



TAX DEEDS SEARCH INSTRUCTIONS

This guide was created to assist you in locating the Tax Deed Lands Available information quickly. In this guide you will find:

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Documents Available To View Online

To assist you in your search we have provided a list of available documents that are available for you to view as well as keyword types you can enter to locate the information you are searching for.

Documents

- Certificate of Mailing
- Clerk's Certificate
- Excess Proceeds Cover
- Gap Search
- O & E Report
- Tax Collector App (DR512)
- Tax Collector Cert (DR513)
- Tax Deed

Keywords

- Case Status – this is a drop down list of available options
- Auction date – auctions are generally held on Thursday of each week.
- File #
- Folio #
- Date Range - is when the document was brought into the Public Access View database.

How To Contact A Clerk Staff Member

1. If you are unable to locate a document and would like some assistance please contact a Clerk staff member via email.
2. Click on the link [Click here to contact Tax Deeds staff via e-mail](#) at the bottom of the search page.
3. An email message box will open .
 - a. Provide your contact information
 - b. Provide as much information as possible to include:
 - c. Click [Send](#)



How To Search For A Document Using Keywords

You can search for documents using a **Keyword search**. *Keywords are words, dates or numbers that indicate the content of a document.*

1. Enter your keywords in the search fields

- Each **Search Type Category** has its own unique set of Keywords.
- You can enter one or multiple keywords to locate the document you are searching for.
- The more keywords entered will narrow down your search results list.

***NOTE:** The **Date Range** is when the document was brought into the Public Access View database.

Select Search Type
PAV - TD - List of Lands Available

[Click here for Tax Deeds Search Instructions](#)

To search for a complete list of Tax Deeds Lands Available use a start and end date with a 3 year span.

Dates
Start End

DATE RANGE*

Case Status
Auction Date
M/d/yyyy
File #
Folio #

KEYWORDS

Search Clear

Search Results

To perform a search, please fill out and submit the search form

2. Once you have entered your keyword(s) click on the **Search button**.

Your **search results list** will appear in the search results area below the magnifying glass.

- If your search did not retrieve the document you are searching for, try searching with less keywords or change the keyword you are using or do a wild card search.

3. **To view a document:** from the results list, click on the document you wish to view.
4. **To start a new search:** Click the **Clear button**.

Examples of searches

Auction Date Search

Case Status
Auction Date
1/5/2017
M/d/yyyy
File #
Folio #

Search Clear

Search Results

File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid	Winning Bid
2017-21	055924.0200	1/5/2017	303013-13	LANDS FOR SALE		
2017-21	055924.0200	1/5/2017	303013-13	LANDS FOR SALE		
2017-22	057952.5274	1/5/2017	303206-13	LANDS FOR SALE		
2017-22	057952.5274	1/5/2017	303206-13	LANDS FOR SALE		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		

Folio # Search

Case Status
Auction Date
M/d/yyyy
File #
2017-20
Folio #

Search Clear

Search Results

File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid	Winning Bid
2017-20	057734.0000	1/5/2017	304132-13	SOLD		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		
2017-20	057734.0000	1/5/2017	304132-13	SOLD		



How To Do A Wild Card Search

A wildcard character “*” (asterisk) can be used to replace characters of a keyword. A Wildcard can only be used to match alphanumeric Keywords.

Depending on where you place the * will give you a varying display of results. It is recommended that when using a wildcard you enter partial information so the wildcard can give you more results.

Example: Searching for a File #.

- If you only enter * in front of the keyword it will retrieve all file numbers that matches what you enter. ex *2017

To search for a complete list of Tax Deeds Lands Available use a start and end date with a 3 year span.

Dates
Start End

Case Status

Auction Date

M/d/yyyy

File #

Folio #

Search Clear

Search Results

File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid	Winning Bid	Excess Proceeds
2017-266	046507.0000	4/20/2017	249470-11	SOLD	\$28,153.94	\$63,800.00	\$55,731.10
2017-278	131172.0482	4/20/2017	332349-14	SOLD	\$8,769.26	\$120,100.00	\$109,590.56
2017-313	188557.0000	4/20/2017	211233-09	SOLD	\$38,972.38	\$39,000.00	\$0.00
2017-264	006024.0000	4/20/2017	183668-09	SOLD	\$19,422.03	\$19,700.00	\$277.97
2017-313	188557.0000	4/20/2017	211233-09	SOLD	\$38,972.38	\$39,000.00	\$0.00
2017-280	139653.0000	4/20/2017	332759-14	REDEEMED	\$6,202.91		\$0.00
2017-278	131172.0482	4/20/2017	332349-14	SOLD	\$8,769.26	\$120,100.00	\$109,590.56
2017-275	147045.0000	4/20/2017	333506-14	REDEEMED	\$2,881.85		\$0.00
2017-274	156499.0000	4/20/2017	334602-14	REDEEMED	\$2,688.90		\$0.00
2017-266	046507.0000	4/20/2017	249470-11	SOLD	\$28,153.94	\$63,800.00	\$55,731.10
2017-265	141748.0000	4/20/2017	287036-12	REDEEMED	\$11,351.00	\$65,100.00	\$53,749.00
2017-264	006024.0000	4/20/2017	183668-09	SOLD	\$19,422.03	\$19,700.00	\$277.97
2017-419	168006.0000	5/25/2017	335445-14	SALE	\$4,521.78		\$0.00
2017-25	077285.1634	1/12/2017	305996-13	SOLD	\$31,139.53		\$0.00

Example: Searching for a Folio Number.

