

## **How to look up Deeds, Mortgages and other documents recorded in the Public Records.**

The presentation this week is on how to use the internet to look up and view documents recorded by the Clerk of the Circuit Court. To begin the search go to [www.miamidade.gov](http://www.miamidade.gov). Then click on *Clerk of the Courts* in the window on the upper right side of the page. This will take you to home page for the Clerk. Next click on *Search Recorded Documents* in the middle left side of the page. Select and click on *Standard Record Search*. The search window will show four ways to search the public records.

The first is by the Name of the party, the second by the Clerks File Number, the third by Recording Book and Page and the fourth by the Plat Book and Page. If possible all documents that are recorded are indexed by these four criteria.

If you only know the name of the party you can use Name of Party search. The problem with this search is that there are so many similar names that in can be difficult to find the correct name.

The second and third search is if you know the Clerks File Number or Recording Book and Page (O/R). If you don't have the File Number or O/R, you can search tax ownership records starting from [www.miamidade.gov](http://www.miamidade.gov) and if the property was recently purchased the Recording Book and Page is shown on the first line in the table "Sales Information".

The fourth search is based on the legal description which is a little more difficult. To do this search you must enter the Plat Book and Page number from the legal description. The legal description is in last line of the table Property Information.

After you have found the document you are interested in click on the icon on the left side in the column "img" and you can view the document. A special thanks to the Clerk of the Circuit for this special service.

Enjoy...next time, how to look up real estate taxes.

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