

RecordsOnline Tutorial

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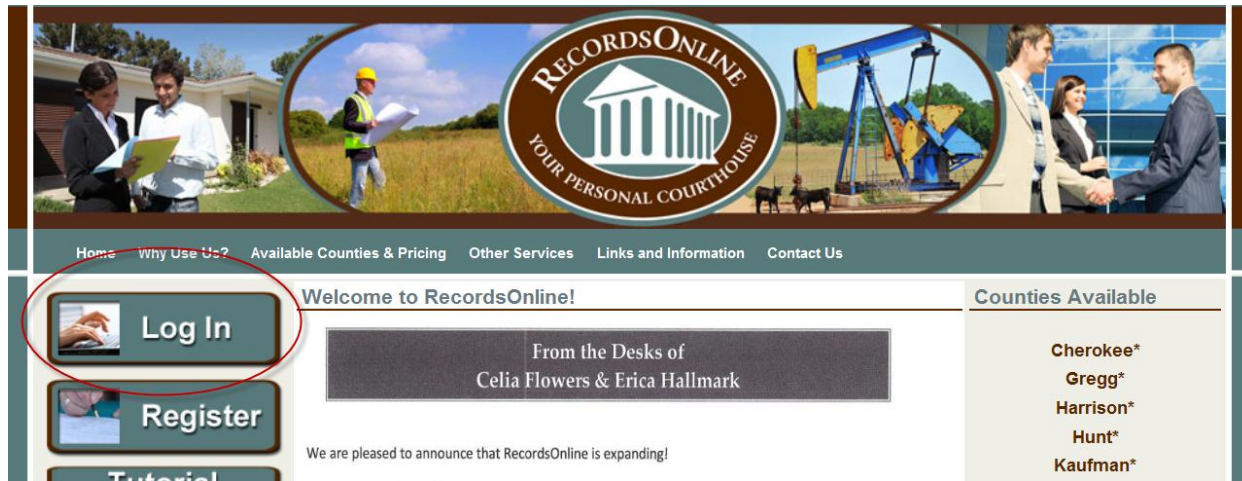
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2.13.2013

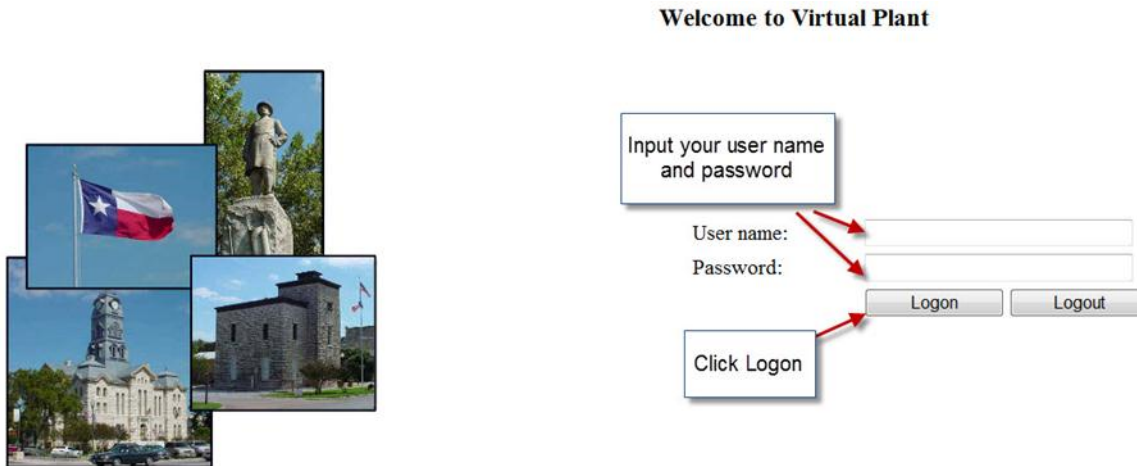
LOGGING IN

In Internet Explorer, in the address line, type in www.RecordsOnline-Texas.com. From any page on the website, click the Login button.



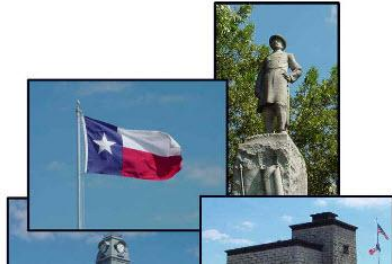
The image shows the top portion of the RecordsOnline website. At the top is a banner with a circular logo that reads "RECORDSONLINE YOUR PERSONAL COURTHOUSE". Below the banner is a navigation menu with links: Home, Why Use Us?, Available Counties & Pricing, Other Services, Links and Information, and Contact Us. On the left side, there are buttons for "Log In" (circled in red), "Register", and "Tutorial". In the center, a message reads "Welcome to RecordsOnline! From the Desks of Celia Flowers & Erica Hallmark". Below this, it says "We are pleased to announce that RecordsOnline is expanding!". On the right side, there is a section titled "Counties Available" listing Cherokee*, Gregg*, Harrison*, Hunt*, and Kaufman*.

You will be directed to the login screen:



The image shows the "Virtual Plant" login screen. On the left, there are four small images: the Texas state flag, a statue of a woman, a large clock tower building, and a stone building. In the center, the text "Welcome to Virtual Plant" is displayed. Below this, there is a box that says "Input your user name and password". Underneath, there are labels for "User name:" and "Password:" next to two input fields. To the right of the input fields are two buttons: "Logon" and "Logout". A box labeled "Click Logon" has a red arrow pointing to the "Logon" button.

After logging in, on the Home Screen, the counties/databases that appear are based on your access request. You will select the database you want to use:



Select Database:

- >>Gregg (from HF Round-2)
- >>Harrison (3F = 3D + Recovered Images)
- >>Hunt (from FLT)
- >>Kaufman (Fixed RTs+ITs)
- >>Marion (from HF Round-2)
- >>Panola (Combined 5/15/2010)
- >>Rains (from RQ)
- >>Rusk (from RQ)
- >>Smith (9/1/1981-Current)
- >>Upshur (_C from HF Round-2)
- >>VanZandt (from RQ)
- >>Wood (from RQ)
- Cherokee (Backfile)
- Harrison (Index & Images: Sovereignty to 1973)

Select the database you want to use by clicking once with your mouse.

Next click the "Start application" button below.

Your screen will only show the counties you have access to see.

Start application Subscribe Logout Change password

Project / Phase:

Project: <No project> Phase: <>

THE FIRST TIME YOU LOG IN TO RECORDSONLINE, YOU WILL BE PRESENTED WITH OUR END USER LICENSE AGREEMENT. AMONG OTHER THINGS, OUR EULA PROHIBITS PRINTING FULL SURVEYS. EULA VIOLATORS WILL BE DENIED ACCESS TO ANY OF OUR COUNTIES. PLEASE READ CAREFULLY AND CHECK THE BOX NEXT TO THE "ACCEPT LICENSE" DIALOG.

QUERY SCREEN

You are now ready to begin your search using the Query Screen below.

Any field with a magnifying glass can help you refine your search. These fields include:

- Record Type
- Instrument Type
- Parties (Grantor and/or Grantee)
- Subdivisions
- Abstracts
- Section/Township/Range (not applicable in currently available counties)

You can search by as many of these fields as you wish.

