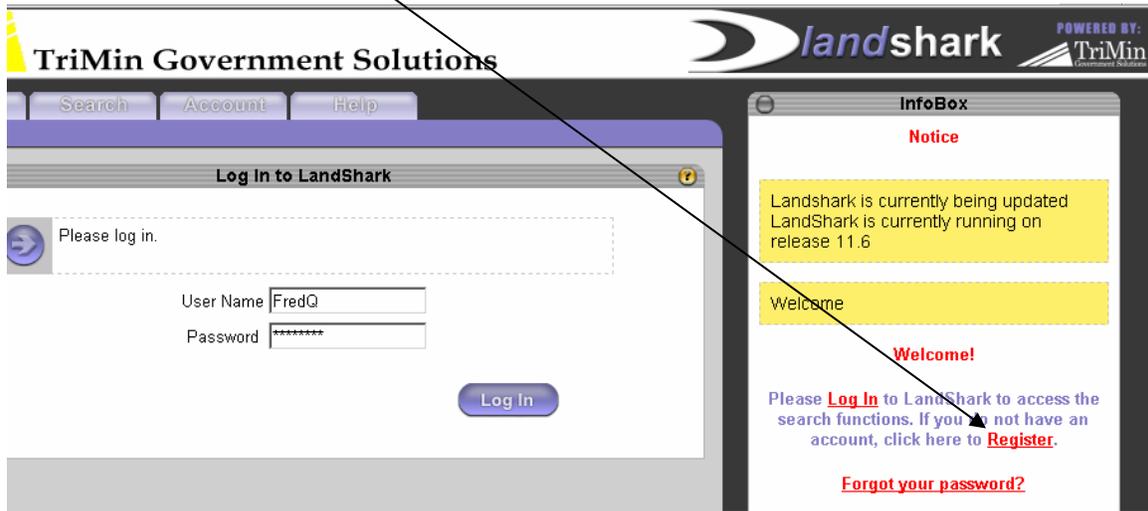Enter your User ID and Password and click "Log In"

Credit Card Users

If you are using a credit card to pay for transactions, you must first register to create an account, user ID and password.

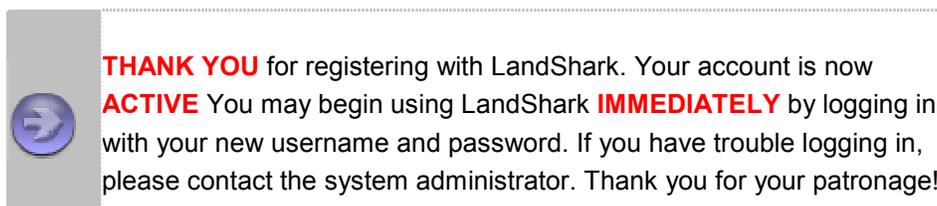Click on the "Register" hyperlink to reach the registration page.

Fill out the form and click "Ok". Red text indicates required information.

Account Information

User ID	
Password	[At Least 6 Characters Required]
Retype Password	

User Profile

First Name	
Last Name	
Company	
Address	
City	
State	
Zip Code	
Email	
Retype Email	
Phone No.	
Fax No.	

Ok

After successfully completing the registration page, the following message appears:

THANK YOU for registering with LandShark. Your account is now **ACTIVE** You may begin using LandShark **IMMEDIATELY** by logging in with your new username and password. If you have trouble logging in, please contact the system administrator. Thank you for your patronage!

You now may enter your new user ID and password to access the system.

