

DTS2 SERVICES: INSTRUMENT SEARCH

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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.

Data Trace System 2.0								
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SERVICES	County Currency							

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
Book and Page	the county in which you are searching for more information.

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

Examples:

By year and instrument number:

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