The screenshot shows a web-based query interface. At the top, there are navigation buttons: Home, Execute, Clear, Current runsheet, Lookup runsheet, and Logout. Below these are dropdown menus for Project (set to '<No project>') and Phase, with an Update button. The main search area is divided into several sections:

- Record Type:** Search header with a magnifying glass icon. Fields include 'from Year', 'from Inst Nr', 'from Volume', 'from Page', 'from Amount', and 'GF# (%allowed)'. A radio button 'All' is selected.
- Instrument Type:** Search header with a magnifying glass icon. Fields include 'to Inst Nr', 'to Page', and 'to Amount'. Radio buttons for 'General' and 'Legal Check' are present.
- Instrument Note (subject):** A text input field with a search header.
- Parties (% allowed):** Search header with a magnifying glass icon. Radio buttons for 'Search for either Grantor/Grantee' and 'Search for both Grantor and Grantee' are present.
- Subdivisions, Abstracts, and STRs:** Search headers with magnifying glass icons. Each has a corresponding 'Include "empty" SDs', 'Include "empty" SVs', or 'Include "empty" STRs' checkbox.

Red arrows point from a text box at the bottom left to the magnifying glass icons on the Record Type, Instrument Type, Parties, Subdivisions, Abstracts, and STRs headers. The text box contains the following text:

All fields with extended search have a magnifying glass in the top left corner of the search header. Click the magnifying glass to search by that criteria.

The following sections will explain how to best search by the available search criteria.

SEARCHING BY PARTY (GRANTOR OR GRANTEE, GRANTOR AND GRANTEE)

To search by Party, you must first decide if you want to search for EITHER Grantor or Grantee or for BOTH Grantor and Grantee by selecting the appropriate radio button next to the Parties field.

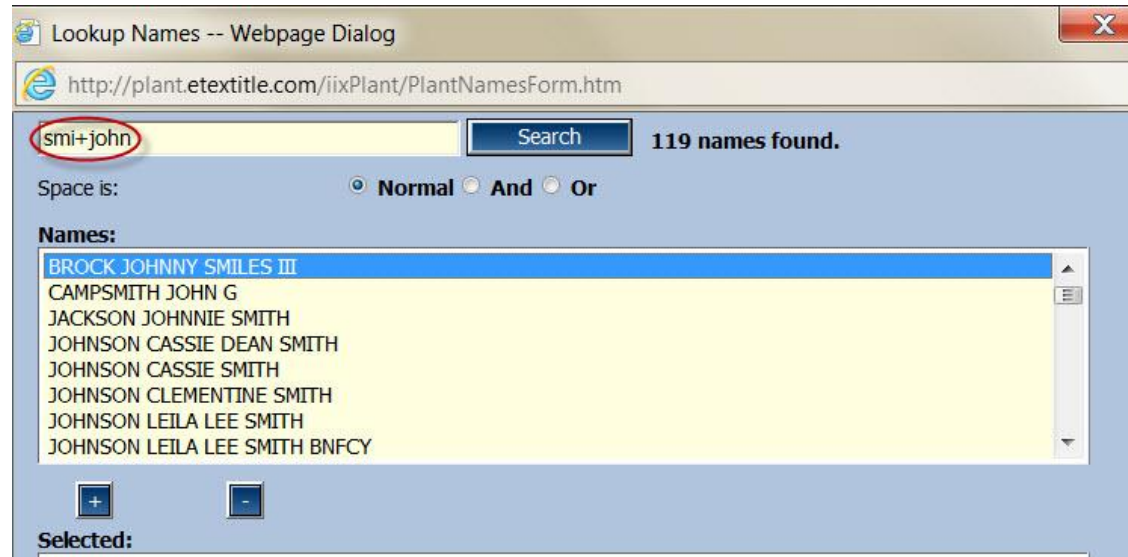
Next click the magnifying glass next to the Parties header.

When the dialog box appears, enter your Name criteria.

- If you have a common name such as “Smith”, it is always helpful to have at least a first initial to narrow your search criteria.
- If you enter “smith+ john”, your results will include any name with John or Smith.

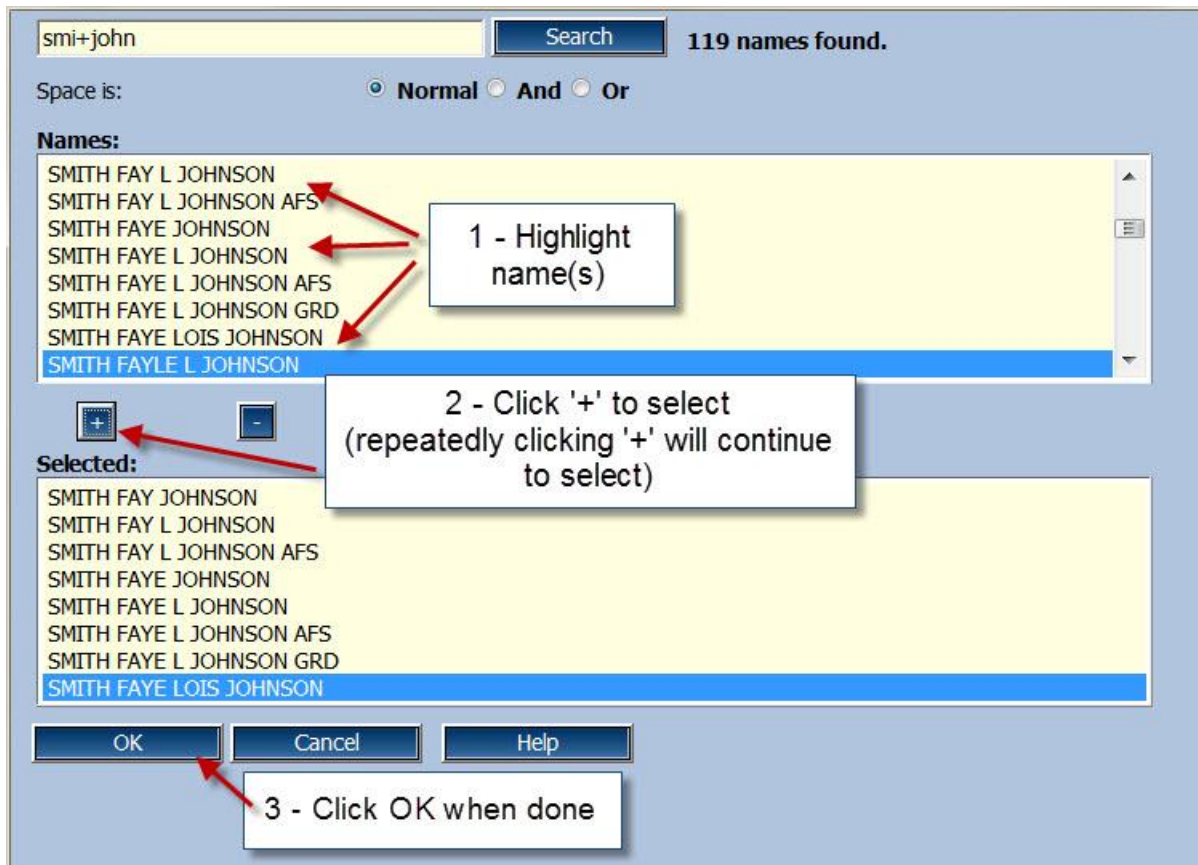
The screenshot shows a search interface with a text input field containing "smith+john" and a "Search" button. To the right of the button, it says "116 names found.". Below the input field, there are radio buttons for "Space is:" with options "Normal" (selected), "And", and "Or". A section titled "Names:" contains a list of names: JOHNSON RETINA SMITH, JOHNSON RETINE PRISCILLA SMITH, JOHNSON SANDRA SMITH, PAGE MATTIE L JOHNSON SMITH, SMITH CAROLNETT JOHNSON, SMITH EDWARD JOHN, SMITH FAY JOHNSON, and SMITH FAY L JOHNSON. At the bottom, there are two buttons, "+" and "-", and a section titled "Selected:" with an empty text area below it.