1.3 Forgotten Password

If you forget your password, you can get a new one by clicking on the "Forgot your password?" link on the Login page.
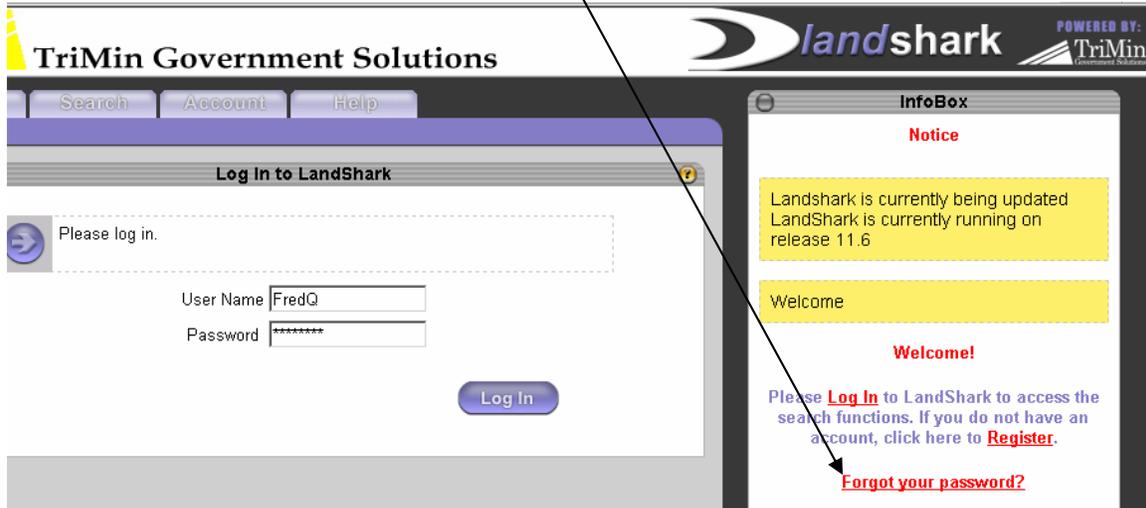
Enter your user ID and email address that you entered during registration and click Ok.

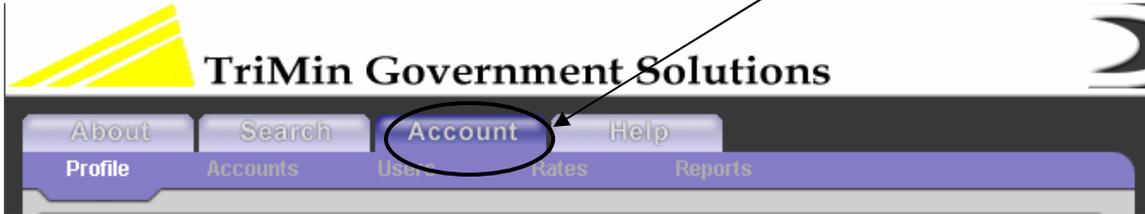Your new password will be sent to the email address you entered.

1.4 Changing Your Password

Users may change their password at any time by selecting the *Account* tab.

Enter a new password and confirm it. Then click ok.

1.5 Logging Out

> To exit LandShark, click the Log Out button on the right side of the screen.
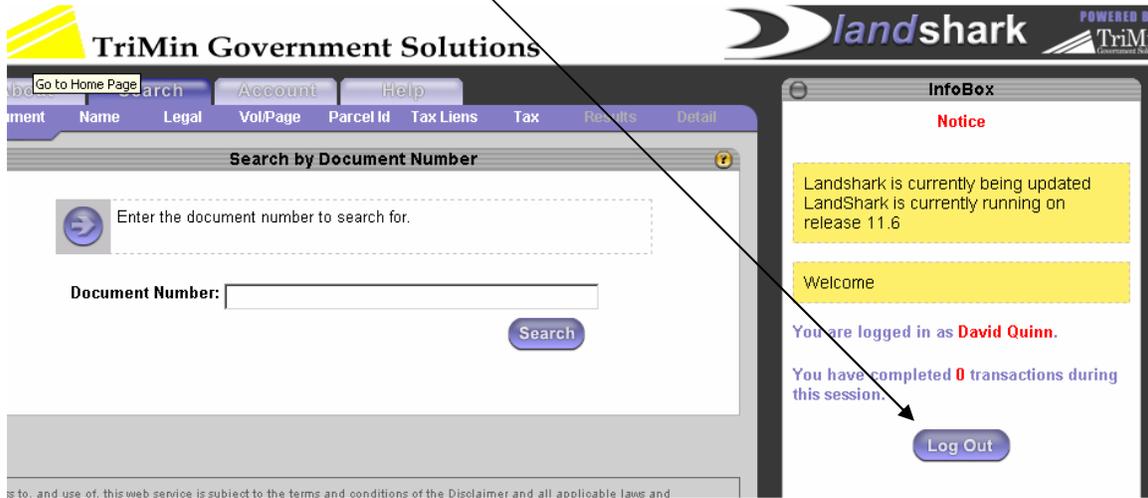
A log off procedure page will appear which summarizes the transactions and amount that will be charged to your escrow account or credit card.

> After reviewing this page, click Log Out again.

> You have the option to click View Statement to view a detailed list of transactions.

