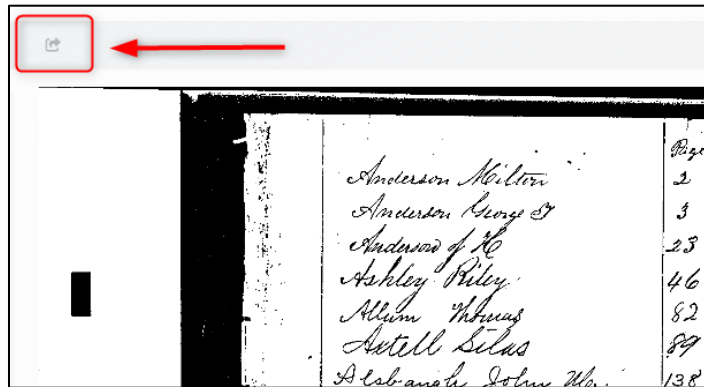


Jasper County Recorder's Historical Book Search Guide

This guide will assist in searching what was previously the Online Index Book records in Laredo Anywhere and Ava. Previously, searching could be done from a single screen. The index book could be searched and viewed, then the record book could be searched from the same screen and the record book image would replace the index book image. The Specific Book Search Guide section of this guide lists each of the record types that were available in Online Index Books and how to best search each of them in Laredo Anywhere and Ava. The Document Type is listed beneath the Index Book and Record Book section header.

Laredo Anywhere

The best method to search index books and record books in Laredo Anywhere is to search the index book and navigate to the correct page. Once that is done open the index book image in a new window:



Once that is done the record book can be searched and viewed from the original screen.

Ava

Searching index books and record books in Ava is best accomplished by opening two Ava browser windows or tabs. One browser window/tab is used to search and view the index book and the other is used to search and view the record book.

Searching Methods

In the Specific Book Search Guide section there are methods listed for how to search for each document type. The following is a description of each search method used:

- Search by Document Type: Simply search the Document Type indicated and all books of that type will return. This is for Document Types that do not have a lot of records in them.
- Search by Document Type and Letter: Enter the Document Type indicated and then enter the letter of the party you are searching for in the Party field. This is done when a book is split up into multiple records by letter.
- Search by Document Type and Book: Enter the Document Type indicated and then enter the Book value in the Book field. This is done for record book document types that have too many books to make a simple Document Type search useful.

Specific Book Search Guide

Abstract of Original Entries

- Index Book – Search by Document Type – Book separated by Township and Range
 - RECORDERS ABSTRACT OF ORIGINAL ENTRIES INDEX BOOK

Cemetery Books

- Index Books – Search by Document Type and Letter
 - RECORDERS CEMETERY INDEX BOOKS
- Record Books – Search by Document Type
 - RECORDERS CEMETERY RECORD BOOKS

Charter Books – Located under General Books

Dissolution of Corporations

- Record Books – Search by Document Type
 - RECORDERS DISSOLUTION OF CORPORATIONS RECORD BOOKS

General Books

- Index Books – Search by Document Type and Letter
 - RECORDERS DEED LAND INDEX BOOKS
 - RECORDERS DEED TOWN LOT INDEX BOOKS
 - RECORDERS CHARTER INDEX BOOKS
 - RECORDERS GENERAL INDEX BOOKS
 - RECORDERS MISCELLANEOUS INDEX BOOKS

- RECORDERS MORTGAGE LAND INDEX BOOKS
- RECORDERS MORTGAGE TOWN LOT INDEX BOOKS
- RECORDERS PLAT CEMETERY INDEX BOOKS
- Record Books – Search by Document Type and Book
 - RECORDERS GENERAL RECORD BOOKS

Homestead Books

- Index Books – Search by Document Type and Letter
 - RECORDERS HOMESTEAD INDEX BOOKS
- Record Books – Search by Document Type
 - RECORDERS HOMESTEAD RECORD BOOKS

Limited Partnership Books

- Index Books – Search by Document Type and Letter
 - RECORDERS LIMITED PARTNERSHIP INDEX BOOKS
- Record Books – Search by Document Type
 - RECORDERS LIMITED PARTNERSHIP RECORD BOOKS

Quarter Corner Certificate Books

- Index Books – Search by Document Type – Book separated by Township
 - RECORDERS QUARTER CORNER CERTIFICATE INDEX BOOKS
- Record Books – Search by Document Type
 - RECORDERS QUARTER CORNER CERTIFICATE RECORD BOOKS

Plat Books

The plat index books/cards have been separated out in different ways, mimicking the previous search system.

- Index Books
 - Plat Index Books and Plat Rolodex
 - The Plat Index Books and Plat Rolodex are broken out into separate records based on the letter of the corresponding subdivision. Enter the Document Type and enter the Letter into the Party field and the books corresponding with that Letter will return. For example, selecting Document Type “RECORDERS PLAT INDEX BOOKS” and entering “J” into the Party field will return document IDX_PLAT_BK_1_J, which contains Subdivisions starting with “J”.
 - Search by Document Type and Letter

- RECORDERS PLAT INDEX BOOKS
 - RECORDERS PLAT ROLODEX
 - County Sub Towns Plat Cards
 - The County Sub Towns “book” is broken out into separate records based on the Subdivision. This record can be searched by entering the Document Type and all sections will be returned. The Subdivision is listed in the Party One field.
 - Search by Document Type – Book separated by Subdivision
 - RECORDERS INDEX TO PLATS COUNTY SUB TOWNS INDEX CARDS
 - Newton Plat Cards
 - The Newton Plat Cards are broken out into separate records as they were in the previous search system. These records can be searched by entering the Document Type and all records will be returned.
 - Search by Document Type
 - RECORDERS INDEX TO PLATS NEWTON INDEX CARDS
 - Township Plat Cards
 - The Township Plat Cards are broken out into separate records based on the Section, Township, and Range. Enter RECORDERS INDEX TO PLATS TOWNSHIP INDEX CARDS as the Document Type and enter the Section, Township, and Range you are searching for into the Party field in the following format: S-T-R. For example, to find the plat cards for Section 1, Range 78, Range 17 enter RECORDERS INDEX TO PLATS TOWNSHIP INDEX CARDS into the Document Type field and 1-78-17 into the Party field.
 - Search by Document Type and Section/Township/Range – Books separated by Section, Township, and Range
 - RECORDERS INDEX TO PLATS TOWNSHIP INDEX CARDS
- Record Books – Search by Document Type
 - RECORDERS PLAT RECORD CABINETS