



DTS2 SERVICES: GENERAL NAME

Rev. 201606

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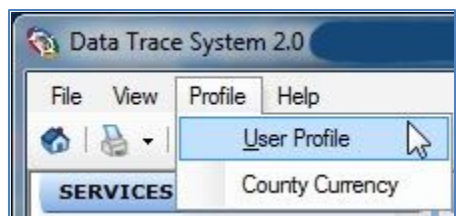
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Overview:

This document will provide information on how to use the General Name service in DTS2. This document covers the service only. Additional information on county-specific information can be found on the [DataTrace University homepage](#).

Note: Services are county specific and may not be available in every county. The availability of and parameters used for this service may change based upon the county involved. Additionally, DTS2 is a highly customizable application and your company may not have contracted for all available services or geographies.

Finally, your company may have setup specific settings that will affect how the search and reports function and display. Please check the Profile Menu > User Profile option for information on your company settings.



The General Name Service

The purpose of the General Name search is to locate documents and court filings by a person(s) or company's name. Examples of these types of documents include typical court filings such as judgments, divorce, and probates. The General Name option can be used to search the parties where a property address is not specified.

General Name and Grantor/Grantee use the similar search input fields.

General Information

The service provides the ability to search by names, the last four digits of a social security number, or phonetically (Soundex). Additionally, the user can open an order and filter the search by date ranges, or by instrument type.

The screenshot displays a web-based search interface for the General Name service. At the top, there is an 'Order' section with fields for 'Order', 'Title Officer', and 'Comment', along with a checkbox for 'Keep Open Beyond 30 Days' and a 'Recall Order' button. Below this is the 'General Name' section, which contains four identical search entry blocks. Each block has fields for 'Last / Company Name', 'First', 'MI', 'SSN (last 4)', 'Spouse', 'MI', 'SSN (last 4)', 'Nickname', and 'Soundex'. There are also checkboxes for 'Name Mix' and 'Exact Name'. A 'More' button is located at the bottom left of the General Name section. Below the General Name section is the 'Qualifiers' section, which includes 'From' and 'Thru' date range fields (pre-filled with '00/00/0000' and '99/99/9999' respectively) and 'Inst Type' fields.

The form initially provides fields for four entries plus the partner. If additional fields are required, click the "MORE" button located at the lower left.

Field Information

| | |
|---|---|
| Last / Company Name, First MI (Middle Initial) Spouse SSN | <p>The names of the individual(s) or company you are searching for. The names can be augmented by including the last four digits of the Social Security Number.</p> <p>In the Name fields, the asterisk and question mark wildcards are accepted allowing you some additional flexibility. The asterisk will match zero or more characters including spaces. The question mark is used for a single character match, including spaces.</p> <p>Do not use wildcards if you have the Nickname checkbox selected (active).</p> |
| Name Mix (checkbox) See screenshot examples below | <p>Uses the entries provided in the first, middle, or last name fields, in any position/combination. Use when you are unsure of which is the first or last name.</p> <p>Example: Dawson Cooper. Entering Dawson in the Last Name field and Cooper in the First Name field and selecting this checkbox will allow the system to search for these names in either position, first or last.</p> <p>A complete name can be entered into the Last Name field and the service will use all combinations of the names provided. Do not include apostrophes (O'Connell) commas or other special characters.</p> <p>Each individual to be searched must be entered separately.</p> <p>The search will handle each set of names separately.</p> |
| Exact Name (checkbox) | <p>Selecting this option will force the service to look for an exact name matches only. Overrides the Soundex options for phonetic matching.</p> |
| Nickname Drop Down List Checkbox | <p>This allows the parameter to be matched against a nickname table using the following matching criteria:</p> <ul style="list-style-type: none"> • Standard (Default): Phonetic match. Uses the first three characters of the first name to determine matches. Example: Connor will return "Connor, Conner and Connors" • Exact Name: Requested name is searched. No phonetic matching. • Common Nickname: Uses a regional table where it focuses on the first three characters of the first name while looking for matches. Example: William can get matched results for "Bill, Billie, Billy, Wilhelm, Guillermo and Guillermina." <p>In some counties, this may only be a checkbox which performs the standard phonetic match. Leave the checkbox unselected if using wildcards.</p> |

| | |
|---------|---|
| Soundex | A percentage option for how close to the actual spelling the phonetic sounding must adhere. Remember, if you have the Exact Name checkbox selected, Soundex. In Soundex percentages, the higher the percentage used, the less results will be generated and vice versa. |
| Role | Grantor or Grantee.. |

Note: Not all features are available in every county.

Once the parameters have been entered and the search run, individual documents can be retrieved for examination.

Name Mix Examples

Example One.

