

MDLandRec.Net A Digital Image Retrieval System for Land Record Indices in Maryland

A Joint eGovernment Service of the Maryland Judiciary and the Maryland State Archives

User's Guide

December 2013

Table of Contents

Login and Account Management

Login Page: 1

Account Creation: 2

Account Management: 3

General Pages

User Guides and FAQs: 4

Homepage: 5

General Search Page: 6

Document Images

• Viewing Documents: 26-30

Viewing Multiple Pages: 27-28

- Magnification: 29

Providing Feedback: 30

Saving Images: 31

• Printing Images: 31-32

Additional Features

Contacting the Help Desk: 35-36

Other Options: 35

Searches

Jump to New Volume: 7-8

Electronic Index Search: 9-20

Date Range: 10

Filters: 11

Sort Function: 12

By Book and Page:13

- By Party: 14-15

- By Soundex: 16

By Tax ID (Montgomery County only): 17

- Results Page: 18-19

Returning to Previous Search: 20

Active and Retired Indices: 21-25

• SDAT: 33

Plats.net: 34

Login Page

Patrons wishing to access the website from locations other than the County Circuit Courts or the Maryland State Archives must create user accounts. If you have an account, enter your user name and password and click "submit." If you don't have an account, you can use the link to create one.

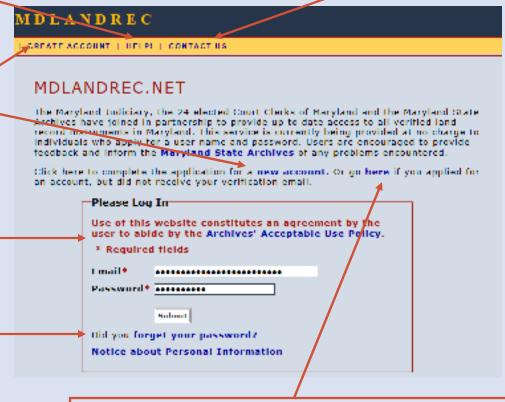
For more about "Help!" see page 4.

Use either link to create a new account. (See page 2 for more information.)

Users agree to the Acceptable Use Policy available here.

Use this link if you have an account but need a password reminder.

For more on how to contact us, see pages 35-36.



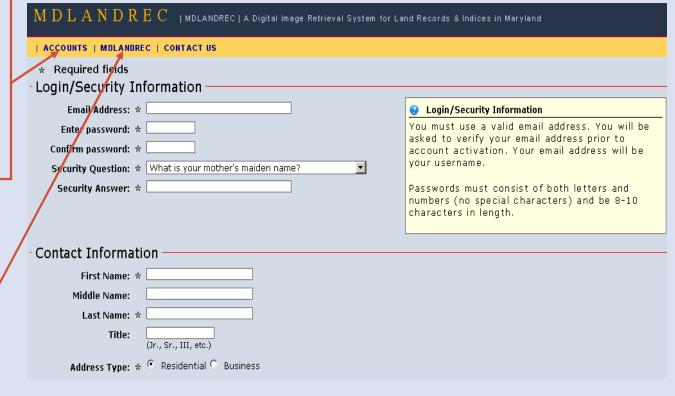
Use this link if you applied for an account but did not receive a response.

Account Creation

To create a new account, you will need to fill in an application. Please be certain to fill in all of the required fields. After you apply, you will receive a verification email to activate the new account.

The "Accounts" link lets you further manage your account. (See page 3 for more information.)

The "Mdlandrec" link returns you to the login page. (See page 1.)



Account Management

On the Account Management page, you have the option of creating a new account, requesting a verification email to activate an account, or requesting a password reminder.

MDLANDREC | CONTACT US

Welcome to MDLANDREC Account Management

Please select from the following links to create or manage your MDLANDREC account.

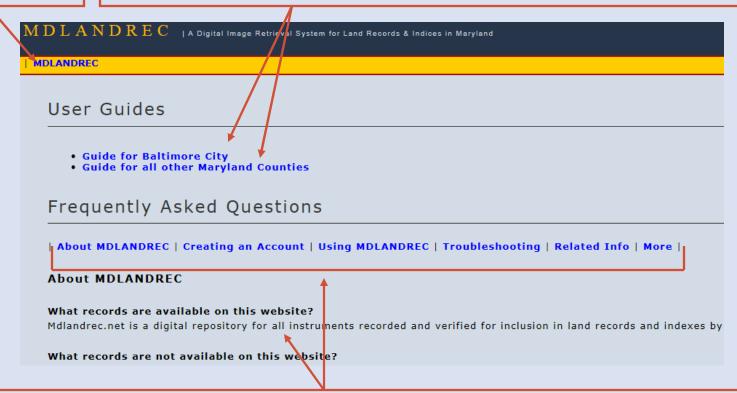
- Create new account
 - You must have a valid email address to create a new account.
- Receive account verification link
 - If you applied for a new account, but did not receive your account verification email, you can get another copy. Your account will not be activated until you following the directions included in this email.
- Retrieve account password Account information will be sent to the email address used to create your MDLANDREC
 account. If you no longer have access to this email account, please contact the Archives' Help Desk to update your
 account information.

User Guides and FAQs

Selecting "Help!" provides access to the user guides and answers to frequently asked questions about Mdlandrec.net.

This link returns you to the home page.

Because Baltimore City has some unique search features, it has its own user guide. There is also a user guide that covers the search features of all other counties.



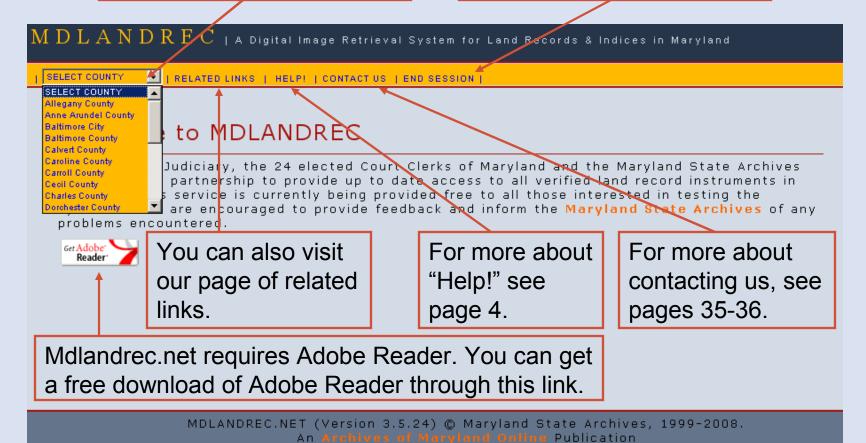
Select a category to find answers to frequently asked questions for that topic.

