



Seminole County Clerk of Circuit Court

OFFICIAL RECORDS WEB SEARCH USER GUIDE

NEW OFFICIAL RECORDS WEB SEARCH URL

<https://Recording.SeminoleClerk.org/duprocesswebinquiry>

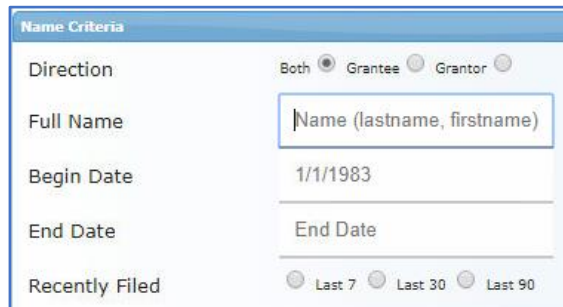
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Searching

Searching by Name

1. Enter in Full Name (Last Name, First Name)
2. Enter a date range to help narrow down your search results or select of the Date options: Last 7 Days, Last 30 Days, Last 90 Days)



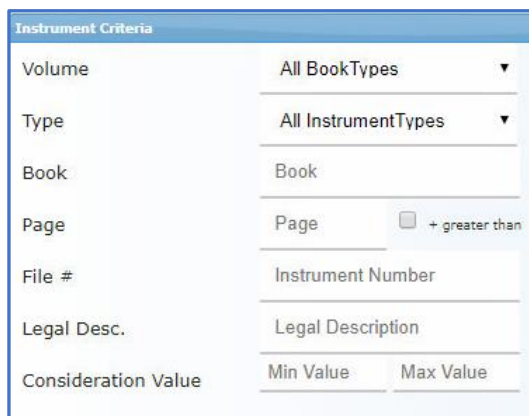
The 'Name Criteria' form contains the following fields and options:

- Direction:** Radio buttons for 'Both' (selected), 'Grantee', and 'Grantor'.
- Full Name:** A text input field with the placeholder text 'Name (lastname, firstname)'.
- Begin Date:** A date input field containing '1/1/1983'.
- End Date:** A date input field with the placeholder text 'End Date'.
- Recently Filed:** Radio buttons for 'Last 7', 'Last 30', and 'Last 90'.

3. Press **ENTER** or Click **SEARCH RECORDS**.

Searching by Document Information

1. Enter any or all of the following information:
 - a. Book Type (If left blank all book types will be searched)
 - b. Book & Page Number
 - c. Clerk File Number
 - d. Any part of the legal
 - e. Consideration Range for Sales



The 'Instrument Criteria' form contains the following fields and options:

- Volume:** A dropdown menu showing 'All BookTypes'.
- Type:** A dropdown menu showing 'All InstrumentTypes'.
- Book:** A text input field containing 'Book'.
- Page:** A text input field containing 'Page', followed by a checkbox and the text '+ greater than'.
- File #:** A text input field containing 'Instrument Number'.
- Legal Desc.:** A text input field containing 'Legal Description'.
- Consideration Value:** Two text input fields labeled 'Min Value' and 'Max Value'.

2. Press **ENTER** or Click **SEARCH RECORDS**.

Viewing Search Results

Search results will automatically appear.

