



DTS2 SERVICES: REFERENCE SEARCH

Rev. 201606

Overview:

This document will provide information on how to use the Reference search service in DTS2. This document covers the service only.

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.



Reference Service

The Reference service is found under the Title Services in the Services Panel. It is used to identify other recordings related to a given instrument; for example, the service will return assignments, releases, notice of default or other recordings associated with a deed of trust.

General Information:

Simply set your state and county, select the service, enter the document ID or Book and Page for the reference search and click Submit at the lower right hand corner.

More than one document can be entered at a time. If additional form fields are required, click More (additional rows will be added). Note that you can limit your search by date range and instrument, if required.

Field Information: One of the following pairs of document IDs must be provided.

Year and Instrument	Counties will record documents according to their local requirements. Check the county in which you are searching for more information.
Book and Page	

Once the related recordings are found, they can be ordered, printed, and saved.

Examples:

Note that "All References" is unselected for this first example.

Reference			
Year	Instrument	Book	Page
2006	20415	-Or-	
<input type="checkbox"/>	All References		

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PLANT THROUGH SEPTEMBER 21, 2016 05:00PM

SEARCH PARAMETERS

INST NO.
2006 - 20415

REFERENCE:
QUALIFIERS: FROM 00/00/0000 THROUGH 99/99/9999
ALL REFERENCES: NO

INST NO.
2006 - 20415

TYPE	BK/PG	DATE	DOC#
<input type="checkbox"/> ND		09/18/2006	620646
<input type="checkbox"/> NT		12/22/2006	861895
<input type="checkbox"/> NT		01/09/2007	13405
<input type="checkbox"/> FD		05/29/2007	343819

END OF REPORT

In this situation, DTS2 will return the foreclosure documents.

Using the same mortgage document, we'll include the "All References" option:

Reference

Year	Instrument	Book	Page
<input type="text" value="2001"/>	<input type="text" value="20415"/>	-Or-	<input type="text"/>

All References

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PLANT THROUGH SEPTEMBER 21, 2016 05:00PM

SEARCH PARAMETERS

INST NO.
2006 - 20415

REFERENCE:
QUALIFIERS: FROM 00/00/0000 THROUGH 99/99/9999
ALL REFERENCES: YES

INST NO.
2006 - 20415

TYPE	BK/PG	DATE	DOC#
<input type="checkbox"/> AS		03/08/2006	153217
<input type="checkbox"/> ND		09/18/2006	620646
<input type="checkbox"/> AS		09/26/2006	639648
<input type="checkbox"/> NT		12/22/2006	861895
<input type="checkbox"/> NT		01/09/2007	13405
<input type="checkbox"/> FD		05/29/2007	343819
<input type="checkbox"/> AS		06/07/2007	364438
<input type="checkbox"/> FD		06/07/2007	364439

END OF REPORT

Note that using the "All References" option opens up the report to additional documents, in this case, several assignments and an additional foreclosure document.

A best practice would be to routinely use the "All References" option even if it occasionally returns documents that are not needed.