Homepage

When you log in, you will be taken to the Mdlandrec.net homepage.

To begin a search, select a county from the menu.

The "End Session" link logs you out.



Use of this website constitutes an agreement by the user to abide by the Acceptable Use Policy.

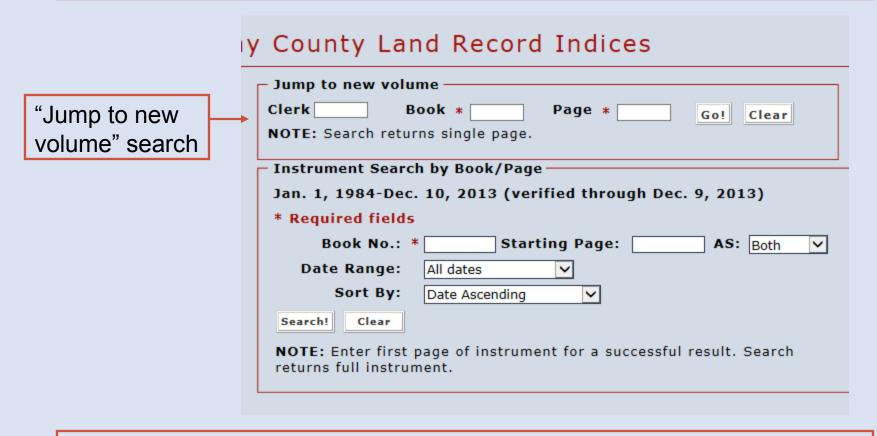
General Search Page

Selecting a county from the homepage will load the general search page. Each county's general search page has the same format and options with a few exceptions. For example, Baltimore City is the only jurisdiction with address and block searches.



Jump to New Volume Search

You can use the "Jump to new volume" search to jump to any land record book and page on Mdlandrec.net for that county.



You can include the clerk's initials, if known. The book number and page number are required fields. Searches return a single page. For more on document images, see pages 26-32.

Jump to New Volume Search

If there is more than one book fitting the "Jump to new volume" search criteria, each book fitting the criteria will be listed.

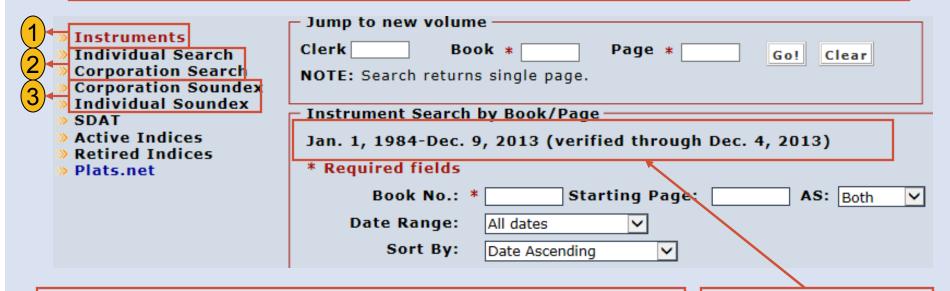
- 1 "Agency (Series)" shows the agency that created the record and the type of record.
- 2 "Dates" is the year or years covered by the book.
- 3 "Description" is the title of the book, which generally includes the clerk's initials and a book number.
- 4 "MSA Number" is a unique number assigned by the Maryland State Archives. Clicking on this number will display an image of the book and page. For more information on document images, see pages 26-32.

Υc	ur search	criteria	resulted in	multiple	volumes.	Please	select	from	the li	st below	ŗ
				_							

(1)	Agency (Series)	2)	Dates (3)	Description 4	MSA Number
	CIRCUIT COURT (Land Records)		1987-1987	SEB 1236	MSA CE 164-1236
	CIRCUIT COURT (Land Records)		2001-2001	FMC 1236	MSA CE 164-10387
	SUPERIOR COURT (Land Records)		1889-1889	JB 1236	MSA CE 168-1244
	SUPERIOR COURT (Land Records)		1962-1962	JFC 1236	MSA CE 168-11554

Electronic Index Searches

These searches use the County Circuit Courts' electronic index to return an entire document, which is also known as an instrument. Theses searches are limited to the given date range.



Types of Electronic Index Searches

- 1 Instrument search by book and page (See page 13).
- 2 Party searches (See pages 14-15).
- 3 Soundex searches (See page 16).

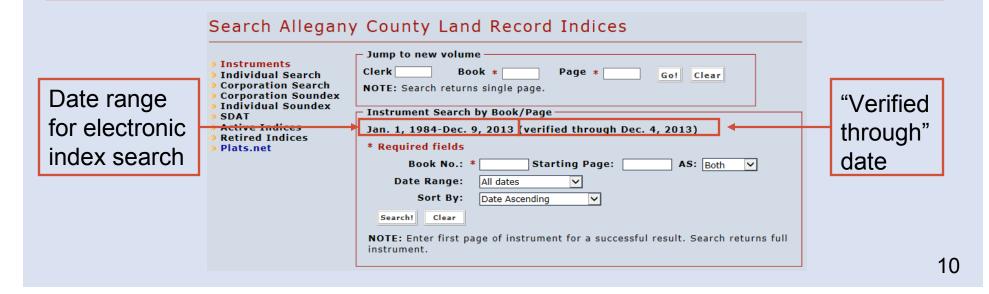
 Montgomery County only also has a search by tax ID (See page 17).

Date Range

For more on date ranges, see page 10.

