

## Easy Access –Navigation (v.134)

Easy Access provides several ways to search recorded documents. Our documents are indexed and can be searched by name, legal description or document type from mid-1971 to present.

Reception numbers or book and page numbers are necessary to locate documents recorded prior to 1971, or can be used to search for specific documents if you already have that information. Grantor/grantee index books are located in our office at 200 W Oak Street, Fort Collins, if a search by name is required for documents or marriage licenses recorded prior to 1971.

### Name Search

1. To search by "Name," first change the search method from the default of Starts With to **Contains**<sup>1</sup>. To search common names, enter the last name<sup>2</sup> and then the first name. **Do not** use commas(,) or braces ({ }) as punctuation. Adjust the number of records to return from 100 to 2000<sup>3</sup>. Click "Submit."  
(Tip: Less information returns more results. If you are unable to locate a document using Last Name First Name, try Last Name only, and use the column filter to search variations of the First Name. Organization names should be entered exactly as registered).

The screenshot displays the Larimer County Official Records Search interface. The search criteria are as follows:

- Name:** Contains 1 smith john 2
- Party Type:** Both
- Begin Date:** 1/1/1862 4
- End Date:** 3/14/2018 4
- Show first 100 records:** 3

The results section shows 100 records of 737. The search criteria are: Name "smith john", Document Types "", Begin Date "1/1/1862", and End Date "3/14/2018". The results table is as follows:

#	Status	Search Name	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Reception #	DocLinks	Legal
1	V	BARRETT-SMITH JOHN	BARRETT-SMITH JOHN	COMMERCIAL CREDIT CORP	10/18/1979	FINANCIAL STATEMENT UCC	RE	0000	0000	10050		

2. This will return results - documents that contain that name in either the grantor or the grantee field.
3. To narrow or broaden a search, the date range<sup>4</sup> may be adjusted.
4. Use the column filters<sup>5</sup> to further refine results. Each column has a field above in which you may enter a name or keyword to search or refine existing results.

- To narrow a search to a specific document type, click "Select."<sup>6</sup> This will give you a drop-down list to choose from. Check the box next to each document type you wish to search. If you already know the two or three letter document code, you may type that code in the "Document Type" field.

Search filters: Party Type: Both; Name: Starts With smith john; Document Type: 7; Begin Date: 1/1/1862; End Date: 10/5/2016. Buttons: Submit, Clear Form, Clear All.

Returned 100 records of 667. Displaying 25 records per page.

Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Reception #	Legal
LARIMER COUNTY COMMISSIONERS	WATERDALE MOBILE HOME PARK	10/26/2001	FINDINGS & RESOLUTIONS	RE	0000	0000	20010096214	SUB. WATERDALE MOBILE HOME PARK

Document Types selection window with 'Select' and 'Close' buttons.

- AFFIDAVIT
- AFFIDAVIT OF REAL PROPERTY
- AGREEMENT
- ANNEXATION
- ANNEXATION PLAT
- ANTI-TERRORISM/DEPT OF JUSTICE LIEN
- APPLICATION
- ASSIGNMENT
- ASSIGNMENT OF DEED OF TRUST/MORTGAGE
- ASSIGNMENT OF LEASES/RENTS
- ASSIGNMENT OF MANUFACTURED HOME ID NUMBER
- ASSIGNMENT OF OIL & GAS LEASE
- BARGAIN AND SALE DEED
- BENEFICIARY DEED
- BILL OF SALE
- BOND
- BOUNDARY LINE ADJUSTMENT
- BY-LAWS
- CANCELLATION
- CERTIFICATE
- CERTIFICATE OF DESTRUCTION
- CERTIFICATE OF PERMANENT LOCATION

- To view a document, click on the name<sup>8</sup>.

Results table with columns: #, Status, Search Name, Grantor, Grantee, Record Date, Doc Type, Book Type, Book, Page, Reception #, Legal.