Instrument #	Direction	Searched Name	Cross Party Name	Book/Volume	InstrumentType	FileDate
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...
1987-455771	To	ARNOLD,REX	DEMPSEY,DEANNA C	OFFICIAL RECORDS	BILL OF SALE	11/16/1987, 2:58:08 PM
1996-847615	From	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	MORTGAGE	05/30/1996, 2:58:08 PM
2001765323	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	LIS PENDENS	10/17/2001, 2:58:08 PM
2002890856	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	JUDGMENT	06/07/2002, 2:58:08 PM
2002922876	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	ORDER	08/09/2002, 2:58:08 PM
2003002855	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	LIS PENDENS	01/07/2003, 2:58:08 PM
2003066258	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	ORDER	04/22/2003, 2:58:08 PM
2003073564	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	JUDGMENT	05/05/2003, 2:58:08 PM
2003098882	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	ORDER	06/11/2003, 2:58:08 PM
2003218066	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	LIS PENDENS	12/09/2003, 2:58:08 PM
2004024389	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	JUDGMENT	02/18/2004, 2:58:08 PM
2004051880	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	ORDER	04/07/2004, 2:58:08 PM
2005181891	To	ARNOLD,REX	COUNTRYWIDE HOME LOANS INC	OFFICIAL RECORDS	LIS PENDENS	10/19/2005, 2:58:08 PM
2007120720	From	ARNOLD,REX	ARNOLD,SUSAN	OFFICIAL RECORDS	QUIT CLAIM DEED	08/17/2007, 2:58:08 PM
2007120720	To	ARNOLD,REX	ARNOLD,SUSAN E	OFFICIAL RECORDS	QUIT CLAIM DEED	08/17/2007, 2:58:08 PM

Sorting

Click on any column header to sort by that column. The column sorted will appear in yellow.

Instrument #	Direction	Searched Name	Cross Party Name	Book/Volume	InstrumentType	FileDate
Contains...	Contains...	ham	Contains...	Contains...	Contains...	On...
1986-262922	To	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	DEED	01/17/1986,
1986-262923	From	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	MORTGAGE	01/17/1986,
1988-468088	To	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	SATISFACTION	01/04/1988,
1988-468089	From	ARNOLD,REX HAMRICK	RE AFFIDAVIT	OFFICIAL RECORDS	AFFIDAVIT	01/04/1988,
1988-468090	To	ARNOLD,REX HAMRICK	ARNOLD,DEBORAH J	OFFICIAL RECORDS	QUIT CLAIM DEED	01/04/1988,

Filtering

Key into any column filter to instantly filter the returned results.

Instrument #	Direction	Searched Name	Cross Party Name	Book/Volume	InstrumentType	FileDate
Contains...	Contains...	ham	Contains...	Contains...	Contains...	On...
1986-262922	To	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	DEED	01/17/1986,
1986-262923	From	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	MORTGAGE	01/17/1986,
1988-468088	To	ARNOLD,REX HAMRICK	DEMPSEY,DEANNA	OFFICIAL RECORDS	SATISFACTION	01/04/1988,
1988-468089	From	ARNOLD,REX HAMRICK	RE AFFIDAVIT	OFFICIAL RECORDS	AFFIDAVIT	01/04/1988,
1988-468090	To	ARNOLD,REX HAMRICK	ARNOLD,DEBORAH J	OFFICIAL RECORDS	QUIT CLAIM DEED	01/04/1988,

Click the funnel icon to clear or adjust the filter. **(Clear Filter, Starts & Ends With, Contains, Does Not Contain, Equals, Do Not Equal)**