- If you are not sure how to spell a name, you can enter any part of the first or last name: “smi+john”, and your results will include any last name with “smi” in it. (You can enter any portion of a first name as well).



To select the names you want from a result set, highlight the name and click the '+' sign. That name will go into the "selected" box. If you want to search more than one name at a time, repeat the process for each name until you have all the parties in one list. When you have all the names you want, click 'OK'.

In the example below, our search results showed multiple spellings and multiple capacities for the same person. We selected them all for our initial name search.



All of the names we put into our 'Selected' list now appear in the Parties section of the Query Screen.

Record Type	from Year	from Inst Nr	from Volume	from Page	from Amount	GF# (%allowed)
Instrument Type	to Inst Nr		to Page		to Amount	
<input type="checkbox"/> Include prior references	<input type="checkbox"/> Use key			<input type="checkbox"/> Use key		
Instrument Note (subject)	from Posting Date	from Inst Date	from Entry Date			
	to Posting Date	to Inst Date	to Entry Date			
	<input type="checkbox"/> Include blank dates	<input type="checkbox"/> Include blank dates	<input type="checkbox"/> Include blank dates			
Parties (% allowed)						
<input checked="" type="radio"/> Search for either Grantor/Grantee <input type="radio"/> Search for both Grantor and Grantee						
SMITH FAYE L JOHNSON SMITH FAYE L JOHNSON AFS SMITH FAYE L JOHNSON GRD SMITH FAYE LOIS JOHNSON SMITH FAYLE L JOHNSON JOHNSON FAYE						

To conduct your search using Parties criteria only, click 'Execute':

Home	Execute	Clear	Current runsheet	Lookup runsheet	Logout
Project: <No project>	Phase:	Update	To search now, click 'Execute'.		

Record Type	from Year	from Inst Nr	from Volume	from Page	from Amount	GF# (%allowed)
Instrument Type	to Inst Nr		to Page		to Amount	
<input type="checkbox"/> Include prior references	<input type="checkbox"/> Use key			<input type="checkbox"/> Use key		
Instrument Note (subject)	from Posting Date	from Inst Date	from Entry Date			
	to Posting Date	to Inst Date	to Entry Date			
	<input type="checkbox"/> Include blank dates	<input type="checkbox"/> Include blank dates	<input type="checkbox"/> Include blank dates			
Parties (% allowed)						
<input checked="" type="radio"/> Search for either Grantor/Grantee <input type="radio"/> Search for both Grantor and Grantee						
SMITH FAYE L JOHNSON SMITH FAYE L JOHNSON AFS SMITH FAYE L JOHNSON GRD SMITH FAYE LOIS JOHNSON SMITH FAYLE L JOHNSON JOHNSON FAYE						

All selected names appear in the Parties field. The search results will show all instruments into or out of these parties because 'Search for either Grantor/Grantee' radio button is selected.

A summary of your search results will appear.

The screenshot shows a user interface with three blue buttons at the top: "Home", "Query", and "Logout". Below these buttons is a summary of search results in bold black text: "Found 24 instruments (not including prior references). From 18 volumes, 22 Instrument Numbers, 5 Record Types Years from 1977 to 2011". A white callout box with a black border contains the text "Click View to see the results" and has a red arrow pointing to the "View" button. Below the callout box are two blue buttons: "View" and "Runsheets".

In this instance, your search results are manageable, and you can click View to see the results. If there were an unmanageable number of search results, you would likely want to narrow your results by searching for only Grantor or Grantee, by using our geographic search feature (Abstract/Survey or Subdivision) or by Instrument type. Details on these additional search criteria will follow. For now, we will take a look at the Parties-only results.

Home View Image Current Runsheet Report problem
 Query Layout 2 New Runsheet Logout

File date Expand Legals 22 instruments found.

PR	RecType	Year	Inst. #	Volume	Page	Inst. type	Post Date	Inst Date		
DT		1977	7842	270	487	REL	8/23/1977	6/30/1977		
DEED		1981	12620	947	193	DEED	10/30/1981	10/23/1981	\$4,200.00	
DEED		1983	4544	1002	541	CON	5/5/1983	5/5/1983		
DEED		1984	8278	1042	11	POA	7/19/1984	6/7/1982		
DEED		1988	2838	1173	791	DEED	3/24/1988	3/24/1988		
DEED		1988	6127	1182	208	DEED	6/17/1988	6/8/1988		
DEED		1991	2594	1272	632	OGML	3/28/1991	7/7/1990		
OPR		1999	40903	1916	234	DEED	3/12/1999	3/12/1999		
OPR		1999	40904	1916	236	DEED	3/12/1999	3/12/1999		

Grantors Grantees

SECURITY STATE BK ELYSIAN FIELDS SMITH FAYE JOHNSON
 SMITH WILLIE B

Description Notes Geo

Whitehead, Thomas L; Survey#=773; Acreage=20.1

First, select the sort criteria for your search results. We have selected File Date from the drop-down menu. This selection will be saved until changed for each new search during your login session.

Scroll through the instruments by clicking once on the row with your mouse.

For each instrument listed, the Grantor, Grantee and Land Description will appear below the list of instruments. This feature saves you time because you can tell at a glance if the property you are interested in is involved in the highlighted instrument.

SEARCHING BY ABSTRACT/SURVEY

Let's assume that through scrolling through the above instruments, you identify the tract you are interested in as being 25.0 acres in the Edward Pearce Survey, A-577, and you want to narrow your search results to only that tract. To add the Abstract search to your existing name search, simply return to your query by clicking the 'Query' button. Do NOT click 'Home'; you will lose your name search criteria.

Home
View Image
Current Runsheet
Report problem

Query
 Layout 2
New Runsheet
Logout

File date
 Expand Legals
24 instruments found

PR	RecType	Year	Inst. #	Volume	Page	Inst. type	Post Date	Inst Date	Amount	GF#	Notes
PB		1999		10	106	PROB	7/12/1999	7/12/1999			APPLICATION CITATION MOTION ORDER OATH BOND INVENTORY ANSWER: APPLICATION INVENTORY ANSWER
OPR		2004	4012562	2924	279	OGML	9/9/2004	5/25/2004			107/559: 107/559
OPR		2004	4012563	2924	284	OGML	9/9/2004	5/25/2004			107/559: 107/559
OPR		2005	5012638	3154	14	MRD	8/3/2005	7/21/2005			
OPR		2006	6002792	3293	32	DEED	2/24/2006	2/15/2006			
OPR		2006	6002793	3293	36	DEED	2/24/2006	1/31/2006			
OPR		2006	6002794	3293	39	DEED	2/24/2006	1/31/2006			
OPR		2006	6004361	3313	283	DEED	3/27/2006	3/24/2006			

Grantors

SMITH FAYE JOHNSON
SMITH FAYE L JOHNSON

Grantees

PENN V IRGINIA OIL AND GAS CORPORATION

Description

Pearce, Edward; Survey# =577; Acreage=25.