#	Status	Search Name	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Reception #	Legal
1	V	SMITH JOHN AL34 CEDAR PK FILING 5	CEDAR PARK DEV CO	SMITH JOHN AL34 CEDAR PK FILING 5	10/13/1971	WARRANTY DEED	RE	1479	0701	11025	COM: SMITH JOHN AL34 CEDAR PK FILING 5
2	V	SMITH JOHN A	FINC LINE DESIGNS INC	SMITH JOHN A	12/05/1979	FINANCIAL STATEMENT UCC	RE	0000	0000	11054	
3	V	SMITH JOHN E/JOAN E	SMITH JOHN E/JOAN E	MC COWN DARYL GENE/LORAIN KAY/L25 B9 COUNTRY CLUB MANOR EPK	10/26/1971	WARRANTY DEED	RE	1480	0797	11759	COM: MC COWN DARYL GENE/LORAIN KAY/L25 B9 COUNTRY CLUB MANOR EPK
4	V	SMITH JOHN E/JOAN E	PUBLIC TRUSTEE	SMITH JOHN E/JOAN E	10/26/1971	PARTIAL RELEASE OF DEED OF TRUST	RE	1480	0804	11813	COM: SMITH JOHN E/JOAN E
5	V	SMITH JOHN E/JOAN E	SMITH JOHN E/JOAN E	MC COWN DARYL GENE/LORAIN KAY/L25 B9 COUNTRY CLUB MANOR ADDN EPK	11/19/1971	WARRANTY DEED	RE	1483	0866	13725	COM: MC COWN DARYL GENE/LORAIN KAY/L25 B9 COUNTRY CLUB MANOR ADDN EPK; OFN:12944
6	V	SMITH JOHN A	SMITH JOHN A	IVERSON DEREK E/CAROL B34 CEDAR PK FILING#6 MC PHAIL STEVE/JUDITH	11/24/1971	WARRANTY DEED	RE	1484	0298	13986	COM: IVERSON DEREK E/CAROL B34 CEDAR PK FILING#6 COM: MC PHAIL STEVE/JUDITH
7	V	SMITH JOHN RAY	UNITED STATES OF AMERICA	SMITH JOHN RAY	01/13/1972	DISCHARGE	RE	1488	0969	16982	COM: SMITH JOHN RAY
8	V	SMITH JOHN GELSTER/JO ANN STANTON	SMITH JOHN GELSTER/JO ANN STANTON	ESTES PARK TOWN OF/L9 INN BROOK SUB PT	03/24/1972	EASEMENT/ RIGHT OF WAY	RE	1496	0976	21999	COM: ESTES PARK TOWN OF/L9 INN BROOK SUB PT
9	V	SMITH JOHN EUGENE/WANDA F	SMITH JOHN EUGENE/WANDA F	LEWIS JOHN RUJANCE S/L1 B1 CHERRY HILLS 5TH ADDN LOV	03/28/1972	WARRANTY DEED	RE	1497	0410	22286	COM: LEWIS JOHN RUJANCE S/L1 B1 CHERRY HILLS 5TH ADDN LOV

7. The watermarked document and the indexing will be shown on a new screen.

## Document Legal Search

- To search by subdivision name alone, you may also use the "Legal" search. Enter as much or as little of the subdivision name<sup>9</sup> as you wish. Less information will return more results. This will return results for records that contain this information in the grantor, grantee or legal description.
- Use column filters to refine search results<sup>10</sup>, i.e., enter a lot number in the legal column filter field.

Search Criteria:

- Name: 9
- Document Type: Legal
- Waterdate
- Document Type: [Empty]
- Document Category: All Categories
- Begin Date: 1/1/1862
- End Date: 10/5/2016

Results:

Returned 100 records of 667. Displaying 25 records per page.

#	Status	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Reception #	Legal
1	V	LARIMER COUNTY COMMISSIONER	WATERDALE MOBILE HOME PARK	10/26/2001	FINDINGS & RESOLUTIONS	RE	0000	0000	20010096214	SUB: WATE RDAL E MOBIL E HOME PARK

## Advanced Legal Description Search

10. To search using "Advanced Legal" enter the legal description of the property as shown below. This is not a physical address, but lot, block, subdivision or section, township, range. This will return results specific to that legal description.