Search Options:

| General Name | | | | |
|---------------------|--------|----|--------------|--|
| Last / Company Name | First | MI | SSN (last 4) | <input checked="" type="checkbox"/> Name Mix |
| JOSEPH P THOMAS | | | | |
| | Spouse | MI | SSN (last 4) | Nickname |
| | | | | Standard |

This will return the following search combinations.

Report Header.

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|--|-------|-----------|-----------|
| JOSEPH P THOMAS | | | |
| SPOUSE | MI | LST 4 SSN | |
| QUALIFIERS: FROM 00/00/0000 THROUGH 99/99/9999 OPTIONS: NICK NAME: STANDARD SOUNDEX: 75% MIX: YES | | | |

Report Search Sections. Each section will have documents, if any, relating that combination.

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| JOSEPH P THOMAS | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| JOSEPH THOMAS P | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| P JOSEPH THOMAS | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| P THOMAS JOSEPH | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| THOMAS JOSEPH P | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|-----------------|-------|------|-----------|
| THOMAS P JOSEPH | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| | | | REFERENCE |
| | | | REMARKS |

Example Two:

| General Name | | | | | |
|---------------------|-------|----|--------------|--|--|
| Last / Company Name | First | MI | SSN (last 4) | <input checked="" type="checkbox"/> Name Mix | |
| NGUYEN PHAM VO | | | | | |
| Spouse | | MI | SSN (last 4) | Nickname | |
| | | | | Standard | |

This will return the following search combinations.

Report Header

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|----------------|---------------------|--------------------|-----------|
| NGUYEN PHAM VO | | | |
| SPOUSE | MI | LST 4 SSN | |
| QUALIFIERS: | FROM 00/00/0000 | THROUGH 99/99/9999 | |
| OPTIONS: | NICK NAME: STANDARD | SOUNDEX: 75% | MIX: YES |

Report Search Sections. Each section will have documents, if any, relating that combination.

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|----------------|---------|------|-----------|
| NGUYEN PHAM VO | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| REFERENCE | REMARKS | | |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|----------------|---------|------|-----------|
| NGUYEN VO PHAM | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| REFERENCE | REMARKS | | |

| LAST/CO NAME | FIRST | MI | LST 4 SSN |
|----------------|---------|------|-----------|
| PHAM NGUYEN VO | | | |
| TYPE BK/PG | DATE | DOC# | NAME |
| REFERENCE | REMARKS | | |

Example and Report Output

The following are some example searches and the resulting report.

Input

| General Name | | | | | |
|---------------------|-----------|----|--------------|-----------------------------------|-------------------------------------|
| Last / Company Name | First | MI | SSN (last 4) | <input type="checkbox"/> Name Mix | <input type="checkbox"/> Exact Name |
| MCLEAN | DAVID | B | | | |
| | Spouse | MI | SSN (last 4) | Nickname | Soundex |
| | ELIZABETH | B | | Standard | 75 % |
| Last / Company Name | First | MI | SSN (last 4) | <input type="checkbox"/> Name Mix | <input type="checkbox"/> Exact Name |
| | | | | | |
| | Spouse | MI | SSN (last 4) | Nickname | Soundex |
| | | | | | |