- Don't know the whole number - enter * in front and behind the partial number it will retrieve all file numbers that matches what you enter. ex **99.00*

Auction Date

M/d/yyyy

File #

Folio #

Search Clear

Search Results

File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid	Winning Bid	Excess Proceeds
2017-274	156499.0000	4/20/2017	334602-14	REDEEMED	\$2,688.90		\$0.00
2017-377	159499.0000	6/1/2017	334896-14	SALE	\$3,783.09		\$0.00
2017-336	145599.0000	3/30/2017	317909-13	REDEEMED	\$17,695.70		\$0.00
2017-274	156499.0000	4/20/2017	334602-14	REDEEMED	\$2,688.90		\$0.00
2016-650	145599.0000	12/15/2016	317909-13	BANKRUPTCY			
2016-433	208099.0000	9/15/2016	316910-13	SOLD			
2016-433	208099.0000	9/15/2016	316910-13	SOLD			
2016-433	208099.0000	9/15/2016	316910-13	SOLD			
2016-433	208099.0000	9/15/2016	316910-13	SOLD			
2015-529	159199.0000	4/30/2015	289034-12	BANKRUPTCY			
2015-529	159199.0000	4/30/2015	289034-12	BANKRUPTCY			
2014-818	173099.0000	9/4/2014	238253-10	SOLD			
2014-818	173099.0000	9/4/2014	238253-10	SOLD			
2014-818	173099.0000	9/4/2014	238253-10	SOLD			



How To Sort Results

Search Results

COLUMN HEADERS

File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid	Winning Bid	Excess Proceeds	Current Excess Proceeds Amt	Document Type
2017-266	046507.0000	4/20/2017	249470-11	SOLD	\$28,153.94	\$63,800.00	\$55,731.10		TD - Tax Deed
2017-278	131172.0482	4/20/2017	332349-14	SOLD	\$8,769.26	\$120,100.00	\$109,590.56		TD - Tax Deed
2017-313	188557.0000	4/20/2017	211233-09	SOLD	\$38,972.38	\$39,000.00	\$0.00		TD - Tax Deed
2017-264	006024.0000	4/20/2017	183668-09	SOLD	\$19,422.03	\$19,700.00	\$277.97		TD - Tax Deed
2017-313	188557.0000	4/20/2017	211233-09	SOLD	\$38,972.38	\$39,000.00	\$0.00		TD - Certificate of Mailing
2017-280	139653.0000	4/20/2017	332759-14	REDEEMED	\$6,202.91		\$0.00		TD - Certificate of Mailing
2017-278	131172.0482	4/20/2017	332349-14	SOLD	\$8,769.26	\$120,100.00	\$109,590.56		TD - Certificate of Mailing

You can sort your results by column

- Click on a column header and the results will sort in **alphabetical or ascending order**. You will see a **green up arrow** next to the column header. **Auction Date** ▲
- Click on a column header again and the results will sort in **reverse alphabetical or descending order**. You will see a **green down arrow** next to the column header. **Auction Date** ▼

How To Search for Amount Range

- When searching for a date range the system is limited in searching for more than one parameter per keyword field. To search for a dollar once you have done your search you can sort the information by columns.
 - Enter your search criteria (In this example I want to see all scheduled Lands Available for sale in 2017.)
 - Your results will display
 - Click on the **opening bid column header** to sort by amount lowest to highest or click again to sort by highest to lowest.
 - Scroll down** to the dollar amount range you are searching for.