Name	LOT	<input type="text" value="14"/>	BLK	<input type="text" value="13"/>	<b>Reception Number Verification</b> Reception Number verified through 03/13/2018 (20180015063).
Document Type	Subdivision	<input type="text" value="willow park"/>	Section	<input type="text"/>	
Book/Page	Township	<input type="text"/>	Range	<input type="text"/>	
Consideration	Document Type	<input type="text"/>	<input type="button" value="select"/>	<input type="button" value="Having trouble searching?"/>	
Reception Number	Document Category	<input type="text" value="All Categories"/>		<input type="button" value="Help - Legal Search"/>	
Record Date	Begin Date	<input type="text" value="1/1/1862"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/> <input type="button" value="Oldest"/>	<input type="button" value="My List"/>	
Legal	End Date	<input type="text" value="3/14/2018"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/>		
Advanced Legal	<input type="text" value="Search the last ... Days"/>				
Quick Search	<input type="text" value="Show first 100 records"/>				
<input type="button" value="Submit"/> <input type="button" value="Clear Form"/> <input type="button" value="Clear All"/>					

Name	LOT	<input type="text"/>	BLK	<input type="text"/>	<b>Reception Number Verification</b> Reception Number verified through 03/13/2018 (20180015063).
Document Type	Subdivision	<input type="text"/>	Section	<input type="text" value="32"/>	
Book/Page	Township	<input type="text" value="6"/>	Range	<input type="text" value="69"/>	
Consideration	Document Type	<input type="text"/>	<input type="button" value="select"/>	<input type="button" value="Having trouble searching?"/>	
Reception Number	Document Category	<input type="text" value="All Categories"/>		<input type="button" value="Help - Legal Search"/>	
Record Date	Begin Date	<input type="text"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/> <input type="button" value="Oldest"/>	<input type="button" value="My List"/>	
Legal	End Date	<input type="text"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/>		
Advanced Legal	<input type="text" value="Search the last ... Days"/>				
Quick Search	<input type="text" value="Show first 100 records"/>				
<input type="button" value="Submit"/> <input type="button" value="Clear Form"/> <input type="button" value="Clear All"/>					



## Reception Number or Book and Page Search

11. If you have a specific reception number you wish to search, enter the number in an eleven-digit format. For example, enter 19850001122<sup>11</sup> for a reception number that appears as 851122. The first four digits are the year and additional zeros may be added after the year to meet the eleven-digit format. **This format applies to documents recorded January 1, 1985 to present.**

The screenshot shows a search interface with a sidebar on the left containing menu items: Name, Document Type, Book/Page, Consideration, Reception Number (highlighted), Record Date, Legal, Advanced Legal, and Quick Search. The main search area has a 'Reception #' field with the value '19850001122' circled in red. To the right of the field is a dropdown menu set to 'Greater Than Or Equals To' and a page indicator '11'. Below the field are buttons for 'Submit', 'Clear Form', and 'Clear All'. On the right side, there is a 'Reception Number Verification' box stating 'Reception Number verified through 10/04/2016 (20160067722)'. Below that is a red warning box for 'Larimer County Important Information', a blue help box for 'Help - Reception Number Search', and a green 'My List' button. The word 'Results' is visible at the bottom left of the interface.

12. For documents recorded December 31, 1984 or earlier, enter the reception number as it appears<sup>12</sup>.

The screenshot shows the same search interface as above, but with the 'Reception #' field containing the value '19797' circled in red. The dropdown menu is still set to 'Greater Than Or Equals To' and the page indicator is '12'. The 'Submit', 'Clear Form', and 'Clear All' buttons are present. The 'Reception Number Verification' box on the right states 'Reception Number verified through 10/18/2016 (20160071247)'. The 'Larimer County Important Information' warning box, 'Help - Reception Number Search' button, and 'My List' button are also visible. The word 'Results' is visible at the bottom left of the interface.

13. If searching by book and page, enter the book number and page number<sup>13</sup> in the required fields. **Both** fields are required. To search the entire book, enter 1 in the page field. This will return results that include all pages for that specific book which is helpful for locating documents that may contain your specific book and page reference.

