

SAINT LOUIS COUNTY

Recorder's Online User Guide

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WELCOME TO THE LAND RECORDS INQUIRY SYSTEM

Information updates are made nightly to the Recorder's Land Records Inquiry System.

Double click on the Web Recorder icon. Press Continue to access the Recorder's Land Records System.

Log in to the Recorder's Land Inquiry System by entering your Login name and password. Press Login button or Alt (L). The session will expire if inactive for 20 minutes after which you will need to login again.

ABSTRACT/TORRENS INQUIRY SYSTEM

Certification dates for the Abstract and the Torrens Departments may be found on this screen. The Document numbers of the recorded document images available for viewing are also listed on this screen.

ABSTRACT INQUIRY SELECTIONS

Abstract information may be viewed by clicking on one of the three tabs in the Abstract Inquiry Selections box.

Abstract Inquiry Selections

Certification Date:12/21/2010
Documents Imaged from: 00000001 Thru: 01151386

(A)bstract Filing Requests (AFR)

Tract (I)ndex

(M)anagement Reports Menu

Click on the **Abstract Filing Requests (AFR)** tab or **Alt (A)** to view Abstract Filing Request information. Information in this section can be retrieved for the dates July 1, 1990 through the previous business day. The dates searched can be shortened.

Information may be retrieved on this screen by AFR number or range of AFR numbers. No more than 100 AFR numbers may be selected in one search.

AFR <input type="text"/> Thru: <input type="text"/>

Information may be retrieved by Grantor, Grantee or Cross Reference name. Do NOT use punctuation in your name search. No more than 200 names can be retrieved in one search.

Start Date: <input type="text" value="07/01/1990"/> Thru: <input type="text" value="12/28/2010"/>
<input type="checkbox"/> Exact LAST Name Search
Grantor Name: <input type="text"/>
Grantee Name: <input type="text"/>
Cross Ref. Name: <input type="text"/>

Information may be retrieved by a Document number or range of Document numbers. No more than 100 document numbers may be retrieved in one search.

Document Number: <input type="text"/> Thru: <input type="text"/>
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Hold the mouse pointer over a text box for special instructions.

Enter search information. Retrieve the hit list by pressing the Select button or pressing Alt (S). Processing your request may take several seconds.

Information entered to search will appear underlined in [blue print](#) in the hit list. Click on the information underlined in [blue print](#) to view the General Document Information and Fee details. Click on the Column Heading to sort hit list. View the recorded document image any where you see the  image icon.

Click Next Document tab or Alt (N) or Previous Document tab or Alt (P) to view the next or previous document on an AFR.

When finished viewing General Document Information and Fee details, click the Done tab or Alt (D).

Click Clear Selection tab or Alt (C) to clear information entered.
Click Main Menu tab or Alt (M) to return to the Main Menu.

Click on the **Tract Index** tab or Alt (I) to view recorded Abstract document information. Information in this section can be retrieved for the dates January 1, 1987 through the certification date. The dates searched can be shortened.

Hold mouse pointer over a text box for special instructions.

Searches may be conducted for a specific Instrument Code or left blank to retrieve all document types.

Instrument Code: ? Blank for All

The Instrument Code may be located by clicking the ? next to the Instrument Code text box. Highlight and click select for the instrument type you would like to search or choose Cancel Selection to return to the Tract Index Inquiry System.

Recorded document information can be retrieved by Document number, Cross Reference Number or Tax Lien Number. No more than 100 records can be selected at one time.

<input checked="" type="checkbox"/> Document Number	<input checked="" type="checkbox"/> Cross Reference Number	<input checked="" type="checkbox"/> Tax Lien Number
Enter Number: <input type="text"/>	Thru: <input type="text"/>	

Real Estate, Military Discharge and Tax Lien document search information may also be retrieved by Grantor, Grantee name. Images are not available for Military Discharge documents.

<input checked="" type="checkbox"/> Grantor/Grantee Search	<input checked="" type="checkbox"/> Military Discharge Search	<input checked="" type="checkbox"/> Tax Lien Search
<input type="checkbox"/> Exact LAST Name Search		
Grantor Name: <input type="text"/>		
Grantee Name: <input type="text"/>		

Real Estate documents may be searched using the Platted or metes and bounds legal description. Follow the examples above the legal description text boxes when entering legal descriptions for searches.