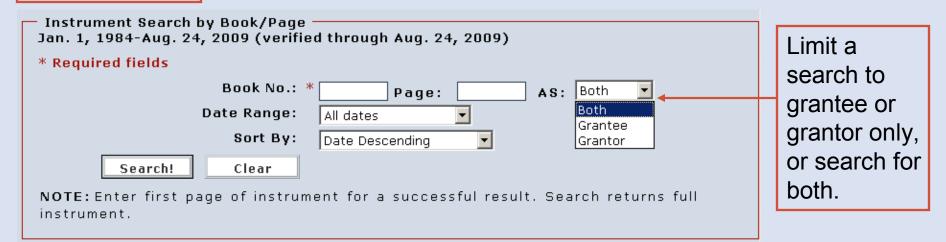
Date Ranges and Searches

- 1. Each county has a date range for their electronic index. The date range varies by county and can change daily.
- 2. County Circuit Courts may not have released images yet for the most recently recorded instruments within the provided date range. These images would be available only at the County Circuit Court.
- 3. The "verified through" date is the recordation date through which indexing has been verified by Court staff. This date indicates through what date all indexing has been verified without gaps.
- 4. Electronic index searches are limited to the given date range. "Jump to new volume" searches are not limited by this date range. For more on the "Jump to new volume" searches, see pages 7-8.

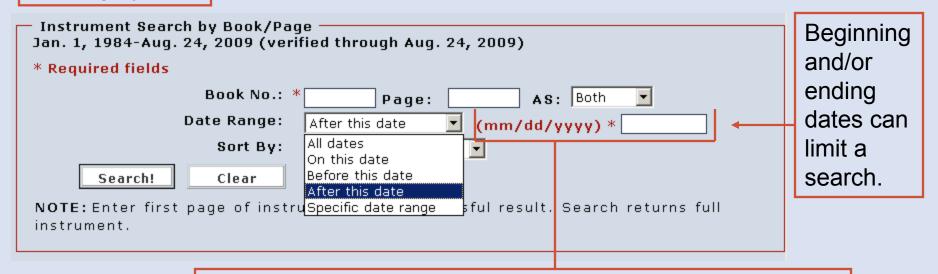


Electronic Index Search: Filters

Limiting by Role



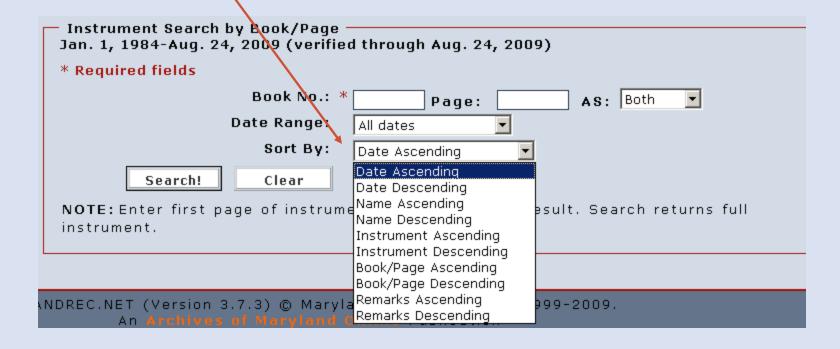
Limiting by Date



This field will vary based on the type of date range selected.

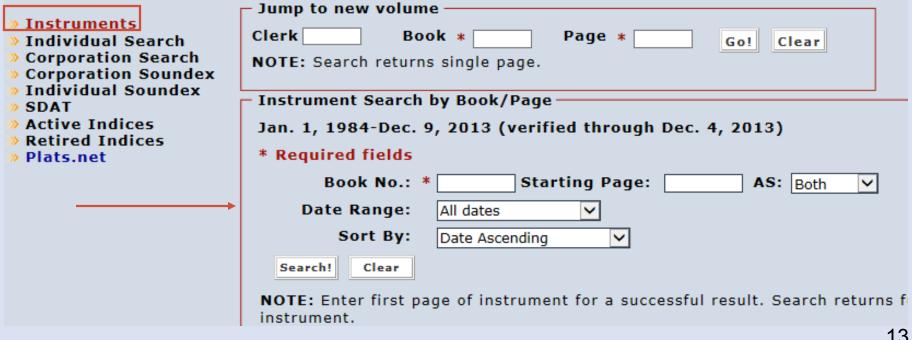
Electronic Index Search: Sort Function

There are a variety of sort orders for organizing search results.



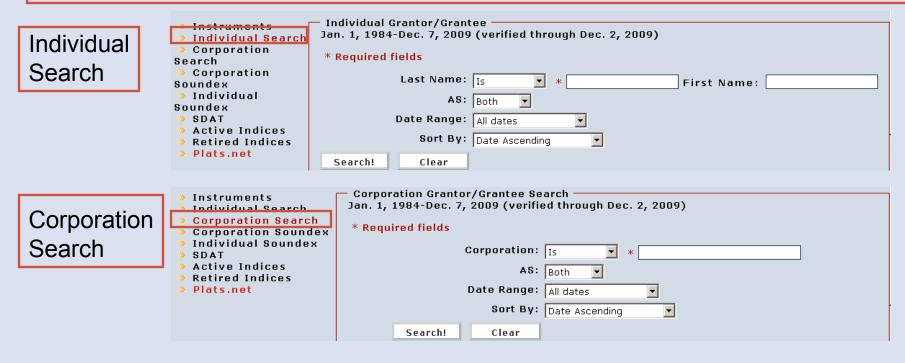
Electronic Index Search: Instrument Search by Book and Page

- 1. This search feature is only for those instruments recorded within the date range shown. For more on date ranges, see page 10.
- 2. The book number is a required field.
- 3. If a page number is entered in this search, it must be the first page of a document. If you do not enter a page, search returns will include all of the index entries for that book up to 5000 entries.
- 4. For instruction on using the "As" and "Date Range" filters and the "Sort By" function, see pages 11-12.