Searched Name

ham

Clear Filter

Starts with

Ends with

Contains

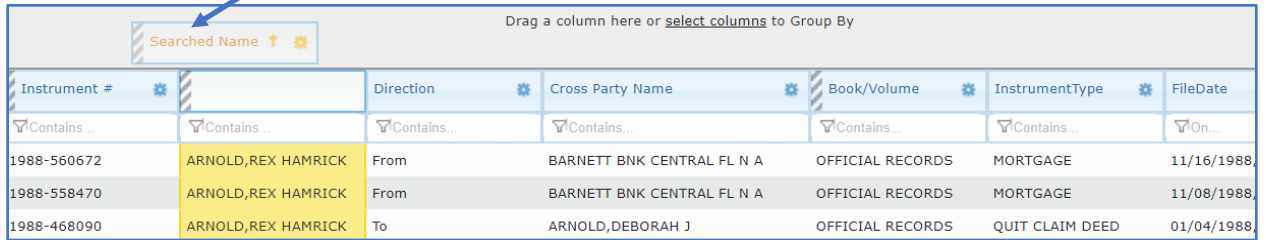
Does not contain

Equals

Does not equal

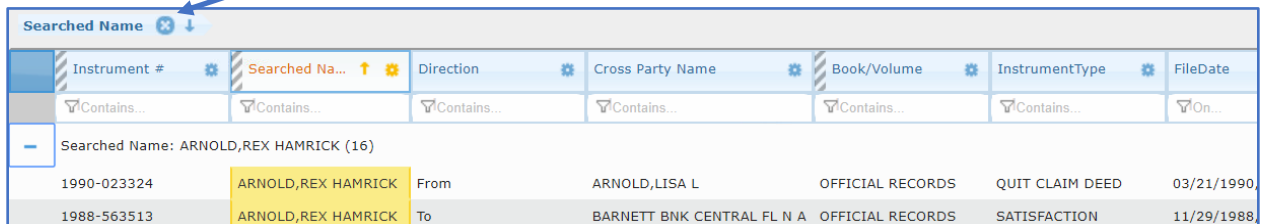
Grouping

Click a column header and drag it above the results to group by that column.



Drag a column here or select columns to Group By						
Instrument #	Searched Name	Direction	Cross Party Name	Book/Volume	InstrumentType	FileDate
1988-560672	ARNOLD,REX HAMRICK	From	BARNETT BNK CENTRAL FL N A	OFFICIAL RECORDS	MORTGAGE	11/16/1988
1988-558470	ARNOLD,REX HAMRICK	From	BARNETT BNK CENTRAL FL N A	OFFICIAL RECORDS	MORTGAGE	11/08/1988
1988-468090	ARNOLD,REX HAMRICK	To	ARNOLD,DEBORAH J	OFFICIAL RECORDS	QUIT CLAIM DEED	01/04/1988

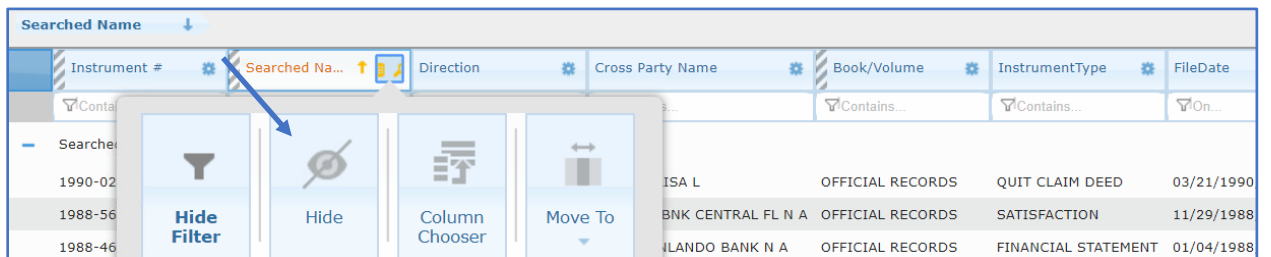
Click X next to the column group to remove the group.



Instrument #	Searched Name	Direction	Cross Party Name	Book/Volume	InstrumentType	FileDate
Searched Name: ARNOLD,REX HAMRICK (16)						
1990-023324	ARNOLD,REX HAMRICK	From	ARNOLD,LISA L	OFFICIAL RECORDS	QUIT CLAIM DEED	03/21/1990
1988-563513	ARNOLD,REX HAMRICK	To	BARNETT BNK CENTRAL FL N A	OFFICIAL RECORDS	SATISFACTION	11/29/1988

Choose Columns

To adjust which columns are displayed or to hide unwanted columns click the tool icon on the column header. Click **Hide** to hide the column.