Output

| - STS PROD, ANE, NATL | | | | | | |
|---|---------------------|------------|------------------------------|--------------------------------|-----------------------------|------------|
| 08/17/2016 04:38PM PDT W470 | | | INVESTIGATIVE SEARCH RESULTS | | PAGE 1 OF 1 (VOLUME 1 OF 1) | |
| PLANT THROUGH AUGUST 08, 2016 05:00PM | | | | | | |
| COURT HOUSE: AUGUST 15, 2016 | | | | | | |
| SEARCH PARAMETERS | | | | | | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | |
| MCLEAN | DAVID | B | | | | |
| SPOUSE | MI | LST 4 SSN | | | | |
| ELIZABETH | B | | | | | |
| QUALIFIERS: | FROM 00/00/0000 | | THROUGH 99/99/9999 | | | |
| OPTIONS: | NICK NAME: STANDARD | | SOUNDEX: 75% | | MIX: NO | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | |
| MCLEAN | DAVID | B | | | | |
| TYPE BK/PG | DATE | DOC# | NAME | REFERENCE | REMARKS | |
| Standard Name Search | | | | | | |
| Nickname Variation(s): None | | | | | | |
| <input type="checkbox"/> LN | 12273/202 | 04/16/1985 | 47675 | MALONE D | 85106-766 | |
| <input type="checkbox"/> RL | 13879/856 | 09/03/1987 | 188193 | MALONE D | 85-47675 | 85106-766 |
| <input type="checkbox"/> RL | 16291/161 | 12/10/1990 | 253666 | MALONE D | 85-47675 | 85106-766 |
| <input type="checkbox"/> AJ | 13053/289 | 08/11/1986 | 128881 | MCLENE DAVID | | 078433 |
| <input type="checkbox"/> LN | 13109/605 | 09/09/1986 | 148040 | MCLEAN DAVE | | 86246-7155 |
| <input type="checkbox"/> RL | | 04/20/1995 | 63715 | MCLEAN DAVE | 86-148040 | |
| <input type="checkbox"/> LN | 13130/717 | 09/18/1986 | 155190 | MCLEAN DAVE | | 86259-5396 |
| <input type="checkbox"/> RL | | 04/20/1995 | 63716 | MCLEAN DAVE | 86-155190 | |
| <input type="checkbox"/> RC | | 11/17/2003 | 562091 | MALONE DAVID | | |
| <input type="checkbox"/> OO | | 08/17/2016 | | MCLEAN DAVID B;DTD RR 15446314 | | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | |
| MCLEAN | ELIZABETH | B | | | | |
| TYPE BK/PG | DATE | DOC# | NAME | REFERENCE | REMARKS | |
| Standard Name Search | | | | | | |
| Nickname Variation(s): BET, ELA, ELE, ELI, ELL, LIZ | | | | | | |
| Warning: There may be other nicknames not included in this list | | | | | | |
| <input type="checkbox"/> AJ | 7002/736 | 07/23/1973 | | MALONE ELIZABETH | | |
| <input type="checkbox"/> AJ | 7053/558 | 09/24/1973 | | MALONE ELIZABETH | | |
| <input type="checkbox"/> AJ | 7891/912 | 06/07/1976 | 60924 | MALONE ELIZABETH | | SC28511 |
| <input type="checkbox"/> AJ | | 10/04/1995 | 167977 | MCLEAN ELISE | XXX-XX-2641 | C |
| <input type="checkbox"/> DV | 6716/283 | 08/03/1972 | | MCLAIN BETTY | | |
| <input type="checkbox"/> AJ | 7305/653 | 08/22/1974 | | MCLEAN BETTY | | |

Input

| General Name | | | | |
|---------------------|---------|----|--------------|--|
| Last / Company Name | First | MI | SSN (last 4) | Role |
| ELLIS | TRAVIS | I | | |
| | Spouse | MI | SSN (last 4) | <input checked="" type="checkbox"/> Nickname |
| | SHANNON | | | |
| Last / Company Name | First | MI | SSN (last 4) | Role |
| | | | | |

Output

| - DATA TRACE, ANE, NATL | | | | INVESTIGATIVE SEARCH RESULTS | | PAGE 1 OF 3 | |
|---|--------|----------------------------|-------------|------------------------------|---------------|-------------|--|
| AUGUST 05, 2016 (Full) | | PLANT THROUGH | | AUGUST 05, 2016 04:55PM | | | |
| Geographical Dates: | | INSTRUMENT: 2016 - 3759654 | | | | | |
| JAN 01, 1987 - AUG 05, 2016 | | | | | | | |
| SEARCH PARAMETERS | | | | | | | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | | |
| ELLIS | TRAVIS | I | (NICKNAMED) | | | | |
| SPOUSE | MI | LST 4 SSN ROLE | | | | | |
| SHANNON | | | | | | | |
| SEARCH: FROM 00/00/0000 THROUGH 99/99/9999 EXCLUDING PROPERTY | | | | | | | |
| PARAMETER ENTERED: | | | | | | | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | | |
| ELLIS | TRAVIS | I | | | | | |
| SPOUSE | MI | LST 4 SSN | | | | | |
| SHANNON | | | | | | | |
| GENERATED PARAMETER: | | | | | | | |
| LAST/CO NAME | FIRST | MI | LST 4 SSN | | | | |
| ELLIS | CHE* | | | | | | |
| LAST/CO NAME | FIRST | MI | INST | RECORDED | ROLE | COMP | |
| | | | YEAR FEE | INST NO. | DOLLAR AMOUNT | LOAN | |
| ORIG INST NO. | | | | | | | |
| <input type="checkbox"/> ELLIS | CHERYL | | BKY FIL | 05/12/2016 | DEBTOR | | |
| XXXXX8670 | | | | | 16005392 | 1000 | |
| ELLIS | DAVID | W | | | | | |
| CHAPTER 7; [REDACTED] | | | | | | | |
| <input type="checkbox"/> ELLIS | CHERYL | | BKY FIL | 05/12/2016 | DEBTOR | | |
| XXXXX8670 | | | | | 16005392 | 1000 | |
| PUNDSACK | CHERYL | | | | | | |
| CHAPTER 7; [REDACTED] | | | | | | | |
| <input type="checkbox"/> ELLIS | CHERYL | | BKY FIL | 05/12/2016 | DEBTOR | | |
| XXXXX8670 | | | | | 16005392 | 1000 | |
| PUNDSACK | CHERYL | | | | | | |
| CHAPTER 7; [REDACTED] | | | | | | | |