1.6 LandShark Menus and Navigation

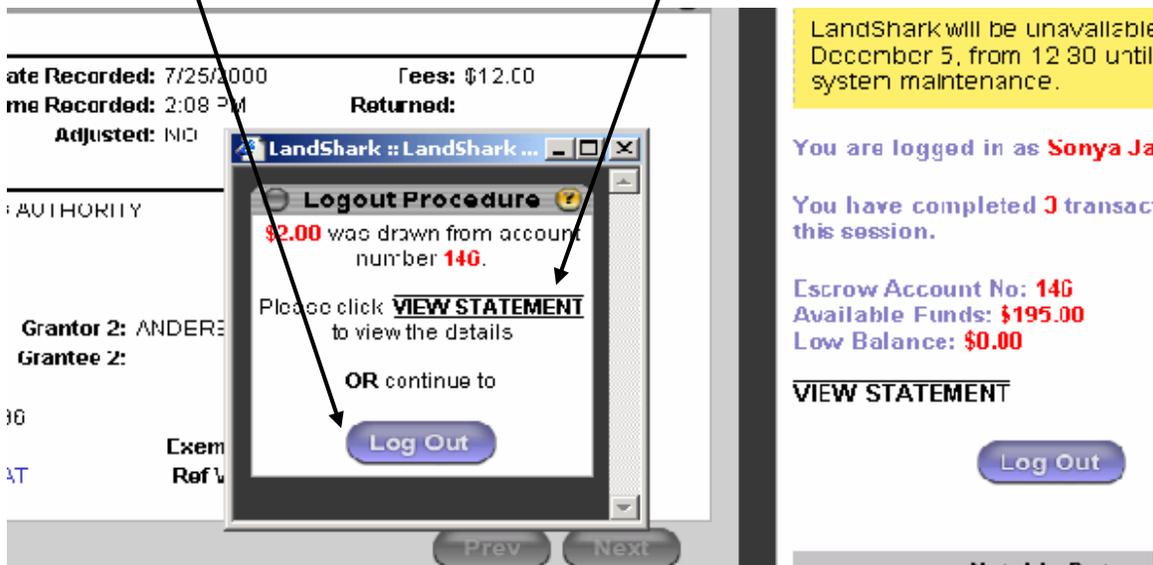The LandShark application is divided into tabs that represent the major functions of the application.

Search

After logging in, this is the tab that every user lands on first. Select a sub tab depending on which type of search you would like to perform.
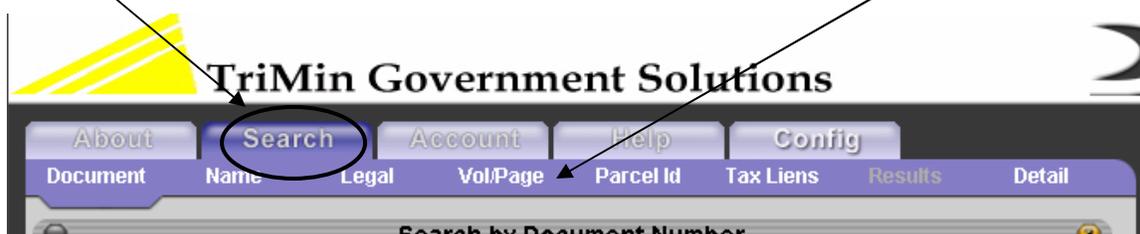
Document
This tab enables you to search Abstract and/or Torrens documents by entering the document number.

Name
Users can search Abstract or Torrens documents by entering the Grantor or Grantee name. Additional information, such as document type, instrument group and/or starting date may be entered to narrow down the search.

Legal
This tab enables users to search by legal description. Users enter the document type (Abstract or Torrens), search order, instrument group, matching type (normal or exact) and starting date.

The user must then select a search type: metes and bounds, Plats or condos.

To learn more about legal searches, see the section on legal searches on page 22.

Vol/Page
Users can search by the volume (or book) and the exact page number where the document is located

Parcel Id
To review the history of a particular piece of property, users can search for all documents that reference the parcel identification number (or parcel ID) of a property.

Tax Lien
Users can look up information about State and Federal Tax Liens filed against taxpayers' property.

Torrens
Use this search when you know the Torrens certificate number of the document you wish to view.

Results
A results list is displayed when multiple documents matching your search criteria are found. Select from the results list the individual documents to you wish to view.

Detail
All details on file for a document are displayed. Tabs are highlighted when additional information is available for viewing.