Electronic Index Search: By Party

- 1. To search by party, select either "Individual Search" or "Corporation Search."
- 2. This search feature is only for those instruments recorded within the date range shown. For more on date ranges, see page 10.
- 3. An individual's middle name or initial can be included in the "First Name" field.
- 4. For more on adjusting the parameters of party searches, see page 15.
- 5. Search returns are limited to the first 5000 results.
- 6. For instruction on using the "As" and "Date Range" filters and the "Sort By" function, see pages 11-12.



Electronic Index Search: By Party - Parameters

Individual first name searches are a "Begins With" search. You can adjust individual last name and corporation searches to fit the following parameters:

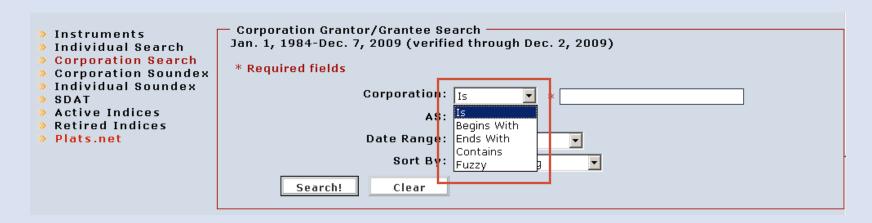
Is produces results matching the last name or corporation name exactly as entered.

Begins With produces results in which the last name or corporation name begins with the string as entered.

Ends With produces results in which the last name or corporation name ends with the string as entered.

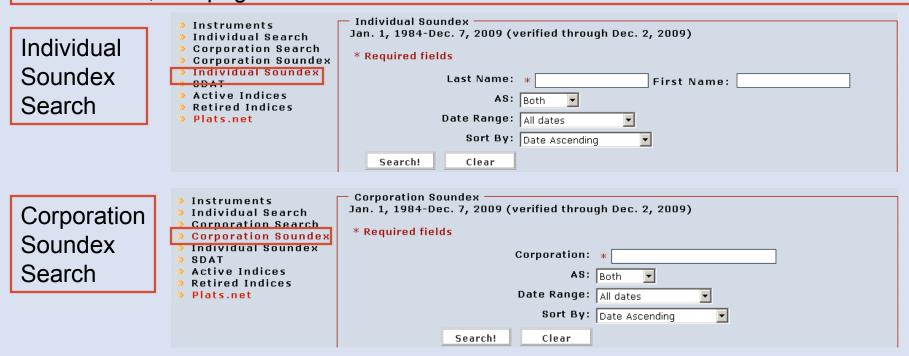
Contains produces results in which the last name or corporation name contains somewhere within it the string as entered.

Fuzzy produces results in which the last name or corporation name includes the string as entered except that spaces and special characters are ignored.



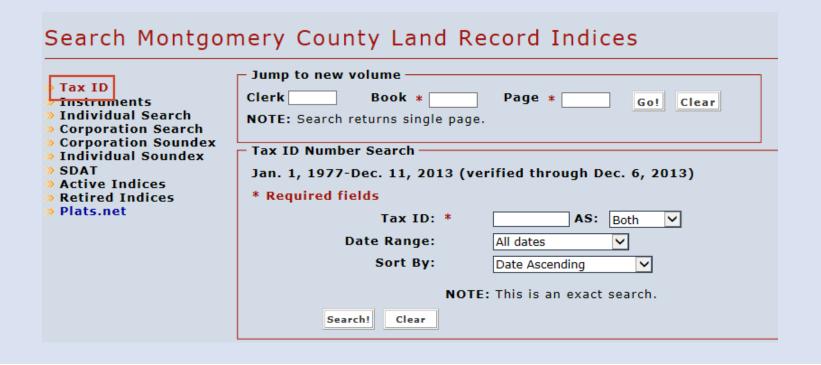
Electronic Index Search: By Soundex

- 1. Soundex is a formula for numerically encoding a word so that similarly spelled words encode the same way. Soundex searches are useful for finding various spellings of a name.
- 2. Soundex is available for an individual or corporation name search within the listed date range. For more on the date range, see page 10.
- 3. Search returns are limited to the first 5000 results.
- 4. For instruction on using the "As" and "Date Range" filters and the "Sort By" function, see pages 11-12.

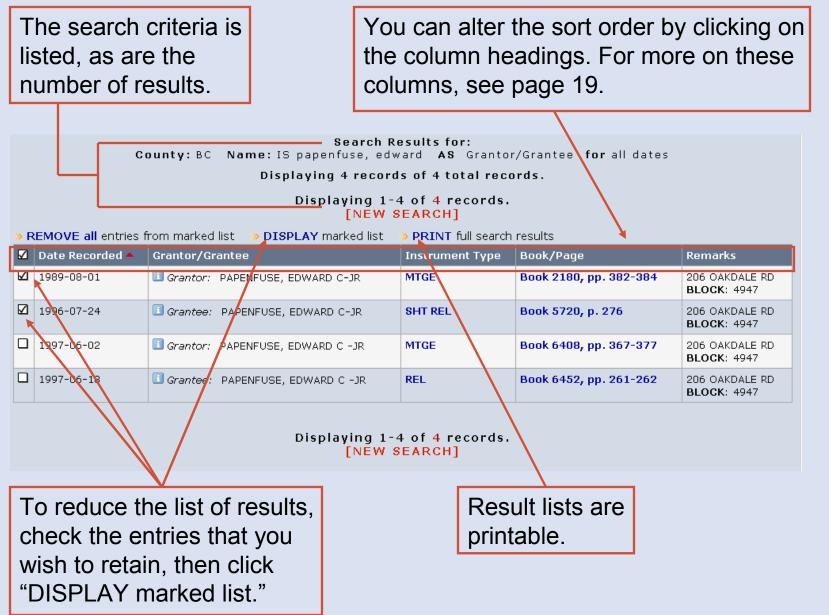


Electronic Index Search: By Tax ID (Montgomery County Only)

- 1. Montgomery County has an electronic index search by tax account ID number.
- 2. This search is only available for the given year range. For more on date ranges, see page 10.
- 3. If there are zeroes at the beginning of the number, omit them for this search.
- 4. Search returns are limited to the first 5000 results.
- 5. For instruction on using the "As" and "Date Range" filters and the "Sort By" function, see pages 11-12.



