Landmark Website is: http://hernandoclerk.com/official-records/search-official-records/

The Home Page is a list of all search types available for search via the LandMark Web.

On the Home Page you can select the option of selecting a simple question from the drop down list to help you navigate to the correct search page or by selecting the appropriate icon for your search type.
HOW TO DO A SIMPLE SEARCH

NAME SEARCH

1. Click Name Search icon
2. Accept the Disclaimer
3. Select the Party Type from the drop down
4. Enter Last Name, followed by First Name like “Spark Shelton”
5. Select the Document Type you would like to search
6. Select the Document Category from the drop down
7. Select / Enter the Begin Date
8. Select / Enter the End Date OR
9. Search the last 7, 30 or 90 days from the dropdown
10. Show first 100, 500, 1000 or 2000 records from the dropdown
11. Click Submit

Result: Your search results will show at the bottom of your page.

FOR MORE SEARCH TYPES

1. Select from the menu

| Name | Document Type | Book/Page | Consideration | Case Number | Instrument Number | Parcel ID | Record Date | Legal | Quick Search |

DOCUMENT TYPE SEARCH

1. Click Document from the menu
2. Select the Document Type you would like to search
3. Select the Document Category from the drop down
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

Result: Your search results will show at the bottom of your page.

BOOK/PAGE SEARCH

1. Click Book/Page from the menu
2. Select the Book Type from the dropdown list
3. Enter the Book Number
4. Enter the Page Number
5. Show first 100, 500, 1000 or 2000 records from the dropdown
6. Click Submit

Result: Your search results will show at the bottom of your page.
CONSIDERATION SEARCH

1. Click Consideration from the menu
2. Enter the Lower Bound, dollar range (Like 101000)
3. Enter the Upper Bound, dollar range (Like 105000)
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

Result: Your search results will show at the bottom of your page.

CASE NUMBER SEARCH

1. Click Case Number from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the Case Number
4. Select the Document Type from the dropdown list
5. Select / Enter the Begin date
6. Select / Enter the End Date OR
7. Search the last 7, 30 or 90 days from the dropdown
8. Show first 100, 500, 1000 or 2000 records from the dropdown
9. Click Submit

Result: Your search results will show at the bottom of your page.

INSTRUMENT NUMBER SEARCH

1. Click Instrument Number from the menu
2. Enter the Instrument Number (CFN-Clerk File Number) as one contiguous number without spaces or hyphens
3. Show first 100, 500, 1000 or 2000 records from the dropdown
4. Click Submit

Result: Your search results will show at the bottom of your page.

PARCEL ID SEARCH

1. Click Parcel ID from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the Parcel ID Number
4. Select the Document Type you would like to search
5. Select the Document Category from the dropdown
6. Select / Enter the Begin Date
7. Select / Enter the End Date OR
8. Search the last 7, 30 or 90 days from the dropdown
9. Show first 100, 500, 1000 or 2000 records from the dropdown
10. Click Submit

Result: Your search results will show at the bottom of your page.
RECORD DATE SEARCH

1. Click **Record Date** from the menu
2. Select / Enter the Begin Date
3. Select / Enter the End Date
4. Search the last 7, 30 or 90 days from the dropdown
5. Show first 100, 500, 1000 or 2000 records from the dropdown
6. Click Submit

   **Result:** Your search results will show at the bottom of your page.

LEGAL SEARCH

1. Click **Legal Search** from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the legal information
4. Select the Document Type you would like to search
5. Select the Document Category from the dropdown
6. Select / Enter the Begin Date
7. Select / Enter the End Date OR
8. Search the last 7, 30 or 90 days from the dropdown
9. Show first 100, 500, 1000 or 2000 records from the dropdown
10. Click Submit

   **Result:** Your search results will show at the bottom of your page.

QUICK SEARCH

1. Click **Quick Search** from the menu
2. Enter Last Name, followed by First Name like “Sparks Shelton”
3. Select the Document Category from the dropdown
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

   **Result:** Your search results will show at the bottom of your page.
An example of a search result is shown below:

**RESULTS**

1. Results will appear at the bottom of your search criteria page
2. The header will be your search criteria – your name, doc type, begin date and end date
3. Showing the number of results found for this search type e.g. Showing 1 to 10 of 10 entries
4. Show more than 25 results per page
5. Click on Previous or Next to turn pages on search screen results
6. Print search result, Export search result to an Excel Spreadsheet or Save Search Results
7. Toggle arrows are shown as ^v to help toggle your search requirement’s, by selecting the up or down arrow it will update your search results in the different fields
8. Filters are used to filter your search by Search Name, Search Direct Name, Search Reverse Name, Record Date, Doc Type, Book, Page, Search Legal or Instrument Number. - i.e. type D for Deed to filter on Deed Type Doc

**FEATURES**

**PREVIOUSLY VIEWED**

1. The ‘EYE’ is to help identify the previously viewed documents
2. An ‘EYE’ will appear when a search has been seen during the current search

**FAVORITES LIST**

1. The ‘Plus’ + icon is used to add documents or searches to a favorites list
2. By selecting the + your selection will move into a Show Details Section folder for viewing
3. To view documents or search results, click on the blue Show Details Section and your favorite list will open
4. Selected Documents will appear below My List in green box at the top of the page
5. Select the Document or TAB you would like to open, by clicking X will delete document from TAB
• Document information is on the left of screen and document is on the right of the screen

**DOCUMENT NAVIGATION**

• Document Information will appear on the left of the screen and the document on the right of the screen
• To turn pages click on the arrows < > or use the Go to Page feature

**PRINT AND VIEW OPTIONS**

• Print Page and Print All is an option
• You will not need to install any program to view documents; Landmark Web uses its own built in viewer. You will need Adobe to print the image. The image will open in a PDF window for full functionality, such as export, print, zoom etc...
• View document in a Full Screen is an option to exit full screen click Full Screen again
• To return to search results click on Return to Search/Results in blue box at top of page

**MESSAGES**

1. In the *Gray Highlighted section* – Instrument Number Verification through date
2. In the *Gray Highlighted section* – Redacted through Date
3. In the *Red Highlighted section* - Important Information or notes from Hernando County Clerk’s Office or Recording Office
4. In the *Blue Highlighted section* – Help information for step by step completion of search criteria
5. Clear Form – This option clears the currently selected search form
6. Clear All – This option clears all search forms
How do I become a subscriber?

Contact Hernando County, 20 N Main Street, Rm 362, Brooksville, FL 34601
Phone: (352)540-6768
Email: webmaster@hernandoclerk.com

- Enter User Name and Password

- Click on Account Info to view Account Information

- Click on Agent Activity Report
- Enter From / To Date
- Select to Download or Display PDF File
# Escrow Activity Report

**From:** 07/25/2013  
**To:** 10/23/2013

![Download PDF File] ![Display PDF File]

## RECORDED DIVIDENDS

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td>ASB</td>
<td>$75.00</td>
</tr>
<tr>
<td>10/23/2013</td>
<td>ASB</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

## Cash Values

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td>ASB</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

## Check Values

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td>ASB</td>
<td>$125.00</td>
</tr>
</tbody>
</table>

## Dividends

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td>ASB</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

## Total Dividends

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/25/2013</td>
<td>ASB</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

---

**Chief Cashier Division**  
From 07/25/2013 to 10/23/2013