About

This tab gives users information about the LandShark application, the county recorder and it also may contain information that may be helpful to LandShark users.

This tab is edited and maintained by an administrator at the county recorder/register of deeds's office.
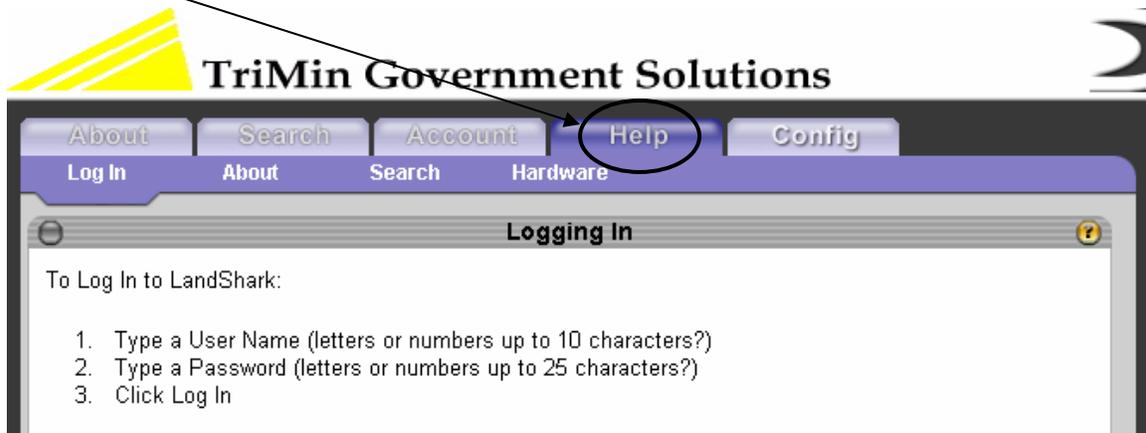
Account

> Use this tab to edit your registration information.
> Administrators can update accounts, users, rates and reports from this tab.

Most users will be able to access their profile information from this tab. Users may edit their personal information and **change their password** from this tab.

Help

> This tab contains reference information for the following:

Login
Contains information on how to login to LandShark.

About
Contains information about the county recorder/register of deeds, LandShark and the county's Land Records Management system.

Search
Describes the various searches that may be performed using LandShark.

Hardware
Describes the hardware requirements for using LandShark.

This tab is edited and maintained by an administrator at the county recorder/register of deeds's office.

1.7 System Messages

The right side of your screen tells you the following important details about the LandShark session you are running:

InfoBox
The top of the InfoBox contains information such as notices from the recorder's office, who you are currently logged in as, and how many transactions you have completed during the session.

If you are logged in as a credit card user, you are also given information about your preauthorized amount, how much has been charged to your credit card, and your remaining balance.

If you are logged in as an escrow account user, you are given information about your available balance and have the option to view a statement summarizing your transactions.

Notable Dates
Documents received in the recorder's office are first registered, then recorded and Indexed, and finally (and optionally) verified in the Land Records Management System.

These three steps rarely happen on the same day. For this reason, documents displayed may be at any one of these steps in the process. To find out whether the document you want to view has been verified or posted, check out the Notable Dates section.

The Notable Dates section also displays the earliest indexed date. If the document you are searching for was recorded prior to this date, you need to use a different means of gaining access.

InfoBox

Notice

Landshark is currently being updated
LandShark is currently running on release 11.6

Welcome

You are logged in as **Randy Haupert**.

You have completed **0** transactions during this session.

Preauthorized Amount: **$0.00**
Amount Used: **$0.00**
Amount Remaining: **$0.00**

Log Out

Notable Dates

Posted Through Date
04/01/2005
Verified Through Date
04/01/2005
Earliest Indexed Date
01/01/1875

1.8 Terms Definition

The LandShark application uses some terms that may not be immediately familiar to you. The list below defines these terms.

Document number
The Land Records Management System automatically assigns a *document number* to each document you register. This number is then used to index and track the document in the system.

Document Type
Some states record both Abstract and Torrens documents. If your state, records Torrens documents, you have the option to select either Abstract or Torrens from the Document Type drop-down. If your state does not record Torrens documents, you will not have the Document Type drop-down.

Grantor
The *grantor* on a document is the person who grants the transaction. Usually, this means the one selling a parcel of land, but it can be the grantor of a will, or a lien. A document may list more than one grantor.