Electronic Index Search: Results Page



Electronic Index Search: Results Page

- 1 "Date Recorded" is the date on which the instrument was recorded at the courthouse.
- (2) "Grantor/Grantee" is the party indexed for the document.
- 3 "Instrument Type" is the kind of the document. Clicking on this link will display an image of the document in a new window.
- "Book/Page" shows the land record book and page on which the document was recorded. Clicking on this link will display an image of the document. For more on document images, see pages 26-32.
- (5) "Remarks" are additional indexed information.

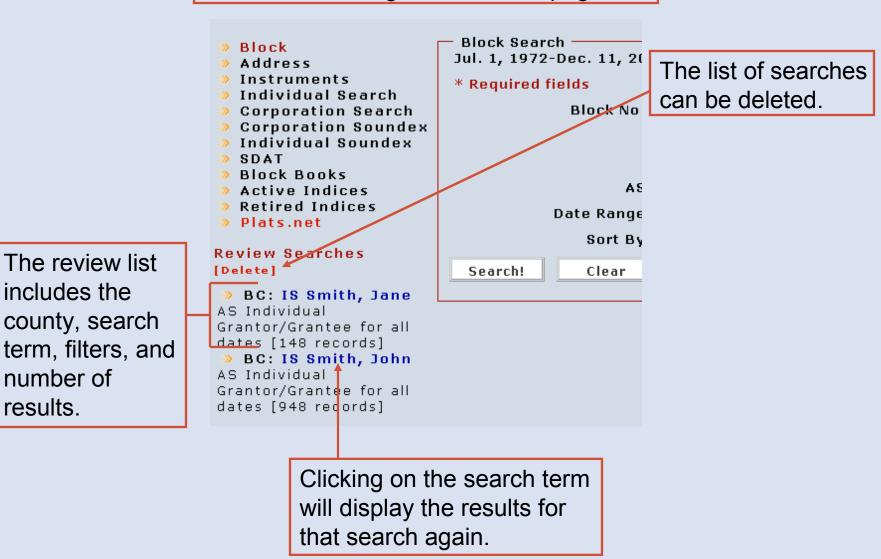
6

6 Clicking on the "i" icon displays further information recorded in the index.

	1	2	3	4	5
✓	Date Recorded 📤	Grantor/Grantee	Instrument Type	Book/Page	Remarks
	1989-08-01	■ Grantor: PAPENFUSE, EDWARD C-JR	MTGE	Book 2180, pp. 382-384	206 OAKDALE RD BLOCK: 4947
	1996-07-24	■ Grantee: PAPENFUSE, EDWARD C-JR	SHT REL	Book 5720, p. 276	206 OAKDALE RD BLOCK: 4947
	1997-06-02	■ Grantor: PAPENFUSE, EDWARD C -JR	MTGE	Book 6408, pp. 367-377	206 OAKDALE RD BLOCK: 4947
	1997-06-18	Grantee: PAPENFUSE, EDWARD C -JR	REL	Book 6452, pp. 261-262	206 OAKDALE RD BLOCK: 4947

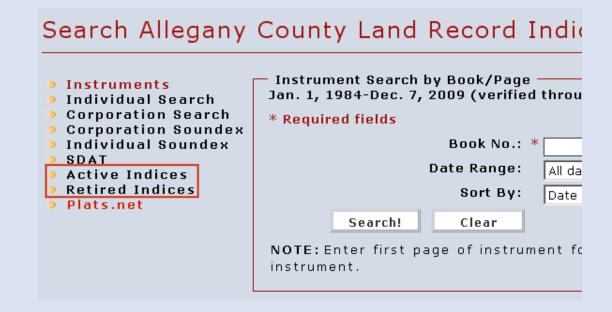
Electronic Index Search: Returning to Previous Searches

Mdlandrec.net retains a list of your recent searches on the general search page.



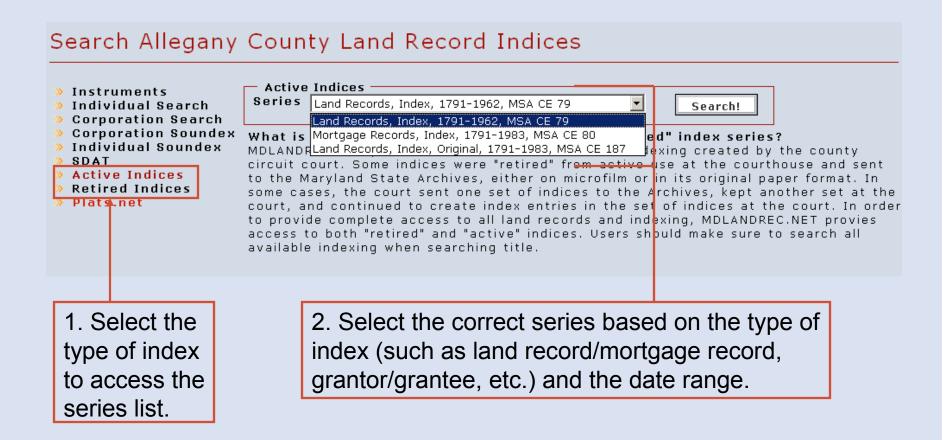
Active and Retired Indices

- 1. Active and retired indices are for searching for documents recorded before the beginning of the electronic indices. For more on the date ranges of the electronic indices, see page 10.
- 2. Active indices are those indices that the County Circuit Courts have not yet retired from active use at the courthouse.
- 3. Retired indices have been retired from active use by the County Circuit Courts and have been sent to the Maryland State Archives. Retired indices are displayed on a site external to Mdlandrec.net.
- 4. Users should use all available indexing when searching title.



Active and Retired Indices – Series

To view an index, first choose the type of index and then select the index series.



Active Indices – Book List

If you select an active index series, next select the specific index book. If you select a retired index series, see page 25.



Displaying 1-106 of 106 records.

There may be multiple pages of results.