The screenshot shows a search interface with the following elements:

- Search Criteria:**
  - Book Type: REAL ESTATE
  - Book: 1449
  - Page: 13
  - Show first 100 records
- Buttons:** Submit, Clear Form, Clear All, Help - Book/Page Search, My List.
- Reception Number Verification:** Reception Number verified through 08/30/2016 (20160058258).
- Results Section:**
  - Returned 100 records of 610
  - Displaying 25 records per page
  - Navigation: First, Previous, 1, 2, 3, 4, Next
  - Table with columns: #, Status, Grantor, Grantee, Record Date, Doc Type, Book Type, Book, Page, Reception #, DocLinks, Legal.

#	Status	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Reception #	DocLinks	Legal
1	V			12/22/1970	NON-INDEXED DOCUMENT	RE	1449	0001	991441		Add to Cart
2	V			12/22/1970	NON-INDEXED DOCUMENT	RE	1449	0003	991442		Add to Cart
3	V			12/22/1970	NON-INDEXED DOCUMENT	RE	1449	0006	991443		Add to Cart

## Document Type Search

14. To search a specific document type, click “Select<sup>14</sup>.” This will give you a drop-down list to choose from. Check the box next to each document type you wish to search. If you already know the two or three letter document code you may type that in the “Document Type<sup>15</sup>” field.

The screenshot shows a search interface with a sidebar on the left containing menu items: Name, Document Type, Book/Page, Consideration, Reception Number, Record Date, Legal, Advanced Legal, and Quick Search. The main area has a 'Document Type' field with a dropdown menu showing '15' and a 'select 14' button. Below it is an 'Or' section with a 'Document Category' dropdown set to 'All Categories'. There are date pickers for 'Begin Date' (1/1/1862) and 'End Date' (10/5/2016), each with 'Yesterday' and 'Today' buttons. Search filters include 'Search the last ... Days' and 'Show first 100 records'. At the bottom are 'Submit', 'Clear Form', and 'Clear All' buttons. On the right, there are informational boxes: 'Reception Number Verification' (20160067722), 'Larimer County Important Information', 'Help - Document Type Search', and 'My List'.

The 'Document Types' dropdown menu lists the following categories with checkboxes: AFFIDAVIT, AFFIDAVIT OF REAL PROPERTY, AGREEMENT, ANNEXATION, ANNEXATION PLAT, ANTI-TERRORISM/DEPT OF JUSTICE LIEN, APPLICATION, ASSIGNMENT, ASSIGNMENT OF DEED OF TRUST/MORTGAGE, ASSIGNMENT OF LEASES/RENTS, ASSIGNMENT OF MANUFACTURED HOME ID NUMBER, ASSIGNMENT OF OIL & GAS LEASE, BARGAIN AND SALE DEED, BENEFICIARY DEED, BILL OF SALE, BOND, BOUNDARY LINE ADJUSTMENT, BY-LAWS, CANCELLATION, CERTIFICATE, CERTIFICATE OF DESTRUCTION, and CERTIFICATE OF PERMANENT LOCATION. 'Select' and 'Close' buttons are at the bottom.

