



# DTS2 SERVICES: INSTRUMENT SEARCH

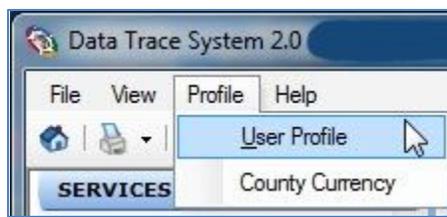
Rev. 201606

## Overview:

This document will provide information on how to use the Instrument 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.



## Instrument Search Service

The Instrument search service is found under the Title Services in the Services Panel. It is used to identify all applicable party names and legal descriptions associated with the Instrument searched.

### General Information:

The service is straight-forward: Simply set your state and county, select the service, enter the document ID and click Submit.

Documents can be retrieved by year and instrument number or book and page, as shown in the screenshot. More than one document can be entered at a time. If additional form fields are required, click More (six additional rows will be added).

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 instrument(s) are found, they can be ordered, printed, and saved.

## Examples:

By year and instrument number:

Instrument			
Year	Instrument	Book	Page
2009	3525500	-Or-	
Year	Instrument	Book	Page

INVESTIGATIVE SEARCH RESULTS		PAGE 1 OF 1			
SEPTEMBER 02, 2016 (FULL)	PLANT THROUGH	SEPTEMBER 02, 2016 04:42PM			
Geographical Dates: JAN 01, 1987 - SEP 02, 2016	INSTRUMENT: 2016- 3762394				
SEARCH PARAMETERS					
INST NO. 2009 - 3525500					
PARAMETER ENTERED: INST NO.					
2009 - 3525500					
INST NO.	YEAR FEE	POSTED	A/R INST	EXCL NAME INST	
<input type="checkbox"/> 2009 - 3525500	0000	05/28/2009	N	N	
RECORDED INST	COMPANY	DOLLAR AMOUNT	LOAN		
<input type="checkbox"/> 05/28/2009 DOT	PN	\$320,000			
LEGAL					
BOOK PAGE	C2 - 276	BLOCK	LOT	105	SUB LOT
	ORIG INST NO.	PARTY	LAST		FIRST
		PARTY1R	HISER FAMILY TRUST		MI
		PARTY2E	BANK OF AMERICA N A		
END SEARCH					

Instrument			
Year	Instrument	Book	Page
		-Or- 2016	568
Year	Instrument	Book	Page

INVESTIGATIVE SEARCH RESULTS		PAGE 1 OF 1			
SEPTEMBER 02, 2016 (FULL)	PLANT THROUGH	SEPTEMBER 02, 2016 04:42PM			
Geographical Dates: JAN 01, 1987 - SEP 02, 2016	INSTRUMENT: 2016- 3762394				
SEARCH PARAMETERS					
INST NO. 2016- 568					
PARAMETER ENTERED: INST NO.					
2016 - 568					
INST NO.	YEAR FEE	POSTED	A/R INST	EXCL NAME INST	
<input type="checkbox"/> 2016 - 568	0000	1997 -23883	08/27/1997	N	
RECORDED INST	COMPANY	DOLLAR AMOUNT	LOAN		
<input type="checkbox"/> 08/27/1997 DED TRS	PN				
LEGAL					
ARB	301 40 001G				
	ORIG INST NO.	PARTY	LAST	FIRST	
	1996 - 13322 1871 - 468	PARTY1R	WES PAC RECONVEYANCE INC	MI	
		PARTY2E	TRANSAMERICA FINANCIAL SERVICES INC		
INST NO.	YEAR FEE	POSTED	A/R INST	EXCL NAME INST	
<input type="checkbox"/> 2016 - 568	0001	1997 -23883	08/27/1997	N	
RECORDED INST	COMPANY	DOLLAR AMOUNT	LOAN		
<input type="checkbox"/> 08/27/1997 EAS	PN				
EQUESTRIAN					
LEGAL					
ARB	301 40 001K				
	ORIG INST NO.	PARTY	LAST	FIRST	
		PARTY1R	WES PAC RECONVEYANCE INC	MI	
		PARTY2E	TRANSAMERICA FINANCIAL SERVICES INC		
END SEARCH					

This search will return two legal ARB descriptions.