Instrument #	Searched Name	Direction	Cross Party Name	Book/Volume	InstrumentType	FileDate
1990-02	ARNOLD,LISA L			OFFICIAL RECORDS	QUIT CLAIM DEED	03/21/1990
1988-56	BARNETT BNK CENTRAL FL N A			OFFICIAL RECORDS	SATISFACTION	11/29/1988
1988-46	ORLANDO BANK N A			OFFICIAL RECORDS	FINANCIAL STATEMENT	01/04/1988

Click **Column Chooser** to view all columns that can be hidden or selected.



Column Chooser

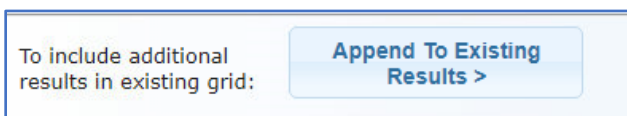
Reset

- Show Gln
- Show PartyType
- Show PartySeq
- Hide Instrument #
- Show Book
- Show Page
- Show Searched Name
- Show Direction
- Hide Book/Volume
- Hide Cross Party Name
- Show Grantor Party
- Show Grantee Party
- Hide InstrumentType
- Hide FileDate
- Show Description
- Show Workflow Status
- Show Verified Status
- Show Document Status
- Show Location
- Show Related Instrument
- Show Section
- Show Township
- Show Range
- Show Sub Div.
- Show Block
- Show Lot From
- Show Legal Remarks

Apply Cancel

Appending New Records to Existing Search

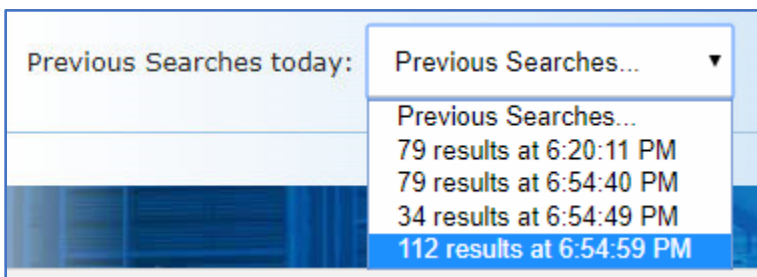
To append new results to the existing results already displayed on the screen, click **Append To Existing Results** instead of clicking Search.



NOTE: Both search results will now be displayed in one set of results for filtering.

Previewing Previous Searches (Same Day)

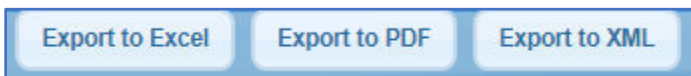
To preview previous searches that were made the same day, click Preview Searches and select the recent search results for viewing.



Note: Your current results will be replaced with the preview search results selected.

Exporting Results

Click Export to Excel, Export to PDF or Export to XML to export the displayed results on the screen.



The selected file type will open with the results.

DuProcess® Web Inquiry Search Results							
Date: Monday, July 16, 2018 4:53 PM							
Search Criteria: party_name: arnold rex%, file_date_start: 1/1/1983, file_date_end: 07/16/2018, greater_than_page: False,							
Party Name	Cross Party Name	Book Name	Instrument Type	Book	Page	Inst Num	File Date
ARNOLD REX	DEMPSEY DEANNA C	D	BILL OF SALE	1905	1806	1987-455771	11/16/1987 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	MORTGAGE	5289	284	1996-947615	5/28/1996 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	LIS PENDENS	4199	680	2001765323	10/17/2001 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	JUDGMENT	4426	1912	2002895866	6/7/2002 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	ORDER	4487	1618	200292878	8/9/2002 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	LIS PENDENS	4867	775	2003002855	1/7/2003 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	ORDER	4789	786	2003066258	4/22/2003 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	JUDGMENT	4804	865	2003073564	5/5/2003 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	ORDER	4859	1667	2003098862	6/11/2003 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	LIS PENDENS	5127	742	2003218686	12/9/2003 2:58:08 PM
ARNOLD REX	COUNTRYWIDE HOME LOANS INC	D	JUDGMENT	5290	1680	2004024389	2/18/2004 2:58:08 PM

Viewing Images

Click on a record in the search results to view more instrument details and the image.