 Tract Index Books (1941-1986)

	Plat	Lot	Block	Outlot
Example:	010010	001A	001	1A
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
				

	Sect	Twtn	Rng	QQ	QS	Gov	Lot
Example:	12	053	13	1	4		05
	<input type="text"/>						

The Plat code number can be located by clicking the  next to the Plat code box. This will bring up a Plat Search Input Screen. Enter the key name of the plat you are looking for and press OK. No more than 250 records can be retrieved in one search. Choose the underlined Plat name you wish to search or press Cancel to return to Tract Index Inquiry System.

The Outlot code can also be located by clicking the  next to the Outlot box. Choose the Outlot code needed for legal description and click Select or choose Cancel Selection to return to the Tract Index Inquiry System.

Information entered to search will appear in the hit list. Click on the information underlined in [blue print](#) to view document details. Click on the Column Heading to sort hit list. View the recorded document image any where you see the  image icon.

To search legal descriptions for the years 1941 through 1986, click the radial button

 Tract Index Books (1941-1986).

Enter the Plat Code and Block or the Section, Township and Range.

The Plat code number can be located by clicking the  next to the Plat code box. This will bring up a Plat Search Input Screen. Enter the key name of the plat you are looking for and press OK. No more than 250 records can be retrieved in one search. Choose the underlined Plat name you wish to search or press Cancel to return to Tract Index Inquiry System. Enter Block number if applicable.

When description has been entered press Select to bring up a list of images that correlate with your information request or Cancel to return to the Tract Index Inquiry System. Click the  image icon to view the Tract Index Book.

TORRENS INQUIRY SELECTIONS

<p style="text-align: center;">Torrens Inquiry Selections This Information is Subject to Minnesota Statutes 508 Certification Date:12/22/2010</p> <p style="text-align: center;">Documents Imaged from: 345100 Thru: 894302</p> <p style="text-align: center;"><input type="button" value="(T)orrens Filing Requests (TFR)"/></p> <p style="text-align: center;"><input type="button" value="(C)ertificates"/></p> <p style="text-align: center;"><input type="button" value="(N)ame Changes"/></p>
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Torrens information may be viewed by clicking one of the three tabs in the Torrens Inquiry Selections box.

Click on the **Torrens Filing Requests (TFR)** tab or **Alt (T)** to view Torrens Filing Request information. Information in this section can be retrieved for the dates July 1, 1990 through the previous business day. The dates searched can be shortened.

Information may be retrieved on this screen by TFR number or range of TFR numbers. No more than 100 TFR numbers may be selected in one search.

TFR Number: <input type="text"/>	Thru: <input type="text"/>
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Information may be retrieved by Grantor or Grantee. Do NOT use punctuation in your name search. No more than 250 names can be retrieved in one search.

(I)strument Code: ? *Leave blank for All*

Start Date: Thru:

Exact LAST Name Search

Grantor Name:

Grantee Name:

Information may be retrieved by a Document number or range of Document numbers. Information may also be retrieved by a Cross Reference Document number or range of Cross Reference Document numbers. No more than 100 document numbers may be retrieved in one search.

Document Number Thru:

Cross Ref. #: Thru:

Searches may be conducted for a specific Instrument Code in the Grantor/Grantee Name or Document Number and Cross Reference Number searches or left blank to retrieve all.

The Instrument Code may be located by clicking the ? next to the Instrument Code text box or Alt (I). Highlight and click Select for the instrument type you would like to search or choose Cancel Selection to return to the Torrens TFR Screen.

Hold the mouse pointer over a text box for special instructions.

Enter search information. Retrieve the hit list by pressing the Select button or pressing Alt (S). Processing your request may take several seconds.

Information entered to search will appear underlined in [blue print](#) in the hit list. Click on the information underlined in blue anywhere to view certificate and document details. Click on the Column Title to sort hit list. View the recorded document image any where you see the  image icon.

Click on the **Certificates tab or Alt (C)** to view detailed Certificate information.

(C)ertificates

Information may be retrieved for Live Only, Cancelled Only or All Certificates on this screen by selecting the desired Certificate Status from the drop down list at the top of screen.