Dates 📤	Description 📤	Source <u></u>	Accession No
1791 1962	As Al	CR 6859 1	M8A_6E79_1
1791-1962	Am-Az	CR 6859-2	MSA_CE79_2
1791-1962	Ва	CR 6860	MSA_CE79_3
1791-1962	Ве	CR 6860	MSA_CE79_4
1791-1962	Banks	CR 6884-5	MSA_CE79_5
1791-1962	Bi	CR 6861-1	MSA_CE79_6
1791-1962	Во	CR 6861-3	MSA_CE79_7
1791-1962	Bra-Brl	CR 6861-2	MSA_CE79_8
1791-1962	Bro-Brz	CR 6861-4	MSA_CE79_9
1791-1962	Ви-Ву	CR 6862-1	MSA_CE79_10
1791-1962	Ca	CR 6862-2	MSA_CE79_11
1791-1962	Ce-Ch	CR 6862-3	MSA_CE79_12
1791-1962	Churches	CR 6884-6	MSA_CE79_13
1791-1962	ci-cl	CR 6862-4	MSA CF79 14

Clicking on column headings will change the sort order. For more on these columns, see page 24.

Active Indices – Book List

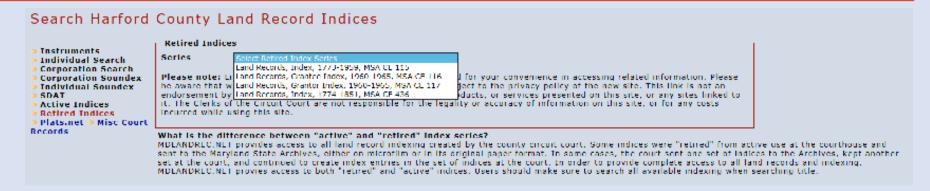
- 1 "Dates" shows the year or years covered by the volume.
- 2 "Description" is the title of the book. This generally shows what the index covers.
- 3 "Source" is the number assigned by the Maryland State Archives to the microfilm for this book.
- (4) "Accession Number" is a unique number assigned by the Archives. Clicking on this number will load images of the first page or the key pages, if they are present. (Indices often begin with key pages that help locate names within the index.) For more on document images, see pages 26-32.

1	2	3	4
Dates 📤	Description 📤	Source ^	Accession No. 📤
1791-1962	Aa-Al	CR 6859-1	MSA_CE79_1
1791-1962	Am-Az	CR 6859-2	MSA_CE79_2
1791-1962	Ва	CR 6860	MSA_CE79_3
1791-1962	Ве	CR 6860	MSA_CE79_4

To view a document that you find listed in the index, use the "Jump to new volume" feature and enter the book and page number. For more on this feature, see pages 7-8.

Retired Indices

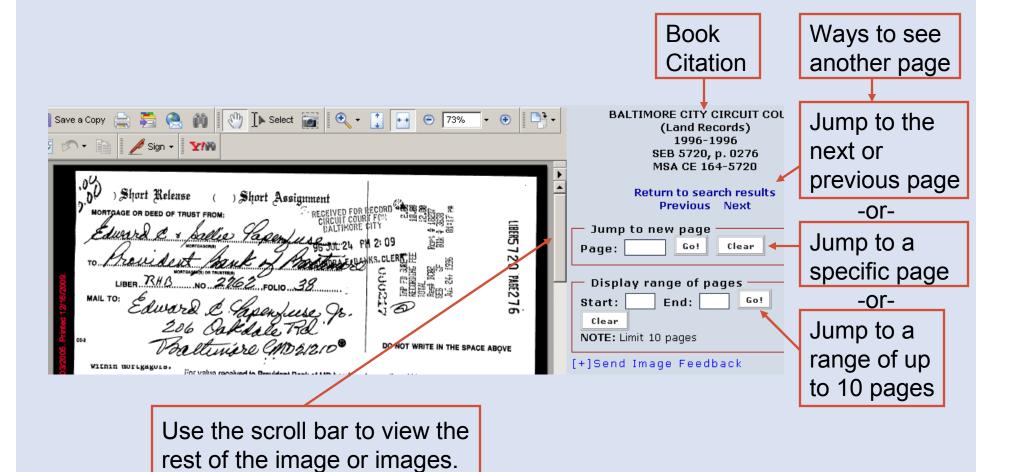
- 1. Selecting a retired index series will take you to the Maryland State Archives site Guide to Government Records.
- 2. Indices often begin with key pages that help locate names within the index.
- 3. If you find an indexed document that you would like to view, return to Mdlandrec.net and use the "Jump to new volume" search to view the book and page number. For more on this search feature, see pages 7-8.



Note regarding external sites: When you exit the Mdlandrec.net website, you are subject to the privacy policy of the new site. A link is not an endorsement by the Clerks of the Circuit Court of the opinions, products, or services presented on external sites or any sites linked to them.

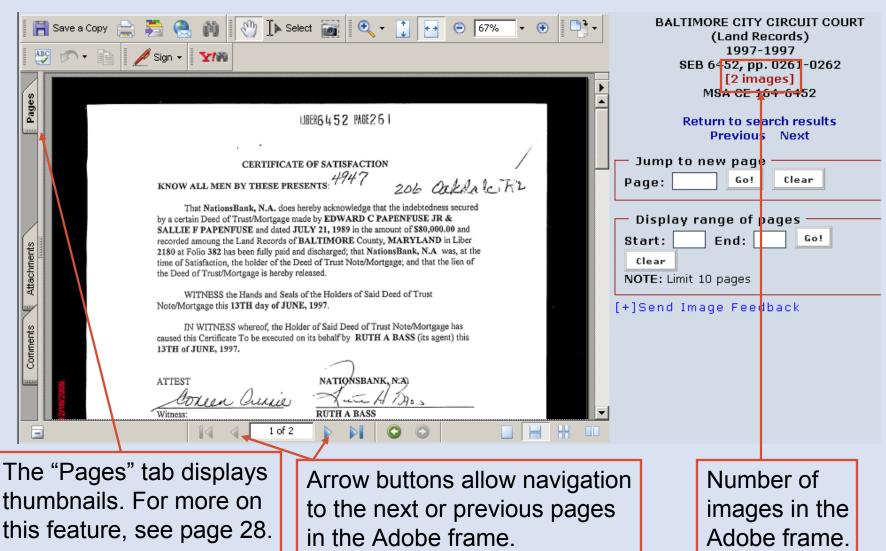
Viewing Documents

Images are displayed in an Adobe Reader frame. For more on viewing multiple pages, see pages 27-28.