Grantee
The *grantee* is the person receiving the grant of the transaction (or tract of land). Again, a document can list more than one grantee.

Instrument
An *instrument* is a binding legal document that conveys an agreement or action.

Instrument Group
Each document (or instrument) is classified into an instrument group. You can conduct searches on all instrument groups or narrow your search to only certain types of documents.

Parcel ID
Parcel ID is a unique identifier given to a single document. You may use Parcel ID to search for a document in LandShark.

Search Match
This is a selection criterion in legal searches. Normal matching lists any document whose legal description includes this property. Exact matching lists only documents whose legal description is an exact match.

Search Order
An ascending search order lists documents in oldest to newest order. A descending search order lists documents in newest to oldest order.

Starting Date
Starting Date refers to the date the document or documents were filed in the recorder/register of deed's office. If you enter a starting date, only documents filed on or after the date you supply will appear.

Tax Age   This is a selection criterion in tax lien searches. Liens are divided into those that are considered current (filed within the last 10 years) and those that are old (10 years or older). This division helps limit the number of documents that are returned in a tax lien search.

Torrens   In LandShark, Torrens referrs to a document type. Some states have a System of registration of land titles resulting in the creation of a Certificate of Title with all subsequent transactions affecting the property noted upon the certificate. If your state does not have Torrens documents, you will not see Torrens options in LandShark.

Chapter 2 User Guide

This section provides information on how to conduct searches in LandShark.

Read this section to find out how to conduct the following searches:

- Document Number
- Name
- Legal Description
- Volume and Page
- Parcel ID
- Tax Lien
- Torrens

This section also contains the following information:

- What is contained in the document details screen
- What is contained in the results screen
- How to interface to your county's tax system
- How to interface to your county's GIS system

2.1 Document Searches

Use this search when you know the numerical register of the document you want to view. By providing a valid document number as search criteria, you bring up a detail view of the document.

1. If displayed, select Abstract or Torrens from the Document Type drop down.

2. Type the document number assigned by the Recorder's/Register's office

3. Click the Search button

Do not precede the document number with an A or T character.

If the document number you supply is found, the Document Detail page is displayed.

If you do not know the document number, or it is not found, try searching by name or legal description

2.2 Name Searches

Use this search when you want to view documents that reference a particular grantor/grantee, or buyer/seller name. By providing all or part of the name as search criteria, the system displays a results list of matched documents sorted by name.

1. Type the name or partial name you are searching for in the format shown (i.e. last name followed by first name).

2. Select an instrument group (Optional). This narrows your search to only certain document types.

3. Change the Starting Date (Optional). Only documents filed in the recorder's office on or after the date you supply will appear.

4. Click the Search button.

Any documents found matching your search criteria will be listed alphabetically on a Results page. Select from this list, or narrow down your search by clicking the Back button on your Internet browser and entering more detailed search criteria.

2.3 Legal Searches

To review the history of a particular piece of property, you can search for all documents that reference the legal description of that property. By providing all or part of the legal description as search criteria, you can bring up a list of the documents sorted by legal description. You can then select from this list the individual documents to view.

1. Select a **Search Order**

   o Ascending: list documents in oldest to newest order

   o Descending: list documents in newest to oldest order

2. Select an **Instrument Group** to narrow your search to only certain documents (OPTIONAL)

3. Select a **Search Match**:

   o Normal: list any document whose legal description includes this property

   o Exact: list only documents whose legal description is an exact match

4. Change the **Starting Date** to narrow your search to only those documents filed in the recorder's office on or after the date you supply (OPTIONAL)

5. Select a **Search Type**:

   o Metes & Bounds: Click here to enter Section, Township, Range, Quarter sections Other Lot Code and Lot