Certificate Status:

Searches may be performed by Certificate of Title number or numbers. No more than 100 records may be retrieved in one search. Certificates of Titles may also be retrieved by the Book and Page number.

Cert#:	<input type="text"/>	Thru:	<input type="text"/>
Book:	<input type="text"/>	Page:	<input type="text"/>

Searches may be performed by Certificate of Title Owner name. No more than 250 records can be retrieved in one search. Search by using a variety of spellings and punctuation.

Exact LAST Name Search

Last Name:	<input type="text"/>
First Name:	<input type="text"/>
Corporate, Trust Etc. Names:	<input type="text"/>

Certificates of Title may be searched using the Platted or metes and bounds legal description. Follow the examples above the legal description text boxes when entering legal descriptions for searches.

The Plat code number can be located by clicking the next to the Plat code box. This will bring up a Plat Search Input Screen. Enter the key name of the plat you are looking for and press OK. No more than 250 records can be retrieved in one search. Choose the underlined Plat name you wish to search or press Cancel to return to Torrens Certificate Review Screen.

Plat	Lot	Block	Outlot	Unit	Bldg	RLS
010010	0012	01A	0A	000100	000123	Tract
<input type="text"/>	<input type="text" value="?"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="?"/>	<input type="text"/>	<input type="text"/>

Example:
Platted Inquiry:

Sect	Tw	Rng	QQ	QS	Gov Lot
12	053	13	1	4	05
<input type="text"/>					

Example:
Unplatted Inquiry:

The Outlot code can be located by clicking the next to the Outlot box. Choose the Outlot code needed for legal description and click Select or choose Cancel Selection to return to the Torrens Certificate Review Screen.

Searches may be performed by Memorial Document Number or Linc number.

Memorial Doc#: Linc Number:

Certificate and document information details may be retrieved by clicking on the information underlined in [blue print](#) in the hit list.

Click the Name Changes tab or Alt (N) to search for name changes and power of attorney document information.

Information may be searched for a Name Change, Power of Attorney or both types of document by Old Name or New Name. Enter the name of the organization or person to search. For individuals names use the last name first. Do not use punctuation.

Enter a Document Number to view name changes for a single document. Enter search information and press Select tab or Alt (S) to retrieve hit list. Click on the information underlined in [blue print](#) to view the old and new names.

TORRENS CERTIFICATE REVIEW SCREEN

Details of a Certificate of Title may be reviewed in the **Torrens Certificate Review Screen** when a Certificate of Title number has been located to research. The Torrens Certificate Review Screen will have information available for Converted and Not Converted Certificates of Title. The words [Not Converted Certificate](#) or [Converted Certificate](#) will appear in blue

above the Filing Information tab. A Converted Certificate of Title means the information for the Certificate of Title was created on or has been converted to the Automated Torrens Computer System. A Not Converted Certificate of Title was not created on and has not been entered on to the Automated Torrens System.

If the Certificate of Title is not converted, the information details will be limited to the Filing Information and the Owners.

Information details for Converted and Not Converted Certificates may be reviewed by clicking one of the four tabs at the top of the Torrens Certificate Review Screen. View the Not Converted Certificate of Title image and the recorded document image any where you see the  image icon. Certificate and document information details may be retrieved by clicking on the information underlined in [blue print](#).

Click the **Filing Information** tab to review the information that created the Certificate of Title and the new Certificate of Title number if cancelled.

Click the **Owners** tab to view the owner's details.

Click the **Legal Descriptions** tab to view the legal description for the converted Certificate of Title you are viewing.

Click the **Memorials** tab to view the documents recorded on the converted Certificate of Title you are viewing.

Click the **View Certificate** tab at the bottom of the Torrens Certificate Review Screen to view the paper certificate for a converted certificate.

Click the **Print Certificate** tab to print a copy of the converted Certificate of Title. You will need to enter your Account Code to print. Press Ok or Alt (O) to print or Exit or Alt (E) to return to the Torrens Certificate Review Screen. You will need Adobe Acrobat to print. Press the Acrobat Reader icon to receive a free copy.

Click **Done or Alt (D)** to return to the inquiry screen.

Click **TFRs Attached to Cert or Alt (T)** to view TFR details pertaining to the Certificate of Title you are viewing.