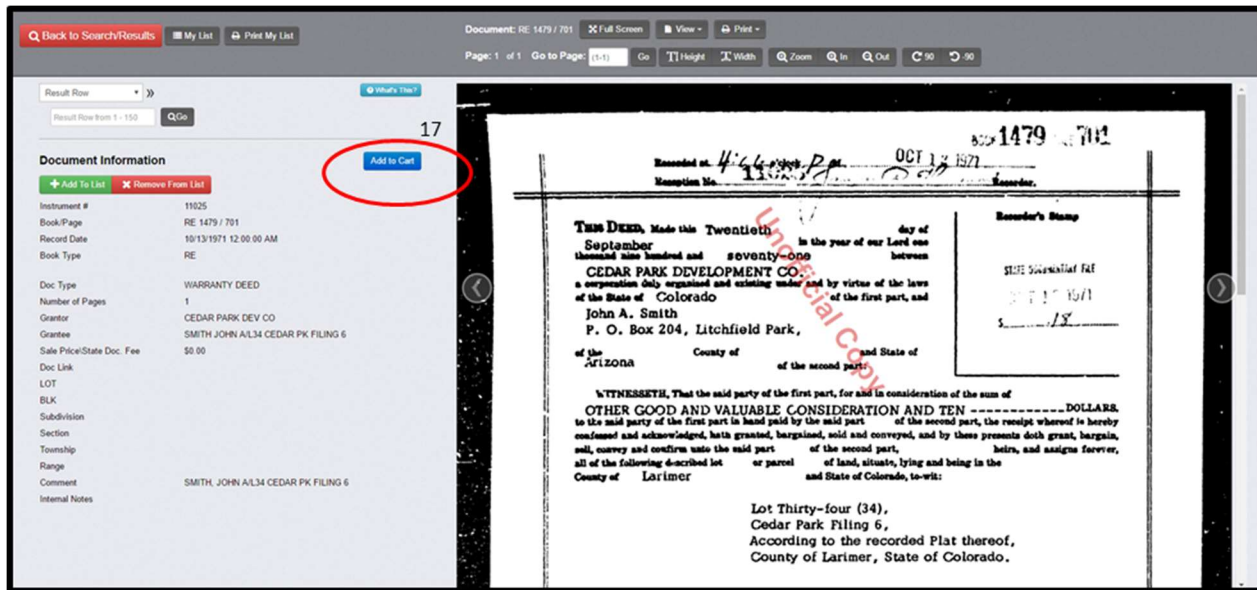
## Record Date Search

15. Documents may be searched by date range. Enter the “Begin Date<sup>16</sup>” and “End Date” and click “Submit.”

The screenshot shows the same search interface as above, but with the 'Begin Date' field circled in red and containing '1/1/2016'. A '16' is written above the field. The 'End Date' field contains '10/5/2016'. The 'Submit' button is highlighted in blue. The right-side informational boxes are the same as in the previous screenshot.

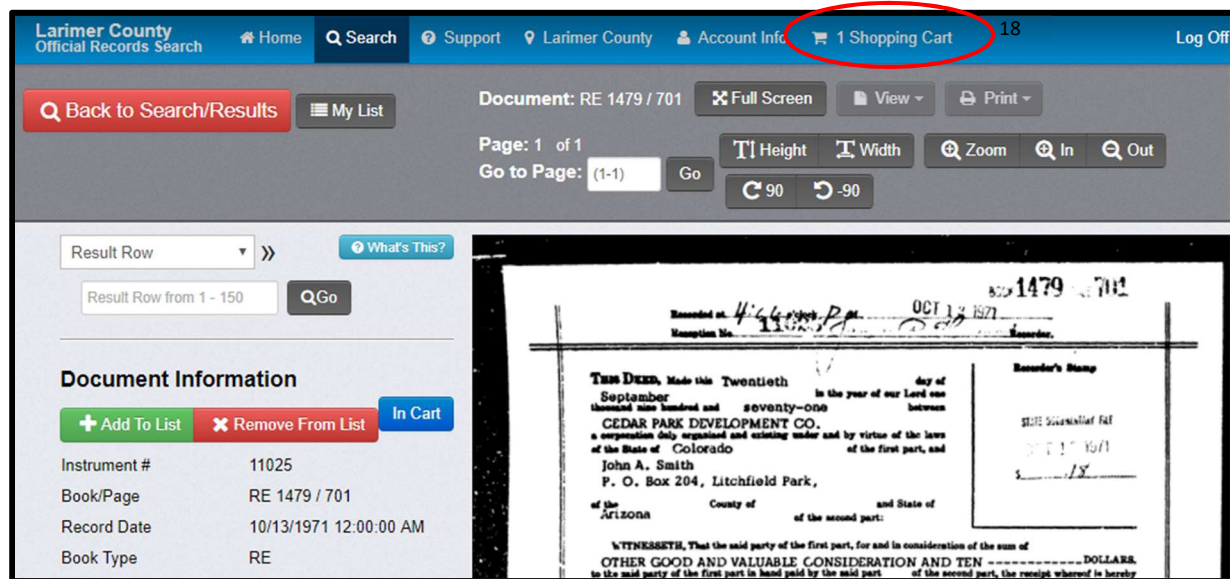
## Purchasing a Document

16. If you wish to purchase un-watermarked documents, click “Add to Cart”<sup>17</sup>.”



The screenshot shows a document viewer interface. On the left, there is a sidebar with 'Document Information' for instrument 11025, book/page RE 1479 / 701, recorded on 10/13/1971. The document is a 'WARRANTY DEED' from CEDAR PARK DEV CO. to John A. Smith. A blue 'Add to Cart' button is circled in red. The main area displays a scanned deed document with a 'UNOFFICIAL COPY' watermark. The deed is dated the 20th day of September 1971 and describes Lot 34 in Cedar Park Filing 6, Larimer County, Colorado.