Case Status
SALE ▼

Auction Date
M/d/yyyy

File #
2017*

Folio #

Search **Clear**


Search Results

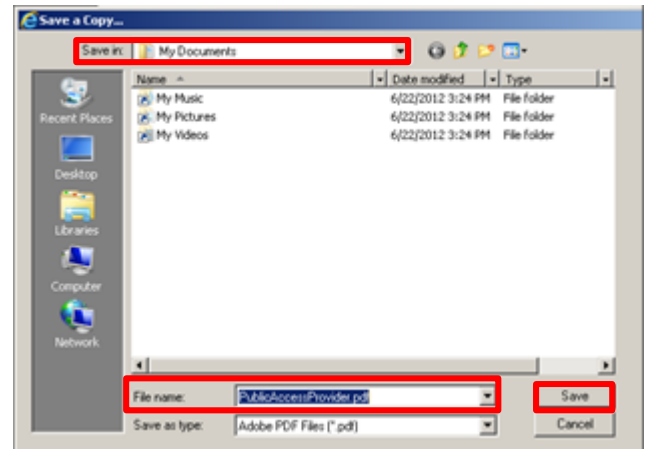
File #	Folio #	Auction Date	Certificate #	Case Status	Opening Bid ▼	Winning Bid	Excess Proceeds	Current Excess Proceeds Amt	Document Type
2017-306	015932.1048	5/4/2017	320299-14	SALE	\$96,192.79		\$0.00		TD - Tax Collector Cert (DR513)
2017-445	567760982	7/13/2017	2014 / 325015	SALE	\$54,550.45		\$0.00		TD - Tax Collector Cert (DR513)
2017-445	567760982	7/13/2017	2014 / 325015	SALE	\$54,550.45		\$0.00		TD - Tax Collector App (DR512)
2017-445	567760982	7/13/2017	2014 / 325015	SALE	\$54,550.45		\$0.00		TD - O & E Report
2017-303	026108.0000	5/4/2017	321032-14	SALE	\$50,476.24		\$0.00		TD - Tax Collector Cert (DR513)
2017-388	136775.0900	5/18/2017	332591-14	SALE	\$43,057.37		\$0.00		TD - Tax Collector Cert (DR513)
2017-307	015908.7022	5/4/2017	320245-14	SALE	\$41,275.05		\$0.00		TD - Tax Collector Cert (DR513)
2017-442	52315548	7/13/2017	2014 / 319483	SALE	\$35,659.89		\$0.00		TD - Tax Collector App (DR512)
2017-442	52315548	7/13/2017	2014 / 319483	SALE	\$35,659.89		\$0.00		TD - O & E Report
2017-442	52315548	7/13/2017	2014 / 319483	SALE	\$35,659.89		\$0.00		TD - Tax Collector Cert (DR513)
2017-361	050731.2000	6/1/2017	151815-07	SALE	\$34,127.74		\$0.00		TD - Tax Collector Cert (DR513)
2017-202	118558.0200	5/11/2017	331977-14	SALE	\$31,578.00		\$0.00		TD - Map
2017-202	118558.0200	5/11/2017	331977-14	SALE	\$31,578.00		\$0.00		TD - Tax Collector Cert (DR513)
2017-444	455573116	7/13/2017	2014 / 323584	SALE	\$20,427.12		\$0.00		TD - O & E Report
2017-444	455573116	7/13/2017	2014 / 323584	SALE	\$20,427.12		\$0.00		TD - Tax Collector App (DR512)
2017-444	455573116	7/13/2017	2014 / 323584	SALE	\$20,427.12		\$0.00		TD - Tax Collector Cert (DR513)
2017-399	093706.0100	5/18/2017	331018-14	SALE	\$17,272.53		\$0.00		TD - Tax Collector Cert (DR513)
2017-199	086682.4052	5/11/2017	329955-14	SALE	\$17,233.95		\$0.00		TD - Map
2017-199	086682.4052	5/11/2017	329955-14	SALE	\$17,233.95		\$0.00		TD - Tax Collector Cert (DR513)
2017-352	086422.8044	5/4/2017	329943-14	SALE	\$16,165.72		\$0.00		TD - Tax Collector Cert (DR513)
2017-370	058117.5090	6/1/2017	338821-14	SALE	\$15,141.75		\$0.00		TD - Tax Collector Cert (DR513)



To Save A Document




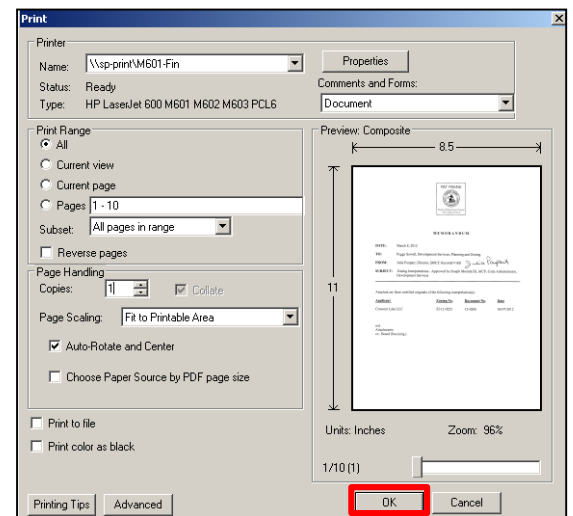
1. Open the document. The document will open in Adobe Acrobat view.
2. On the Adobe Acrobat view tool bar click on the **save icon** 
3. The **Save a Copy** dialog box appears.
 - a. Choose the location where the document is to be saved in the **Save in** drop down box.
 - b. In the File name field **enter the name of the document**.
 - c. Click the **Save button**.



To Print A Document



1. Open the document. The document will open in **Adobe Acrobat view**.
2. On the Adobe Acrobat view tool bar click on the **print icon** 
3. The **Print** dialog box appears, choose your options.
 - **Printer:** Choose the printer if it is not your default printer.
 - **Print Range:** Choose which option you want to print: All, Current view, Current page, or specific page range.
 - **Copies:** indicate how many copies you want to print.
4. Click the **OK** button.



To Print Search Results

1. On your **Internet Browser** tool bar click on **File** (The example shows the Explorer tool bar.)
2. Click on **Print**
3. The **Print dialog** box appears, click **Print**