Notes

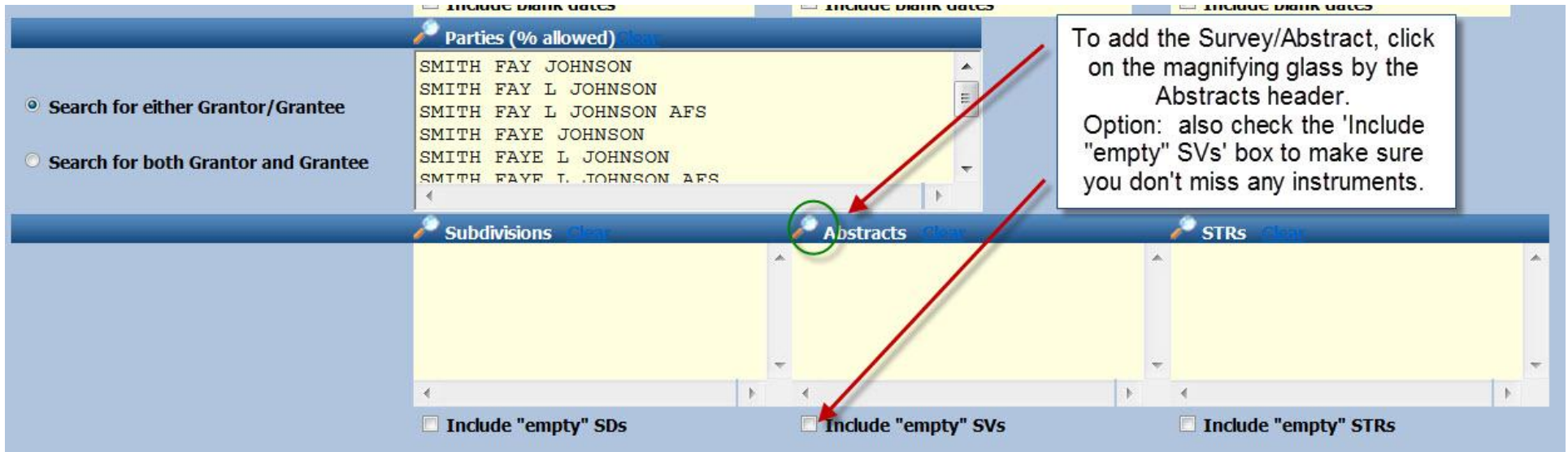
Geo

[Geo](#)

To narrow your search criteria + keep existing criteria, click Query

You decide to add this tract/survey to your search results

To add the Survey/Abstract to your search criteria, simply click the magnifying glass next to the 'Abstracts' header. *Hint: It's often a good idea to conduct more general searches at the beginning of a project and then narrow criteria as you work. So at the beginning of your search, you may want to check the box next to 'Include "empty" SVs' to cast a wider net.*



In the LookUp Abstract Dialog box, we enter the Abstract number only for the greatest number of results.

- You have the option of entering the Survey name as well as the exact acreage or a range of acreage.

Notes about entering Survey name:

- You will notice that the Survey name has been spelled THREE different ways in the indices and because we used only the abstract number, we are able to capture them all.
 - If we had entered the Survey name as search criteria, we would have only pulled those with the same spelling.
 - The multiple spellings could be
 - The way the survey name was spelled in the instrument, in which case it is indexed correctly but causes difficulty when running title.
 - An indexing error. Please see error reporting section for how to report and fix errors.
- Entering the Survey name will sometimes save you time and effort, especially when the abstract number is single or double-digit (such as A-1) because ALL surveys with a '1' in them will appear in your search results.
- "Empty" SVs or "Empty" SDs occur when the instrument does not specifically name the Survey and/or Subdivision in the legal description.

Notes about entering acreage:

- We noticed a Mineral Deed in our instrument preview from the Parties-only search that referred to a Unit of more than 600 acres that may/may not include our 25 acres. We did not specify acreage in our search so we could capture that instrument if it is applicable. If the instrument only refers to a larger acreage amount (in this case, a unit), and we specified 25.0 acres, we would miss the instrument.
- Many times a tract was once part of a larger tract; entering specific acreage will prevent the larger tract from showing up.
- Entering acreage is sometimes a necessity with very large surveys.

Name:

Abstract #:

Survey #: Has properties Acres:

Block: **3 SVs found.**

Space is: Normal And Or

SVs:

Peace, Edward / 577 / 577
 Pearce, Edward / 577 / 577
 Peare, Edward / 577 / 577

Selected:

Peace, Edward / 577 / 577
 Pearce, Edward / 577 / 577
 Peare, Edward / 577 / 577

Click 'OK' and you will return to the Query Screen. Now both your name search criteria + your Abstract criteria are listed.

Parties (% allowed)

- Search for either Grantor/Grantee
- Search for both Grantor and Grantee

Subdivisions

Abstracts

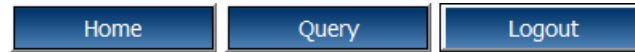
Name	A Num	Acres
Pearce, Edward	577	10.0000000000
Pearce, Edward	577	25.0000000000
Pearce, Edward	577	28.2120000000
Pearce, Edward	577	28.6000000000

STRs

Include "empty" SDs
 Include "empty" SVs
 Include "empty" STRs

Our tract, among others, is listed in the Abstracts field. If we'd designated acreage, only the 25 acre tract would appear.

Click 'Execute' to run your search. Adding the geographic indexing narrowed our search results from 24 instruments to 6:



**Found 6 instruments (not including prior references).
From 5 volumes, 6 Instrument Numbers, 2 Record
Types
Years from 1988 to 2008**



To find out what we did with these six records, please see the [Creating Runsheets](#) section.

SEARCHING BY SUBDIVISION

A Subdivision search is a great way to narrow down results if a larger tract has been developed into multiple smaller platted lots. Same as with the other searches, to activate the criteria, click on the magnifying glass next to the Subdivision header.

In the example below, all we know is our property is located in Lincoln Park subdivision. As with other naming conventions, there are multiple versions that could be our property, so we select them all.

Name: Lots:

Plat #: Not **Has properties** Blocks:
6 SDs found.

Space is: Normal And Or

SDs:

- LINCOLN PARK ADDITION
- LINCOLN PARK ADDN
- LINCOLN PARK FIRST ADDITION
- LINCOLN PARK SECOND ADDITION
- LINCOLN PARK UNIT 1
- LINCOLN PARK UNIT 2**

We selected all available options by clicking the '+' button and then click 'OK'.

Selected:

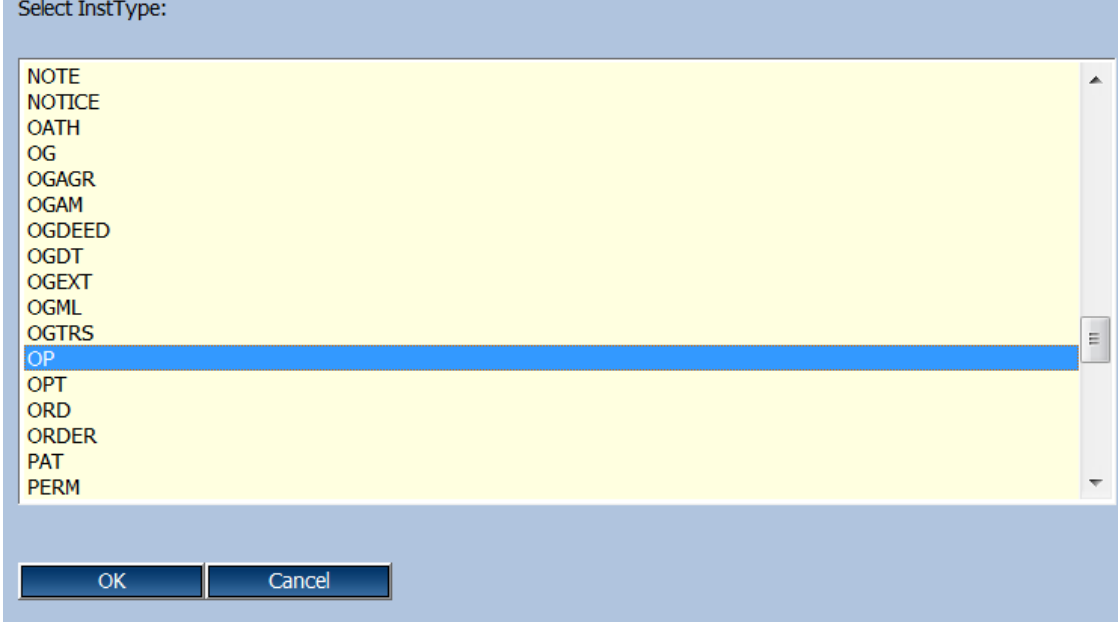
- LINCOLN PARK ADDITION
- LINCOLN PARK ADDN
- LINCOLN PARK FIRST ADDITION
- LINCOLN PARK SECOND ADDITION
- LINCOLN PARK UNIT 1
- LINCOLN PARK UNIT 2