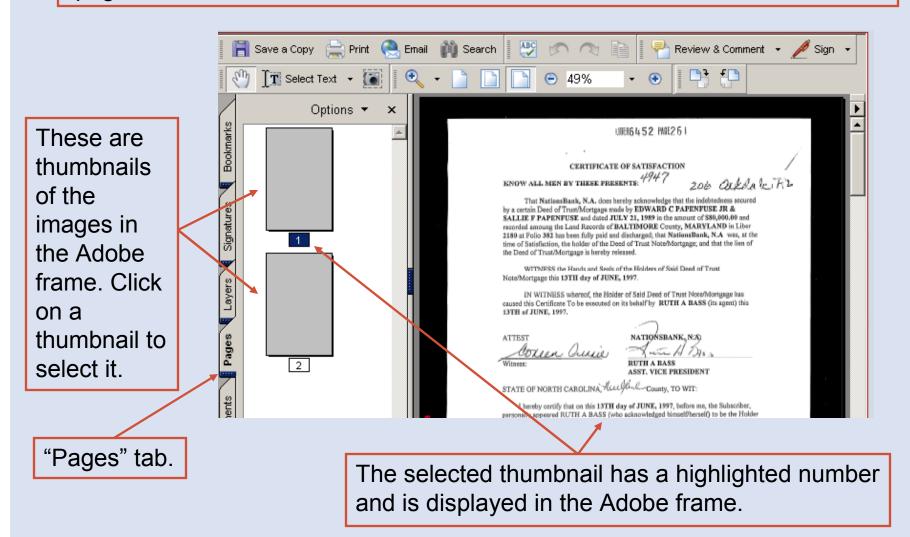
Viewing Documents: Multiple Pages

If you load an entire instrument or choose to display a range of pages, there may be multiple pages in the Adobe Reader frame.



Viewing Documents: Multiple Pages - Thumbnails

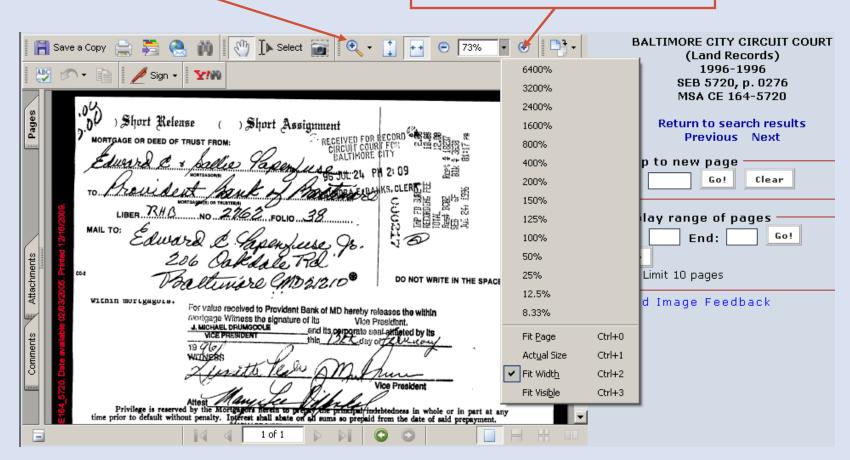
Selecting the "Pages" tab will display thumbnails, or smaller representations, of the image in the Adobe frame. Clicking on a thumbnail will display that page in the Adobe frame.



Viewing Documents: Magnification

The zoom tool can decrease or increase a portion of the image.

The size of the document can be increased or decreased by changing the display percentage.



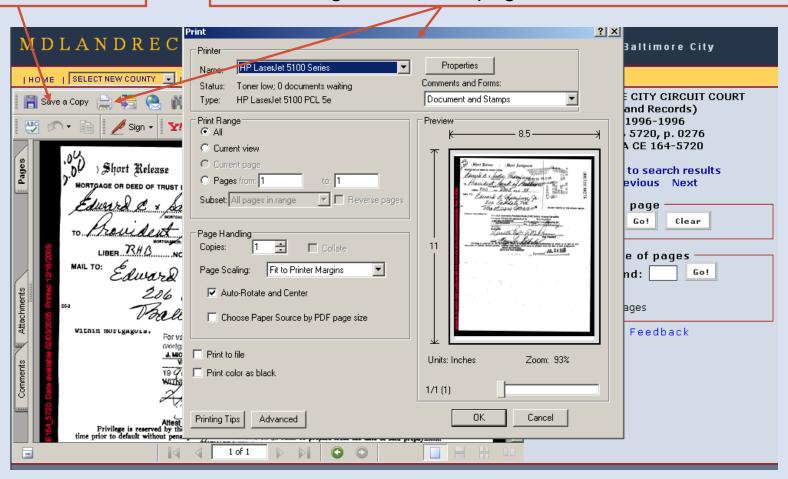
Viewing Documents: Image Feedback

Save a Copy Sign - Sign - Short Assignment Sign - Sign - Sign - Short Assignment Short Assignment MORTGAGE OR DEED OF TRUST FROM: CIRCUIT COURT FOR CORD State Short Assignment MORTGAGE OR DEED OF TRUST FROM: CIRCUIT COURT FOR COURT FOR CORD State Short Assignment CIRCUIT COURT FOR COURT FOR CORD State Short Assignment CIRCUIT COURT FOR COURT Short Assignment	BALTIMORE CITY CIRCUIT COL (Land Records) 1996-1996 SEB 5720, p. 0276 MSA CE 164-5720 Return to search results Previous Next Jump to new page Page: Go! Clear Display range of pages Start: End: Go! Clear NOTE: Limit 10 pages [+]Send Image Feedback
) Short Release () Short Assignment	Return to search results
LIBER RHB NO 2162 FOLIO 38	Previous Next Jump to new page Page: Go! Clear Display range of pages Start: End: Go! Clear NOTE: Limit 10 pages
Pacificinare CMD 2/2/08 DO NOT WRITE IN THE SPACE ABOVE	[-] Send Image Feedback
For value received to Provident Bank of MD herety releases the within northgage Witness the signature of its Vice President. Luciciaet primodociae and its corporate send affected by its vice President thin 20 day of Vice President Witness Witness Aftest Privilege is reserved by the Mortgager's fibrein to proper the primarket indebtedness in whole or in part at any me prior to default without penalty. Instress thall abate on all sums so prepaid from the date of said prepayment.	Submit Feedback for p. 0276 * Required fields First Name: * Last Name: * Email: * Phone: * Ext.:
	Category: * General Comment Comments: *

Clicking on "Send Image Feedback" will provide a form for sending comments to the Help Desk.