   o Platted: Click here to enter Subdivision, Block, Lot, Other Lot Code

   o Condominium: Click here to enter Condominium, Building, Unit, Garage

   For each search type, you can either type the search criteria or use the 'locators' to help you enter the property description you are looking for.
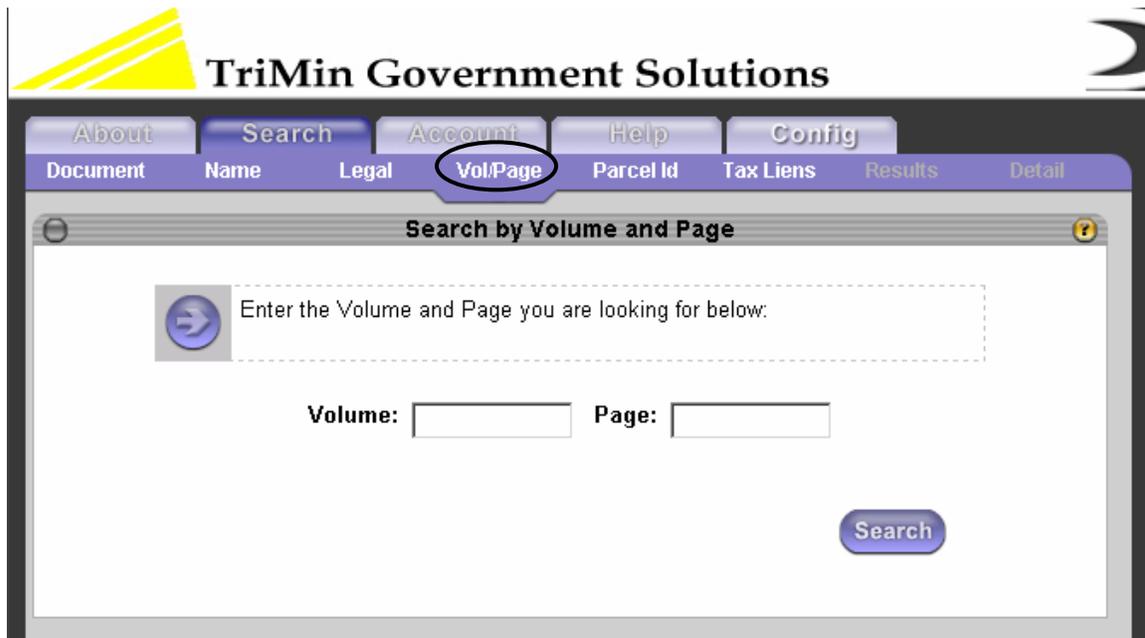
6. Click the Search button.

Guidelines for Searching Legal Descriptions:

- Fill in the metes and bounds description or the platted description, but only one.

- You can search for documents by supplying only a partial description. For example, to search for a particular plat number, regardless of the block and lot, fill in just that plat number. On the screen that appears, all documents that reference the plat number you entered are listed. You can then select the documents you wish to view. Or, to view all documents for a particular section, township and range, enter just those values. The resulting screen lists all documents that reference that section, township and range.

- You can enter an "Other Lot Code" with either a platted or a metes and bounds description.

2.4 Volume and Page Searches

In some County recorder/register of deedss' offices, each official copy of the document is filed in a book that is stored in the office. In LandShark, you may enter, for each document, the number of the volume (or book) and the exact page number where the document is located.

1. Enter the Volume.
2. Enter the Page.
3. Click the Search button.

Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.5 Parcel ID Searches

To review the history of a particular piece of property, you can search for all documents that reference the parcel identification number (or parcel ID) of a property. By providing the parcel ID as search criteria, you can bring up a list of documents that reference that parcel ID number. You can then select from this list the documents you wish to view.

1. Type the parcel ID number.

2. Select an instrument group (Optional). This narrows your search to only certain document types.

3. Change the Starting Date (Optional). Only documents filed in the recorder's office on or after the date you supply will appear.

4. Click the Search button.

Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.6 Tax Lien Search

Select Tax Liens to look up information about State and Federal Tax Liens filed against taxpayers' property. You can look up lien details by document or lien number, or by up to the first 36 characters of the taxpayer's name. You can also search for liens filed within a date range. The methods of searching you choose depend on the information you want to view.