As with the other searches, additional criteria can be added to narrow down the search.

SEARCHING BY INSTRUMENT TYPE

Searching by instrument type is used primarily for lease checks and unit designations.

- To enter search criteria, click the magnifying glass next to the 'Instrument Type' header, using the same process as for other searches.
- It is imperative that you search the table for all possible abbreviations. For example, an Oil, Gas and Mineral Lease may have abbreviations of OG, OGL, OGML, OGAM, Lease, Mineral Lease, etc. An option may be OP or OPT, etc.
- Currently you can search by one instrument type at a time; you will need to search for each possible abbreviation to get complete results using this type of search.



The image shows a software dialog box titled "Select InstType:". It contains a list of instrument type abbreviations: NOTE, NOTICE, OATH, OG, OGAGR, OGAM, OGDEED, OGD, OGEXT, OGML, OGTRS, OP, OPT, ORD, ORDER, PAT, and PERM. The "OP" option is highlighted with a blue background. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

NOTE: Searching by Instrument Type and by Record Type are one and the same in the counties we serve.

SEARCHING BY VOLUME/PAGE OR INSTRUMENT NUMBER

If you already know the recording information of the instrument you need to view, you can search for it by Volume/Page or by Instrument number.

SEARCHING BY VOLUME/PAGE

The screenshot shows a search interface with the following fields and callouts:

- Navigation buttons: Home, Execute, Clear, Current runsheet, Lookup runsheet, Logout.
- Project: <No project> (dropdown), Phase: (dropdown), Update button.
- Record Type: (dropdown), from Year: (text), from Inst Nr: (text), from Volume: (text), from Page: (text), from Amount: (text), GF# (%allowed): (text).
- Instrument Type: (dropdown), to Inst Nr: (text), to Page: (text), to Amount: (text).
- Callout 1: Points to 'from Volume' and 'from Page' fields. Text: "To look up a specific Vol/Page, use these fields."
- Callout 2: Points to 'to Page' field. Text: "To search a range of instruments, use 'to Page'"

SEARCHING BY INSTRUMENT NUMBER

In recent years, many counties have abandoned the Volume/Page system in favor of an instrument numbering system. When this is the case, enter the entire number into the Instrument Nr field:

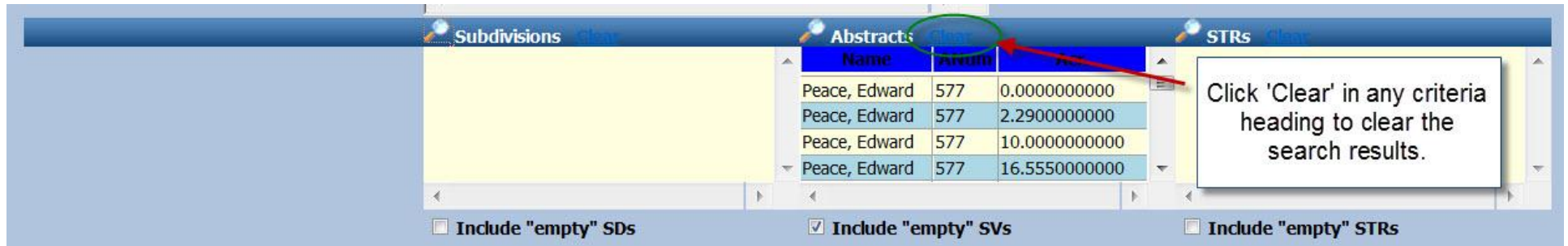
The screenshot shows a search interface with the following fields and callout:

- Record Type: (dropdown), from Year: (text), from Inst Nr: (text) containing '201100043325', from Volume: (text).
- Instrument Type: (dropdown), to Inst Nr: (text), to Page: (text), to Amount: (text).
- Callout: Points to the 'from Inst Nr' field. Text: "Type full Instrument Number, including all zeroes, into the Instrument Nr field. Formats will vary from county to county.*"
- Options: Include prior references, Use key, Use key, Use key, All, General, Legal Check.

*Each County Clerk has a unique numbering format. The above instrument number (201100043325) is from Smith County. A similar instrument number from Harrison County is 2011-000005879; to get a result in Harrison County, you MUST type in the dash (-). If you are not certain about a County's specific format, do a quick search of recent instruments and use that format. In all instances, you must include all zeroes (we understand this is different from the computerized records in some courthouses where you can strip the zeroes after the year).

CLEARING SEARCH FIELDS

To clear search field for any selected criteria, simply click 'Clear' next to the section header. ('Clear' is blue text on a blue field, but it IS there!)



The screenshot shows a search interface with three main sections: Subdivisions, Abstracts, and STRs. Each section has a 'Clear' link next to its header. A red arrow points to the 'Clear' link in the 'Abstracts' header. A callout box with a white background and black border contains the text: "Click 'Clear' in any criteria heading to clear the search results." Below the sections, there are three checkboxes: "Include 'empty' SDs" (unchecked), "Include 'empty' SVs" (checked), and "Include 'empty' STRs" (unchecked).

Name	Arndt	Value
Peace, Edward	577	0.0000000000
Peace, Edward	577	2.2900000000
Peace, Edward	577	10.0000000000
Peace, Edward	577	16.5550000000

To clear ALL search fields, click the 'Clear' button at the top of the page. This will clear all fields.



The screenshot shows a navigation bar with several buttons: Home, Execute, Clear, Current runsheet, Lookup runsheet, and Logout. Below the buttons are two dropdown menus: "Project: <No project>" and "Phase:". There is also an "Update" button. A red arrow points to the "Clear" button. A callout box with a white background and black border contains the text: "Clear all search criteria by clicking here".

HINT: It is a good policy to clear all results by clicking the 'Clear' button before beginning a new search.

VIEWING AND PRINTING INSTRUMENT IMAGES

VIEWING INSTRUMENT IMAGES

To view an image, from the Query Results screen, simply

- 1) Highlight the row by clicking once
- 2) Click 'View Image' button

Home View Image Current Runsheet Report problem
Query Layout 2 2 - click View Image New Runsheet Logout

File date Expand Legals 7 instruments found.