The screenshot displays a web application interface for viewing instrument details and a scanned document. On the left, a sidebar contains the following sections:

- Instrument Details:**
 - File #: 2022104541
 - Book / Page: 10314 / 1092
 - Type: MORTGAGE
 - File Date: 9/13/2022 8:26:25 AM
 - Number of Pages: 8
 - Document Status: Original
 - Workflow Status: Verified
 - Consideration: \$240000
 - Parcel ID: 3619295NL00000060
 - Description: L6 KEEKWICKE PH 2
 - From Parties: LANE RONALD L JR, LANE VANESSA R
 - To Parties: TRUIST BANK
- Related Instruments:**
- Property Details:** (Table with columns: Sub-Div, Block, Lot, Section, Township, Range, Quarters)
- Filer Information:**
 - LENDER RECORDING SERVICES, INC
 - 5435 DETROIT ROAD, STE B
 - SHEFFIELD VILLAGE OH 44034

On the right, the scanned document image is displayed. It is a mortgage agreement from the State of Florida, prepared by and relating to Maria Pizarro. The document is dated August 10th, 2022, and is for a mortgage of real estate. The parties are RON LANE - HUSBAND and VANESSA R LANE - WIFE, residing at 1388 STANFIELD CV, HEATHROW, FL 32746. The mortgage is held by TRUIST BANK. The document includes terms of the agreement, interest rate, and a digital signature of the lender. At the bottom of the image, there is a toolbar with icons for zooming in (+), zooming out (-), and navigating between pages (left and right arrows).

To Zoom IN and OUT click the **Plus** and **Negative Zoom Out** icons on the bottom of the image.

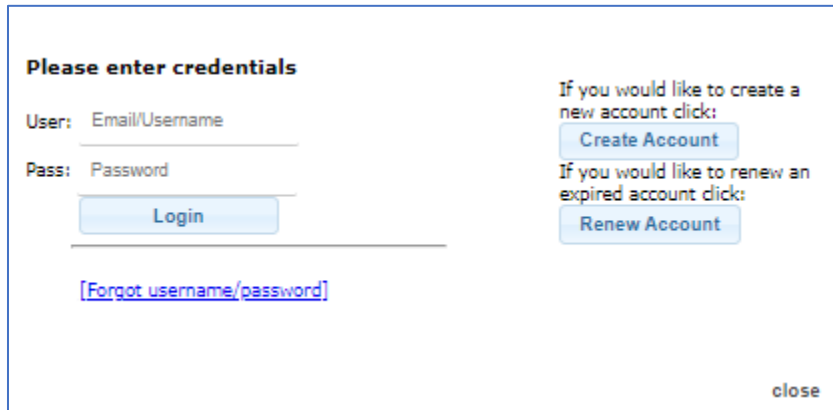
To click through the pages, click on the images in the thumb nail viewer or click the right and left arrows on the bottom of the image.

To print a free copy of the image click **Print**.

Purchasing Electronic-Certified Copies Via Credit Card

Logging In

Click **Log In** to create a new account or log in with an existing account.



Please enter credentials

User:

Pass:

[\[Forgot username/password\]](#)