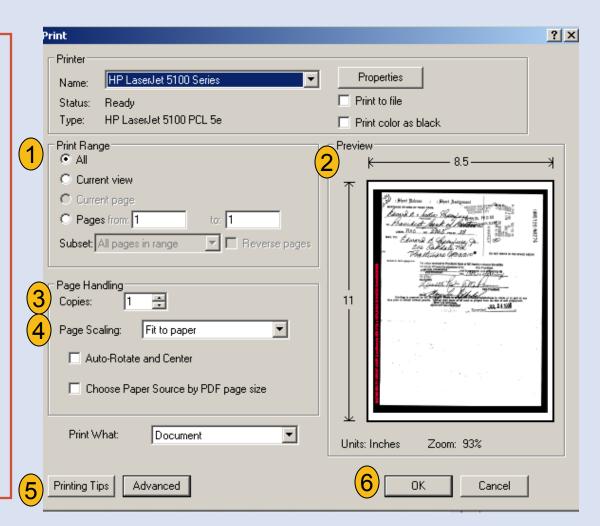
Printing or Saving Documents

Save a copy of the pdf with this button. To print images, use the print icon that is on the Adobe frame to display the Print Dialogue Box. For more on the Print Dialogue Box, see page 32.



Printing Documents: Print Dialogue Box

- 1 Print range selects which pages in the Adobe frame to print.
- 2 The preview screen shows how the image will print.
- 3 Choose how many copies to print.
- We recommend a page scaling of "fit to paper" or "shrink larger pages."
- "Printing Tips" offers printing help.
- 6 Click on "OK" to print.



External Site - SDAT

This feature will take you to the external SDAT (State Department of Assessments and Taxation) real property search site, which may provide useful information such as a property's deed reference and owner's name.

Search Allegany	County Land Record Indices
» Instruments » Individual Search » Corporation Search » Corporation Soundex • Individual Soundex • SDAT » Active Indices » Retired Indices » Plats.net	Jump to new volume Clerk Book * Page * NOTE: Search returns single page. Instrument Search by Book/Page Jan. 1, 1984-Dec. 9, 2013 (verified through Dec. * Required fields Book No.: * Starting Page: Date Range: All dates ✓

Note regarding external sites: When you exit the Mdlandrec.net website, you are subject to the privacy policy of the new site. A link is not an endorsement by the Clerks of the Circuit Court of the opinions, products, or services presented on external sites or any sites linked to them.

External Site – Plats.net

This link will take you to www.plats.net, a web site for the delivery of electronic images of subdivision, condominium and survey plats.

Search Allegany	County Land Record Indices
 Instruments Individual Search Corporation Search Corporation Soundex Individual Soundex 	Clerk Book * Page * NOTE: Search returns single page.
 SDAT Active Indices Retired Indices Plats.net 	Instrument Search by Book/Page Jan. 1, 1984-Dec. 9, 2013 (verified through Dec. * Required fields
	Book No.: * Starting Page: Date Range: All dates

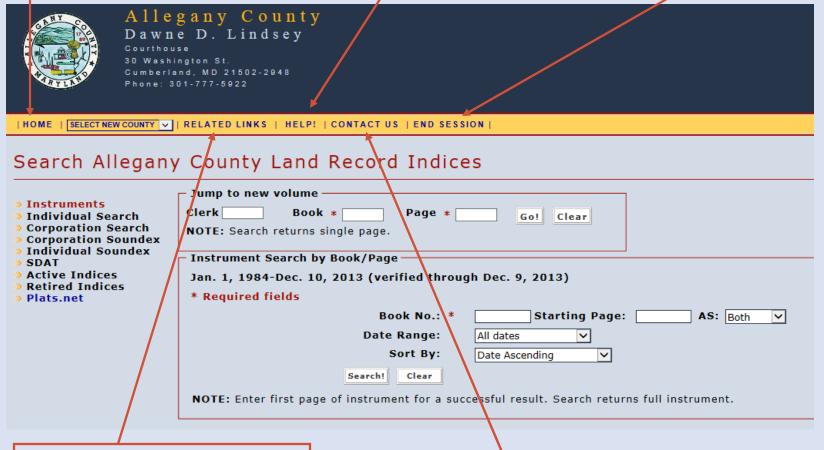
Note regarding external sites: When you exit the Mdlandrec.net website, you are subject to the privacy policy of the new site. A link is not an endorsement by the Clerks of the Circuit Court of the opinions, products, or services presented on external sites or any sites linked to them.

Other Options

"Home" returns you to the homepage.

"Help!" provides user guides and answers to frequently asked questions. (See page 4.)

"End Session" logs you out of the site.



"Related Links" connect to some organizations that deal with land records.

"Contact Us" allows you to email the Help Desk. (See page 36 for more information)

Contacting the Help Desk

If you click on "Contact Us," a form will be provided for contacting the Help Desk. You can send questions, comments, or suggestions. You will receive a copy of your email as well as a response from Help Desk staff.

_Contact the Maryl	and S	tate Archives	
First Name:	*		
Last Name:			
Email:			
Phone:	*		
Ext.:			
Category:	*	General Comment	
Message:	*	_	
		<u> </u>	
		Submit	

You can also contact the Help Desk by emailing msa.helpdesk@maryland.gov or calling 410-260-6487.