PR	RecType	Year	Inst. #	Volume	Page	Inst. type	Post Date	Inst Date	Amount
DEED		1988	6127	1182	208	DEED	6/17/1988	6/8/1988	
DEED		1991	2594	1272	632	OGML	3/28/1991	7/7/1990	
OPR		2004	4012562	2924	279	OGML	9/9/2004	5/25/2004	
OPR		2004	4012563	2924	284	OGML	9/9/2004	5/25/2004	
OPR		2005	5012638	3154	14	MRD	8/3/2005	7/21/2005	
OPR		2006	6004361	3313	283	DEED	3/27/2006	3/24/2006	
OPR		2008	8005662	3865	61	OGML	4/14/2008	5/25/2007	\$0.00

1 - highlight row by clicking once

Grantors

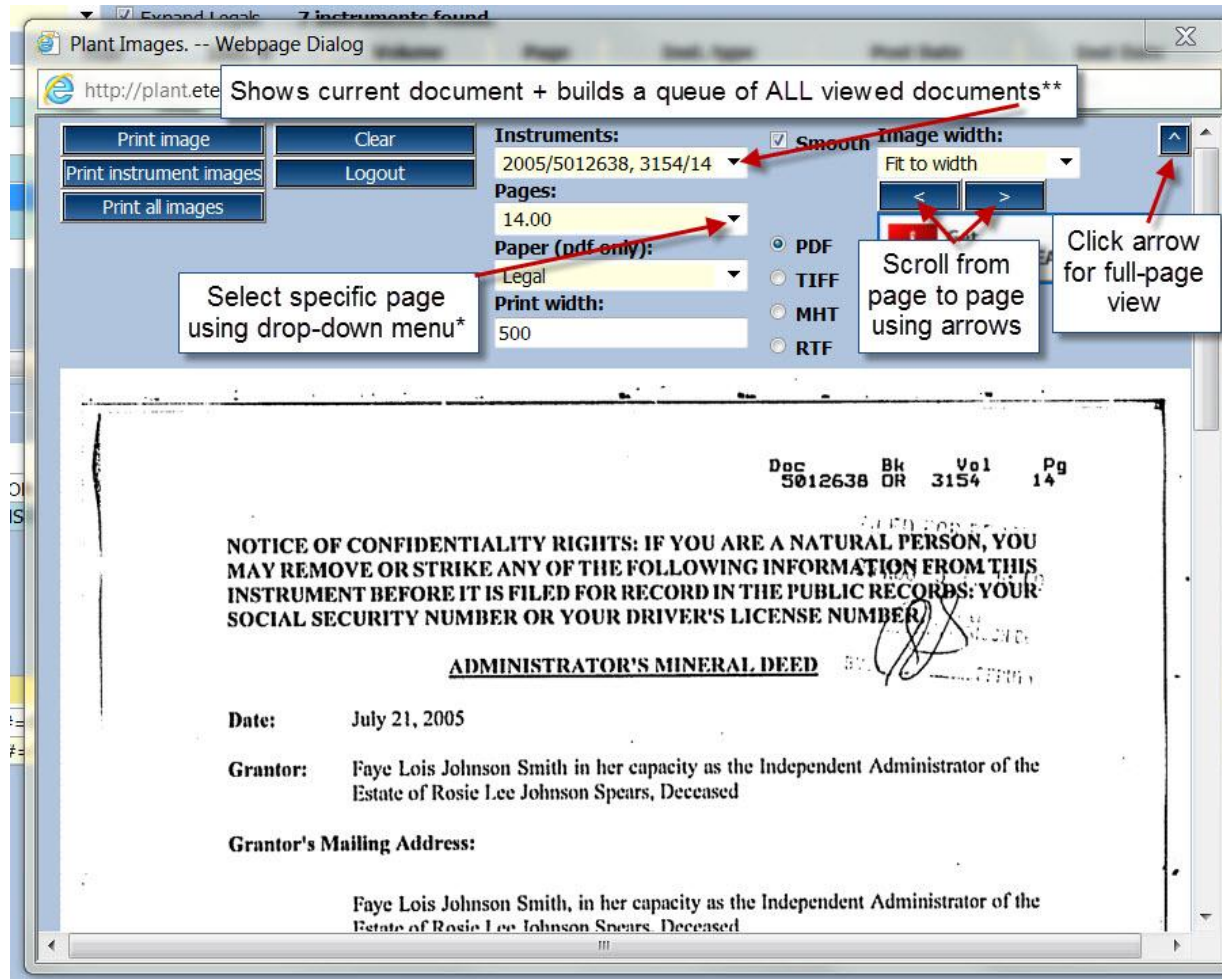
Grantees

DANIELSDOROTHY JOHNSON
JOHNSON GLENN RAY
JOHNSON LACY KIRK
JOHNSON LAMAR
LEDERMAN SANDRA RENEE
MACON LINDA CAROL
NICKERSON MYRTLE JOHNSON
SIMMONS BERTHA JOHNSON
SMITH FAYE LOIS JOHNSON

Description Notes Geo

Pearce, Edward; Survey#=577; Acreage=25.
Timmins, Felix G; Survey#=702; Acreage=667.95

The instrument image will pop up in a separate smaller screen (see below). Use the slider bars to scroll up and down each page (you will not be able to view an entire page in View mode. See printing images for more info).

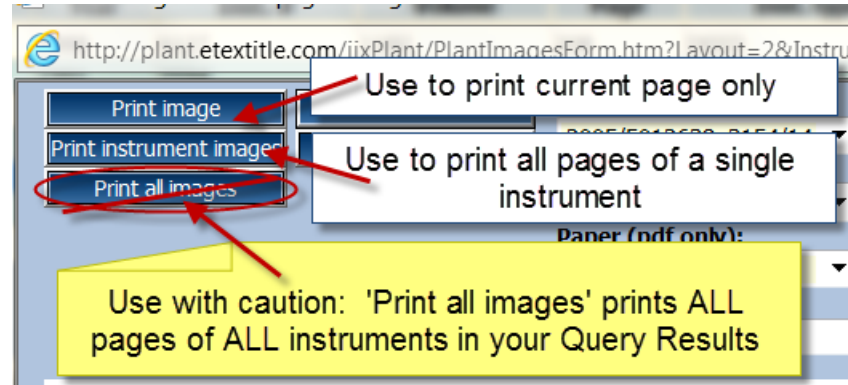


Scroll through instrument images by clicking on the blue arrows.

*Select a specific page to view by using the drop-down menu. This feature is especially helpful when you are dealing with large documents with exhibits. You can easily move to the end of the document to see if your tract is included.

**The queue of all viewed instruments is especially handy if you need to review an instrument you've already viewed.

PRINTING INSTRUMENT IMAGES



After you select any of the Print buttons, a .pdf version of the instrument will appear in a separate window. You can view the entire document in this window. Many people prefer to use this option for viewing over the Instrument Viewer option. You are not charged for the page until you actually print or save it from the .pdf:



Screen prints of the pdf images are not allowed.

PLEASE NOTE: Printed pages = courthouse copies. They are \$1/page for each page printed, so please be sure you only print what you want.

CREATING RUNSHEETS

A quick review of the six documents reveals that all six affect our 25.0 acre tract, so we add them to a runsheet:

- Highlight the row by clicking once with your mouse.
- Press the “R” key on your keyboard
 - As you add instruments to a runsheet, they are removed from the search results
- To view your new runsheet, select the ‘Current Runsheet’ button by clicking it once



On the Runsheet View page, you have several options:

- Customize the sort by using the drop-down menu
- Go back to Query Screen to conduct additional searches
- Save the runsheet by selecting ‘Save Runsheet’ and naming it so you can easily access it later
 - You can save your runsheet without naming it; it will be given a default title
- Print the runsheet by selecting ‘Print Runsheet’
 - You will be charged \$1/page for each page of the runsheet
 - You will be able to preview the runsheet before printing

ID: 103511
GF#:

Create Date: 2/1/2012

6 instruments found.