1. Select a tax age – Current or Older Than Expiration.
    a. Liens are divided into those that are considered current (filed within the last 10 years) and those that are old (10 years or older). This division helps limit the list of liens you need to scroll through to find the entry you want.
2. Select a search type and enter search criteria.
    a. **Date Range**: Search by date when you want to limit your search to a given timeframe.
    b. **Document Number**: Select Abstract, Torrens or All documents and enter the exact document number.
    c. **Lien Number**: Enter the exact Lien number
    d. **Tax Payer's Name**: Type the name or partial name of the taxpayer you are searching for (last name followed by first name).
3. Click the Search button
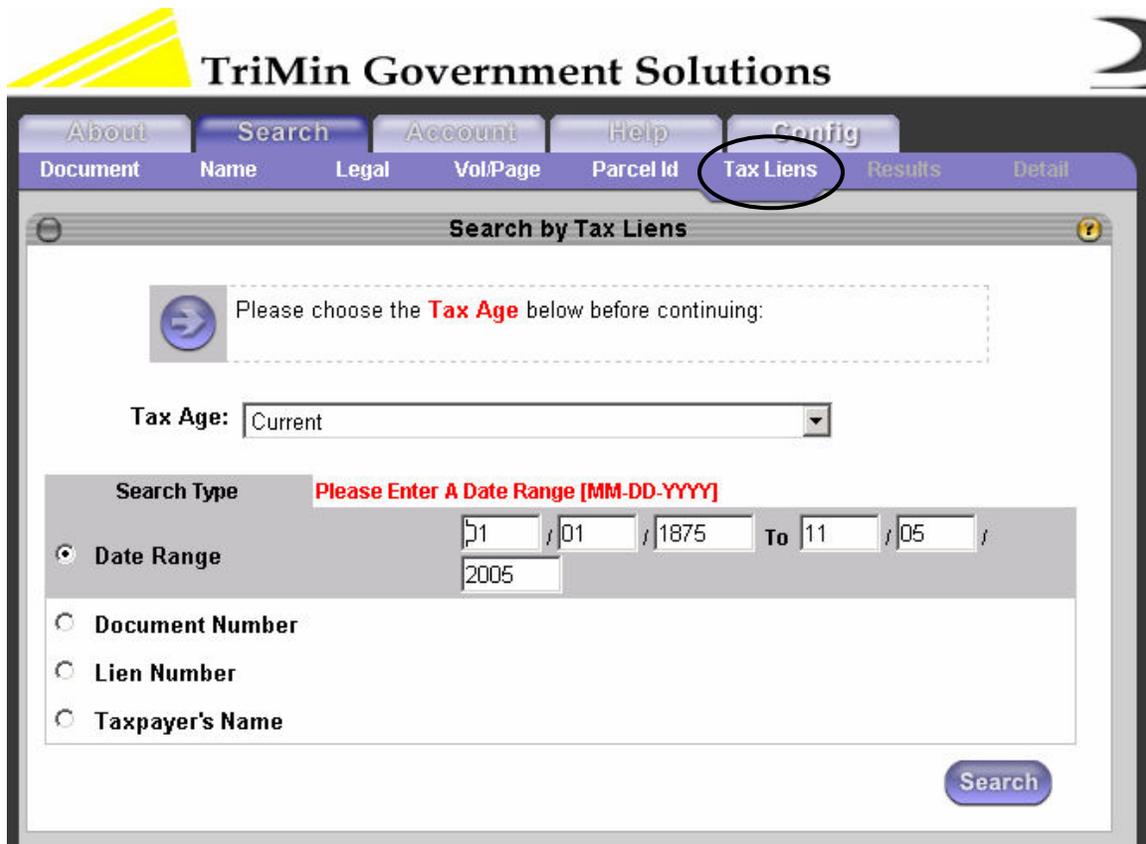
Any documents found matching your search criteria will be listed on a Results page. Select from this list the documents you wish to view.

2.7 Torrens Search

Use this search when you know the Torrens certificate number of the document you wish to view. By providing a valid certificate number as search criteria, you bring up a detail view of the document.

1. Type the certificate number assigned by the Recorder's/Register's office.

2. Click the Search button.

If the Torrens certificate number you supplied is found, the certificate is displayed:

2.8 Document Details Screen

There are several ways to view document details:

Single Search Result: When conducting any search where only one document is returned, the document details screen will display automatically after the user clicks the Search button. An example of this is when the user searches by document number. Only one document matches the document number, so the document details are displayed immediately

Document Number hyperlink: When a list of documents is returned in search results, each document number is displayed as a hyperlink. Click the hyperlink to view that document's details.

Checkbox: Click one, several or all checkboxes to the right of a result list, then click on the Detail menu item on the top right of the Search tab. Document details are listed in the order the documents appear in the results list. Scroll down to view additional document details.

From each document details screen, any of the following tabs may be highlighted depending on whether there is additional information about the document you are viewing.