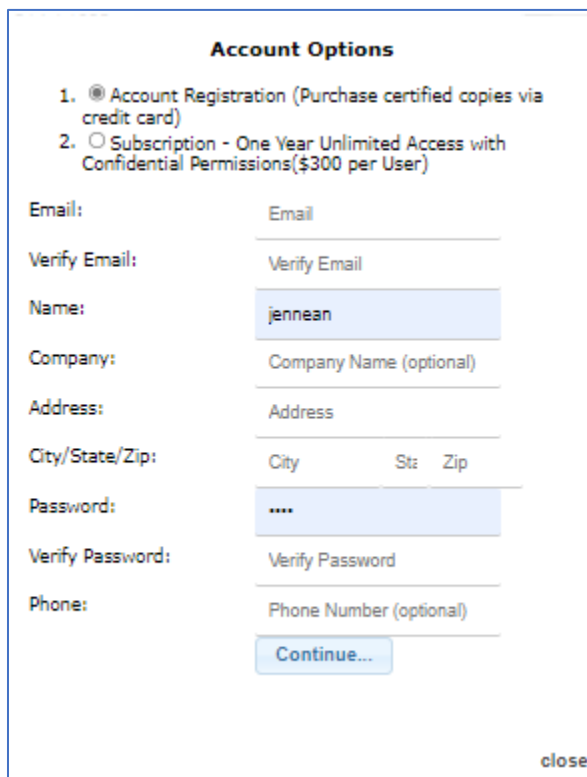
If you would like to create a new account click:

If you would like to renew an expired account click:

[close](#)

If you have an exiting account enter your username and password and click **Log In**.

If you do not have an existing account, click **Create Account**.



Account Options

1. ☒ Account Registration (Purchase certified copies via credit card)

2. ☐ Subscription - One Year Unlimited Access with Confidential Permissions(\$300 per User)

Email:

Verify Email:

Name:

Company:

Address:

City/State/Zip:

Password:

Verify Password:

Phone:

[close](#)

1. Choose account type:

Account Registration: will allow you to purchase electronic certified copies via credit card.

Subscription accounts: will allow you to purchase electronic certified copies with a credit card and pay a yearly fee to access images that have been flagged confidential.

2. Enter account fields.
3. Click **Continue**. You will receive the following message:

Your online user access registration request has been submitted.
Please check your email (include spam folder) for the confirmation.

close

4. You will be able to immediately log in to your account to begin purchases.
5. You will receive an email containing your username and password.

Adding Documents to Your Cart

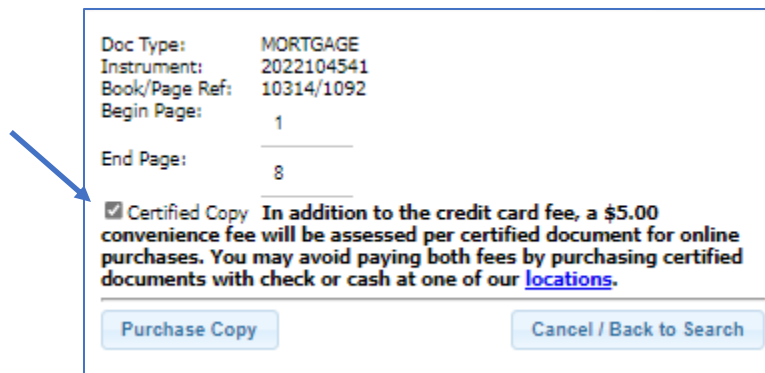
1. Click **Shopping Cart** to add the document to your cart to be electronically certified.

The screenshot shows a web application interface for viewing instrument details. On the left, under 'Instrument Details', the following information is displayed:

- File #: 2022104541
- Book / Page: 10314 / 1092
- Type: MORTGAGE
- File Date: 9/13/2022 8:26:25 AM
- Number of Pages: 8
- Document Status: Original
- Workflow Status: Verified
- Consideration: \$240000
- Parcel ID: 3619295NL00000060
- Description: L6 KEEKWICKE PH 2
- From Parties: LANE RONALD L JR, LANE VANESSA R
- To Parties: TRUIST BANK

Below this is a 'Purchase certified copies of document.' button. A blue arrow points from this button to a shopping cart icon in the top right corner of the 'Instrument Details' panel. The right side of the screen shows an 'Image Viewer' of the document, which is a mortgage agreement from the State of Florida, prepared by Maria Pizarro, dated August 10th.