RecType	Year	InstNr	Volume	Page	InstType	Post Date	Inst Date	Amount	GF#
DEED	1988	6127	1182	208	DEED	6/17/1988	6/8/1988		
DEED	1991	2594	1272	632	OGML	3/28/1991	7/7/1990		
OPR	2004	4012562	2924	279	OGML	9/9/2004	5/25/2004		
OPR	2004	4012563	2924	284	OGML	9/9/2004	5/25/2004		
OPR	2006	6004361	3313	283	DEED	3/27/2006	3/24/2006		
OPR	2008	8005662	3865	61	OGML	4/14/2008	5/25/2007	\$0.00	

Grantors

SAVE AND RENAME RUNSHEET

PRINT RUNSHEET

From the Print Preview page, you have the following options:

- Preview the entire document by scrolling through pages
- Select printer
- Print all pages (1st print icon) or print one page (2nd print icon)
- View the search criteria
- Export the report and save it to a disk (1st save icon)
- Export the report and open in a new window (2nd save icon)

File: **Harrison**

Date printed: 2/1/2012 1:35:43 PM
 Runsheet created: 2/1/2012 1:10:21 PM
 File date filter:

Plant certified: 08/13/1971 - 01/26/2012
 Runsheet last updated: 2/1/2012 1:35:37 PM

Harrison

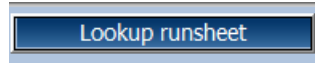
Phone: , Fax:

Runsheel print. iiExperts (c) Virtual Plant. Database: >>Harrison (3F = 3D + Recovered Images). User: erica

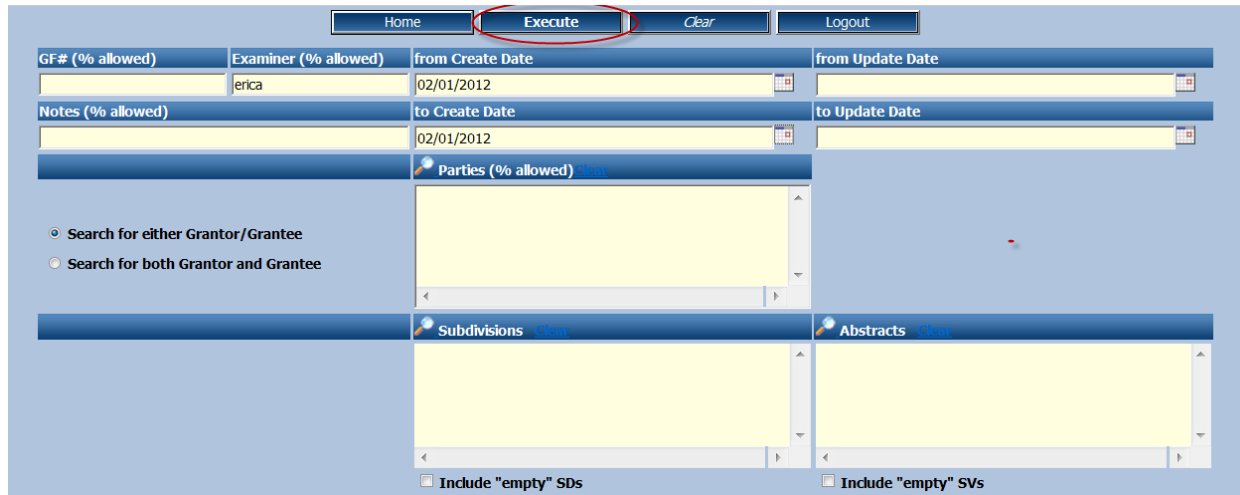
Rec. type:	DEED	Year:	1988	Amount:	
Vol. / Page:	1182 /208	Instr. #:	6127	GF#:	
Instrument type:	DEED	File date:	06/17/1988	Instr. date:	06/08/1988
Grantors:		Grantees:		Properties:	
DANIELS DOROTHY J		RUSHING JIMMY		(SV) Pearce, Edward, Survey#=577; Acreage=0., 25.	
DANIELS DOROTHY JOHNSON		RUSHING JIMMY DBA WOOD		{107/559DR.	
JOHNSON ACIE JR		COUNTY TIMBER CO		PEARCE E A-0577}	
JOHNSON LACY K		WOOD COUNTY TIMBER CO			
JOHNSON LACY KIRK					
JOHNSON LAMAR					
NICKERSON MYRTLE J					
NICKERSON MYRTLE					
JOHNSON					
SIMMONS BERTHA J					
SIMMONS BERTHA JOHNSON					
SMITH FAY I					

ADDING INSTRUMENTS TO AN EXISTING RUNSHEET

To add additional instruments to an existing runsheet, **BEFORE you start your Query, open the existing runsheet** by selecting the Lookup Runsheet button on the top menu bar:



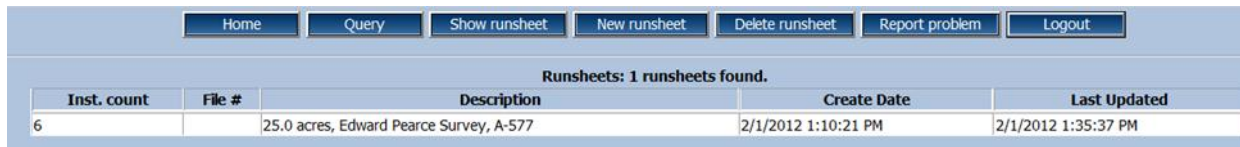
You can enter data in any of the fields with the magnifying glass, or for a list of all runsheets, simply click Execute:



The screenshot shows a search interface with the following fields and options:

- Buttons: Home, **Execute** (circled in red), Clear, Logout
- GF# (% allowed): []
- Examiner (% allowed): erica
- from Create Date: 02/01/2012
- from Update Date: []
- Notes (% allowed): []
- to Create Date: 02/01/2012
- to Update Date: []
- Parties (% allowed): []
- Search options:
 - Search for either Grantor/Grantee
 - Search for both Grantor and Grantee
- Subdivisions: []
- Abstracts: []
- Include "empty" SDs:
- Include "empty" SVs:

All runsheets that meet the search criteria will appear in a list (in this case, we chose runsheets created on 2/1/2012 and there was only one):



The screenshot shows a table of runsheets found, with the following columns and data:

Runsheets: 1 runsheets found.				
Inst. count	File #	Description	Create Date	Last Updated
6		25.0 acres, Edward Pearce Survey, A-577	2/1/2012 1:10:21 PM	2/1/2012 1:35:37 PM

Select the runsheet you want to show by 1) highlighting the row and then 2) clicking the Show Runsheet button on the top menu bar:

Home Query **Show runsheet** New runsheet Delete runsheet Report problem Logout

2

Runsheets: 1 runsheets found.

Inst. count	File #	Description	Create Date	Last Updated
1 6		25.0 acres, Edward Pearce Survey, A-577	2/1/2012 1:10:21 PM	2/1/2012 1:35:37 PM

To continue your title search, simply click the Query button and follow the Search instructions above.

Home Lookup Runsheet Save Runsheet Images Print Runsheet Print RS (landscape) Delete row

Query New Runsheet Delete Runsheet Layout 2 Report problem Share Runsheet Logout

ID: 103511 Create Date: 2/1/2012
GF#: Description: 25.0 acres, Edward Pearce Survey, A-577

(default) 6 instruments found.