Image: Click to view an image

Certificate: Click to view the Torrens certificate (Torrens documents only)

Legals: Click to view the legal description for this property

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About	Search	Account	Help	Config
Document	Name	Legal	Vol/Page	Parcel Id	Tax Liens	Results	Detail

Display Details for Document #A299045

A299045

Instrument Code: SAT	Date Recorded: 6/23/2003	Fees: $11.00
Instrument Date: 3/6/2003	Time Recorded: 10:35 PM	Returned: ELECTRONIC DOC
Verified: YES	Adjusted: NO	

Detail

Returned To: EDUCATOR'S CREDIT UNION
Address 1: 1212 WILLOW LANE
Address 2:
City/St/Zip: APPLETON, WI 57887
Grantor 1: SOLID GOLD MORTGAGES   Grantor 2:
Grantee 1: CARTER FRED   Grantee 2: CARTER DAVID A
Comments:

Cartridge:	Volume:	Page:
Transfer Fee:	Mortgage:	Exempt Code:
Reference: A279056	Ref Inst: MTG	Ref Vol/Page: 289/106

Image
Certificate
Legals
Grantor/ees
Comments
Prev. Ref

Grantor/ees: Click to view additional grantors or grantees associated with this document
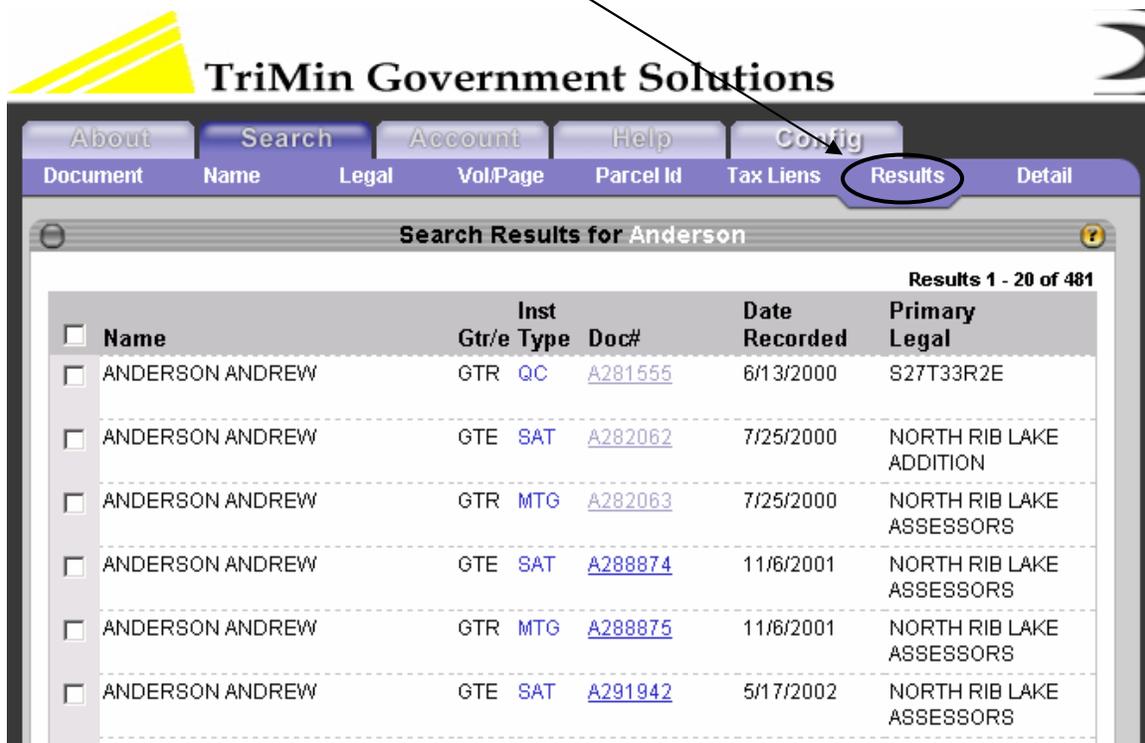
Comments: Click to view comments

Prev. Ref: Click to view additional reference documents

2.9 Results Screen

When navigating through any document details screen, it is easy to click away from your original search results. This often happens when a user views legal descriptions or reference documents for a specific document within the results list.

> To return to the list of documents that matched your most recent search, click on the Results link at the top right side of the Search tab. A list of the documents that match your most recent search results will be displayed.

2.10 Connecting to your county's Tax or GIS system

If your county has a web based Tax or GIS system, LandShark can integrate with them.

If this integration exists Tax/GIS buttons will light up during a LandShark detail search. If you click on the tax button a tax statement can be displayed for that Parcel ID. Clicking the GIS button will display a map for that Parcel.

Additionaly, Tax and GIS tabs may be present in the main menu navigation.

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