2. Check the **Certified Copy Check Box**.



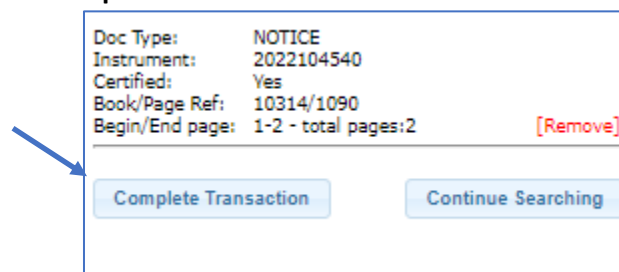
Doc Type: MORTGAGE
Instrument: 2022104541
Book/Page Ref: 10314/1092
Begin Page: 1
End Page: 8

☒ **Certified Copy** In addition to the credit card fee, a \$5.00 convenience fee will be assessed per certified document for online purchases. You may avoid paying both fees by purchasing certified documents with check or cash at one of our [locations](#).

[Purchase Copy](#) [Cancel / Back to Search](#)

3. Click **Purchase Copy** to check out or click **Cancel/Back to Search** to cancel adding this certified copy to your cart.

4. Click **Complete Transaction**.



Doc Type: NOTICE
Instrument: 2022104540
Certified: Yes
Book/Page Ref: 10314/1090
Begin/End page: 1-2 - total pages:2 [\[Remove\]](#)

[Complete Transaction](#) [Continue Searching](#)

Note: After successfully checking out, an electronic certified copy of the image will be emailed to your registered email account and a pdf link will be displayed on the screen for immediate downloading.

Checking Out

1. Click **Complete Transaction** after adding a document to your cart or click Check out next to your log in on the top right of the page. You will see the following message while the payment screen loads.

Loading checkout. Please wait...

Note: a receipt will be emailed to the address on file

2. Enter billing and payment information.

Order Summary of Items

RELEASE #1986-298749-1741/868...\$4.00

Total USD\$4.00

Payment

Receipt

Receipt

Payment

You have elected to pay for the following item(s).

Clerk of the Circuit Court and Comptroller Seminole County Florida
101 Eslinger Way Sanford, Florida 32773

Description	ID	Service Fee	Amount
Official Records Purchase	1	\$1.00	\$4.00
		\$1.00	\$4.00

Total Amount Due: \$5.00

Billing Information
☐ Same As Previous Information
First Name
Enter First Name

Payment Information
Credit/Debit Card
Card Type
VISA AMERICAN EXPRESS MasterCard DISCOVER
Card Number

close

NOTE: There is a 5% credit card service fee for each transaction.

3. Enter your cell phone number if you would like a text notification of your payment.

Order Summary of Items

RELEASE #1986-298749-1741/868...\$4.00

Total USD\$4.00

Important Information
Please provide the correct billing address associated with the account being used to make the payment.
To receive an email confirmation of your payment, please include a valid email address.
If you would like a text notification payment confirmation sent to your mobile phone, enter the following:
Mobile Number () - -
Back Submit Payment

To make a payment by phone, please call
Mon - Fri 7am - 12am and Sat - Sun 9am - 6pm EST
powered by nCourt

close

4. Click **Submit Payment**.

Once your payment is processed you will receive a payment confirmation with a link to your image. Click the **PDF Icon** to download your image. A copy of the image and the receipt will also be emailed.

NOTE: If you purchased a certified copy you will receive your copy in the mail.


Order Summary of Items

RELEASE #1986-298749-1741/868...	\$1.00
Total USD	\$1.00


Thank you for your purchase.

The online order payment was successful.

You may click on the download icon below to view the purchased PDF files.



Your digital documents will also be delivered to your email address on file. Please allow 15-20 minutes for assembling the document and delivering the files. If you have purchased multiple documents, they will be combined into a single PDF file. You will need Adobe PDF reader to view the attachment.



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Close this screen