RecType	Year	InstNr	Volume	Page	InstType	Post Date	Inst Date	Amount	GF#
DEED	1988	6127	1182	208	DEED	6/17/1988	6/8/1988		
DEED	1991	2594	1272	632	OGML	3/28/1991	7/7/1990		
OPR	2004	4012562	2924	279	OGML	9/9/2004	5/25/2004		
OPR	2004	4012563	2924	284	OGML	9/9/2004	5/25/2004		
OPR	2006	6004361	3313	283	DEED	3/27/2006	3/24/2006		
OPR	2008	8005662	3865	61	OGML	4/14/2008	5/25/2007	\$0.00	

To add new instruments to the runsheet, simply highlight the row and hit the 'R' key.

NOTE: If you do NOT open the runsheet prior to conducting your search, all new instruments will be added to a NEW auto-generated runsheet which cannot be integrated with the existing one.

ERROR REPORTING

One of the unique features of RecordsOnline is online error reporting. Our indexing staff makes every effort to enter instruments correctly; however, sometimes mistakes are made, often when instruments are ambiguous or contain multiple land descriptions. The good news is: you can report errors as soon as you see them and they will be corrected almost instantaneously. Following is an example:

Recall that we noted earlier a 600+ acre unit that appeared on our Parties search, but never showed up in subsequent searches. We went back to the Parties search and found the instrument. We viewed the instrument and it obviously contains our subject tract:

Doc 5012638 *Bk* OR *Vol* 3154 *Pg* 16

Vera Black Well No. 7- Gas Unit 667.950 acres
F. G. Timmons et al Survey A-664
0.001983 R.I.- Hunt Petroleum

Vera Black Well No. 8- Gas Unit 667.950 acres
F. G. Timmons et al Survey A-664
0.01983 R.I.- Hunt Petroleum

Nonproducing minerals-Undivided 1/8th interest in minerals covering 25 acres in Panola County, Texas and described as:

25.00 acres, more or less, part of the Edward Pearce Survey, A-577, Harrison County, Texas and being the same land more particularly described in that certain Warranty Deed with Vendors Lien dated September 24, 1920, from Austin L. Edrington to Acie Johnson, recorded in Volume 107, Page 559 of the Deed Records of Harrison County, Texas.

This conveyance covers any and all minerals located in Panola County, Harrison County, Texas or any other County situated in the State of Texas owned by the decedent Rosie Lee Johnson Spears.

Reservations from Conveyance:

This instrument, a MRD, obviously covers the subject tract. However, it was indexed as 667.95 acres, with no survey named. We noted it during our Parties-only search.

However, the indexer picked up the Unit description from the instrument, which was the first land description in the instrument. This prevented it from showing up in geographical searches within our survey, so we want to report the error. We do so by clicking 'Report Problem':

Home View Image Current Runsheet Report problem
 Query Layout 2 New Runsheet Logout

File date Expand Legals 22 instruments found.

PR	RecType	Year	Inst. #	Volume	Page	Inst. type	Post Date	Inst Date	Amount	GF#
PB		1999		10	106	PKUB	7/12/1999	7/12/1999		
OPR		2004	4012562	2924	279	OGML	9/9/2004	5/25/2004		INVENTORY ANSWER
OPR		2004	4012563	2924	284	OGML	9/9/2004	5/25/2004		107/559: 107/559
OPR		2005	5012638	3154	14	MRD	8/3/2005	7/21/2005		107/559: 107/559
OPR		2006	6002792	3293	32	DEED	2/24/2006	2/15/2006		
OPR		2006	6002793	3293	36	DEED	2/24/2006	1/31/2006		
OPR		2006	6002794	3293	39	DEED	2/24/2006	1/31/2006		
OPR		2006	6004361	3313	283	DEED	3/27/2006	3/24/2006		
OPR		2006	6004362	3313	287	DEED	3/27/2006	3/24/2006		

Grantors
 SMITH FAYE LOIS JOHNSON
 SPEARS ROSIE LEE JOHNSON ESTATE OF

Grantees
 DANIELSDOROTHY JOHNSON
 JOHNSON GLENN RAY
 JOHNSON LACY KIRK
 JOHNSON LAMAR
 LEDERMAN SANDRA RENEE
 MACON LINDA CAROL
 NICKERSON MYRTLE JOHNSON
 SIMMONS BERTHA JOHNSON
 SMITH FAYE LOIS JOHNSON

Description	Notes	Geo
Sanders, Thomas; Survey#=664; Acreage=667.95		Geo

And we file our report at 2:30pm on Wednesday, February 1, 2012:

**Instrument: RecType: OPR;
Volume: 3154; Page: 14;Year: 2005; InstNr: 5012638.**

Error type: Rekey Instrument

Instrument affects a 25.0 acre tract in the Edward Pearce Survey, A-577. Land description on index picked up a unit description of 677.95 acres in the Thomas Sanders Survey, A-664. Should contain the 25.0 acre tract only or in addition to the unit description.

This is the actual error report submitted. Notice the Instrument Vol/Page and other info automatically populated at the top of the page. You can select the error type from the dropdown menu and input your note. Click 'Send error report' and you will receive the red confirmation message.

Send error report

Error report was successfully sent.

By 3pm on Wednesday, February 1, 2012, it was corrected:

Grantors	
SMITH FAYE LOIS JOHNSON	DANIELSDOROTHY JOHNSON
SPEARS ROSIE LEE JOHNSON ESTATE OF	JOHNSON GLENN RAY
	JOHNSON LACY KIRK
	JOHNSON LAMAR
	LEDERMAN SANDRA RENEE
	MACON LINDA CAROL
	NICKERSON MYRTLE JOHNSON
	SIMMONS BERTHA JOHNSON
	SMITH FAYE LOIS JOHNSON

Error was reported at 2:30pm. By 3pm, it was corrected.

Description	Notes	Geo
Pearce, Edward; Survey#=577; Acreage=25.		Geo
Timmins, Felix G; Survey#=702; Acreage=667.95		Geo

BONUS! All corrections will flow through to your saved runsheets as well as show up correctly on subsequent searches.

COUNTIES WITH MORE THAN ONE DATABASE

Some counties have more than one available database.

If you have access to one of these counties, both databases will show up as selections. One will be for early years (sometimes back to sovereignty!) and the other will be for a specified date to Current.

All procedures for searching and creating instruments are exactly the same.

You WILL need to create separate runsheets for the same tract if you are running it back to sovereignty. Using our Harrison County 25.0 acre tract as an example, we could name our early title runsheet “25.0 acres, Edward Pearce Survey, A-577, early title” or “25.0 acres, Edward Pearce Survey, A-577, sovereignty to 1973”.

SPECIAL INSTRUCTIONS FOR MARION COUNTY

Marion County is indexed with images from 1976 – current.

You can INDEX only from the late 1800’s – 1976.

If you want to view images, you can, but only from 8/15/1936 – 1/28/1976.

This all sounds confusing, but here’s how you get early title off of RecordsOnline:

- All geographic, grantor/grantee, instrument type, etc. queries are available from 1800 – 1976. You can use the land descriptions in the indexed field to determine if your tract is involved.
 - Make a note of all the applicable instruments and/or print a runsheet.
- Clear search criteria and do a Volume/Page search for each of the instruments you’ve noted or put on your runsheet. If the instruments were filed between 8/15/1935 and 1/28/1976, you can view them and print them. You just have to look them up one at a time.

**IF YOU HAVE ADDITIONAL QUESTIONS, PLEASE CHECK THE FAQ PAGE OF OUR WEBSITE.
IF YOU STILL NEED HELP, PLEASE CONTACT US AT RECORDSONLINE@ETEXTITLE.COM.**