

## iDocMarket Search Tips

### **What records can be accessed?**

Recording information and images of **abstract real estate documents** are available from July 1, 1986 to the present.

**Torrens documents and certificates** are available from November 9, 2012 to the present.

Images of **Plats** are available. To locate a Plat, you need to choose Instrument type as "Plat" and then choose the city and subdivision. For rural plats, you need to again choose instrument type as "Plat", then choose "Rural" and then the subdivision.

Images of **Government corners** are indexed by section, township and range.

We are in the process of adding images and indexing information on older records as time allows. There are some images in the system from 1970 to June 30, 1986, wherein they have been indexed by document number and book and page.

### **iDocMarket Searching**

Searches can be done with a wide variety of criteria. You can utilize more than one field of options at a time in your searching. Please keep in mind that sometimes entering less in the search criteria fields can be better as results will not be as restricted. Do not enter any punctuation in the search fields.

The first option listed is by **Recording date**. You can either enter the specific recording date or a range of possible dates.

You can also search by **Document Number** if you know it. Swift County abstract document numbers consist of six digits. Torrens documents are four digit numbers as are the Certificates of Title.

To search by **Book and Page**, the field is to be filled out as **99D (for Book 99 Deeds) or 125M for 125 Mortgages, and 8MIS for 8 Miscellaneous. The page is simply put in as the page it is, for example 867. However, when searching in Books 10, 11, 12, 13, 14, and 15 Miscellaneous, you would need to simply put in 10MI, 11MI, etc. as only 4 places are allowed.**

If you know the specific **Instrument type** and wish to conduct your search that way, you can click on the down arrow and scroll through the instrument types to highlight the one you want to use.

Under **Party Name**, make your selection from the drop down box between "Contains", "Starts with", "Ends with" or "Equals". Then Tab to the next field and enter the last name of the party followed by a space and then the first initial or first name.

Use the drop down arrow for searching **City or Rural** etc.

For **Subdivision**, click on the drop down arrow and highlight your choice. Enter the desired Lot and Block in the field below.

You can also search by **Section/Township/Range** and click on the appropriate areas in the **Sectional Chart** to the right to indicate your desired tracts within or the Govt Lot field below. (Not all government lots converted correctly and completely, so it is recommended that the actual legal description (quarter, section, township and range) be used if possible when searching.

As far as searching with the specific **Outlot** field, we are not certain how that information converted over or that it would be the most reliable area. We would suggest doing a search by putting the desired Outlot number in the "Lot" field and also searching again using the "Outlot" field.

In using the **Parcel ID** field, please note that it is not a complete document reference or historical field. Swift County Land Records began indexing parcel codes on deeds and mortgages after November 9, 2012. Parcel codes are not tied to previously recorded documents. Please enter the parcel number in the following format: 00-0000-000; for example 23-0100-100.

We would recommend searching by legal description as a first option if you have that available. Grantor/Grantee may not be complete on documents before November 9, 2012. For example, if there were two or more grantees on a document, it is possible that only the first mentioned one may show up in a search by grantor/grantee names.