

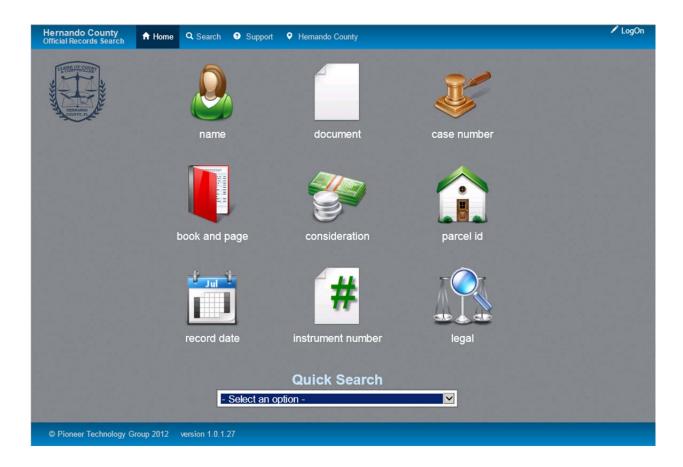
Landmark Website is: http://hernandoclerk.com/official-records/search-official-records/

HERNANDO COUNTY - LANDMARK WEB SEARCH

HOME PAGE

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



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 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.

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
- 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

- 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
- 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.

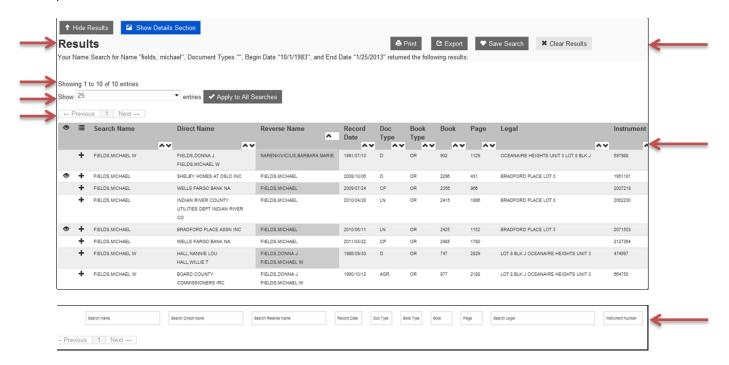
QUICK SEARCH

- 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.

SEARCH RESULTS

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

IMAGE SCREEN

Document information is on the left of screen and document is on the right of the screen

DOCUMENT NAVIGATION

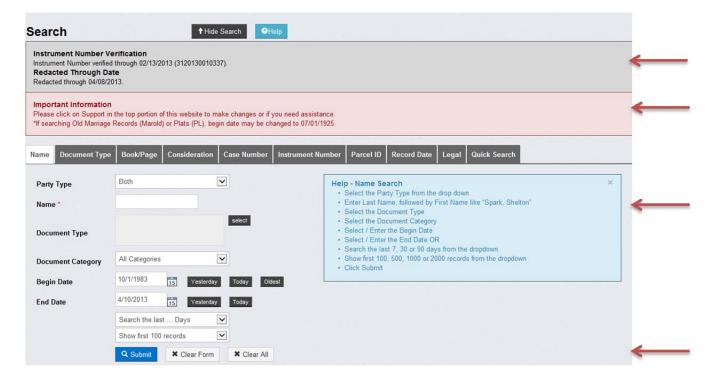
- Document Information will appear on the left of the screen and the document on the right of the screen
- To turn pages click on the arrows <> or use the Go to Page feature

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



SUBSCRIBERS

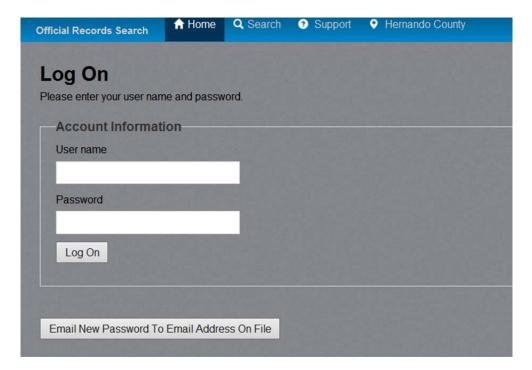
How do I become a subscriber?

Contact Hernando County, 20 N Main Street, Rm 362, Brooksville, FL 34601

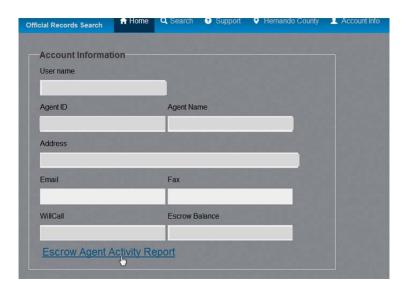
Phone: (352)540-6768

Email: webmaster@hernandoclerk.com

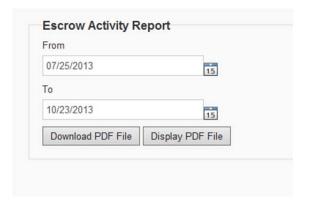
• Enter User Name and Password



Click on Account Info to view Account Information



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



RECORDS DIVISION

Chief Cashier Closeout

Cashler Brooks	User Values							System Values			
	Starting Cash \$0.00	Ending Cash \$110.60	Cash \$110.60	Checks \$13,838.87	Over/Short \$0.00	Closed	Cash \$0.00	Checks	Over/Short \$0.00	Closed	
SHORTLE	\$75.00	\$202.00	\$127.00	\$12,795.03	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	YES	\$0.00		\$0.00	YES	
OWENS	\$75.00	\$121.70	\$46.70	\$27,396.00	\$0.00	YES	\$0.00		\$0.00	YES	
SHORTLE	\$75.00	\$98.20	\$23.20	\$34,465.40	\$0.00	YES	\$0.00		\$0.00	YES	
OWENS	\$75.00	\$107.00	\$32.00	\$25,908.58	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
LEWIS	\$0.00	\$42.20	\$42.20	\$4,671.05	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$688.40	\$0.00	YES	\$0.00		\$0.00	YES	
OWENS	\$75.00	\$97.00	\$22.00	\$51,646.83	\$0.00	YES	\$0.00		\$0.00	YES	
SHORTLE	\$75.00	\$120.50	\$45.50	\$20,472.30	\$0.00	YES	\$0.00		\$0.00	YES	
LEWIS	\$0.00	\$16.00	\$16.00	\$24.70	\$0.00	YES	\$0.00		\$0.00	YES	
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
LEWIS	\$0.00	\$0.00	\$0.00	\$4,870.35	\$0.00	YES	\$0.00		\$0.00	YES	
OWENS	\$75.00	\$113.50	\$38.50	\$15,174.82	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES	\$0.00		\$0.00	YES	
SHORTLE	\$75.00	\$142.00	\$67.00	\$12,614.59	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
MCIVER	\$0.00	\$0.00	\$0.00	\$768.60	\$0.00	YES	\$0.00		\$0.00	YES	
SHORTLE	\$75.00	\$89.00	\$14.00	\$40,440.00	\$0.00	YES	\$0.00		\$0.00	YES	
OWENS	\$75.00	\$95.00	\$20.00	\$34,754.29	\$0.00	YES	\$0.00		\$0.00	YES	
LEWIS	\$0.00	\$23.00	\$23.00	\$37,890.00	\$0.00	YES	\$0.00		\$0.00	YES	
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00		\$0.00	NO	
OWENS	\$75.00	\$95.20	\$20.20	\$74,275.49	\$0.00	YES	\$0.00		\$0.00	YES	