17. When you're ready to check out, click on “Shopping Cart.”<sup>18</sup> Payment may be made by credit/debit card (subject to a 3.5% processing fee.)



The screenshot shows the Larimer County Official Records Search website. The top navigation bar includes 'Home', 'Search', 'Support', 'Larimer County', 'Account Info', and '1 Shopping Cart', which is circled in red. Below the navigation bar, there are document details for RE 1479 / 701 and a 'Go to Page' section. The 'Document Information' sidebar on the left now includes an 'In Cart' button. The main area displays the same deed document as in the previous screenshot.



18. Once you are satisfied with your order, click the box next to “I have reviewed my cart and I am ready to check out.”<sup>21</sup> Payment may be made by credit/debit card (subject to a 3.5% processing fee.) Once your purchase is complete, you may download and print your documents.

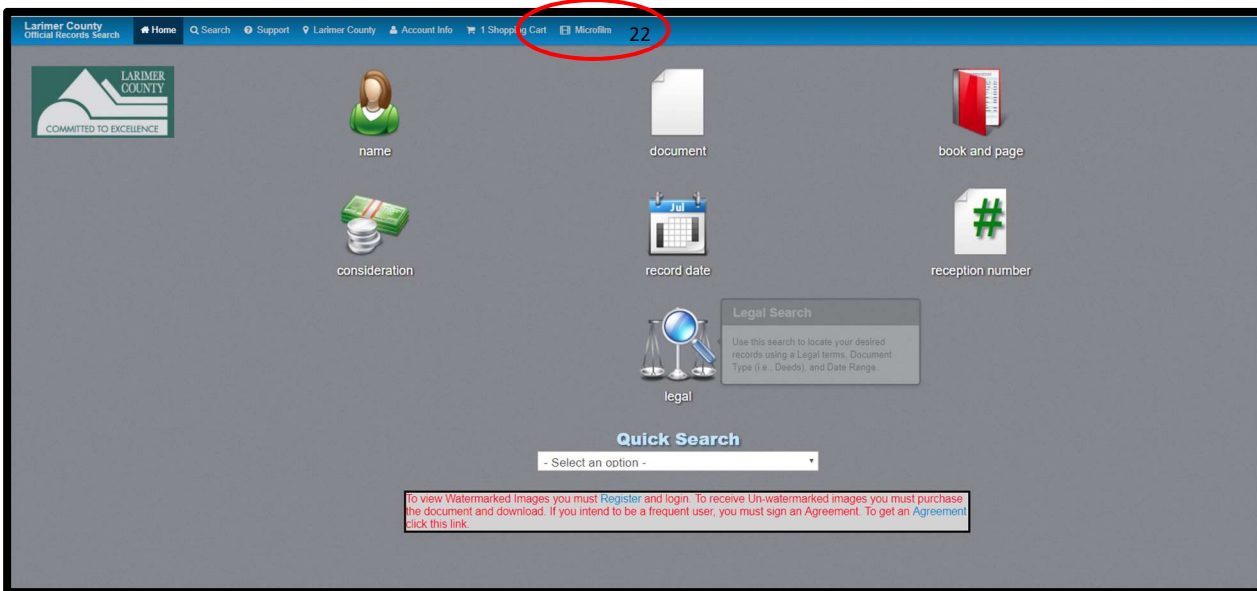
The screenshot shows a web interface for a shopping cart. At the top, there is a navigation bar with links for 'Official Records Search', 'Home', 'Search', 'Support', 'Essex County', and 'Account Info'. Below this is the 'Shopping Cart Contents' section, which contains a table with the following data:

Document Type	Pages	Copy Fee	Certified Fee	USPS Fee	Total Fee	Description	Reception Number	Book #	Page #	Remove
RE	1	\$0.25	\$1.00	0.00	\$1.25	WARRANTY DEED	11025	1479	781	Remove
					Total:					
					\$1.25					

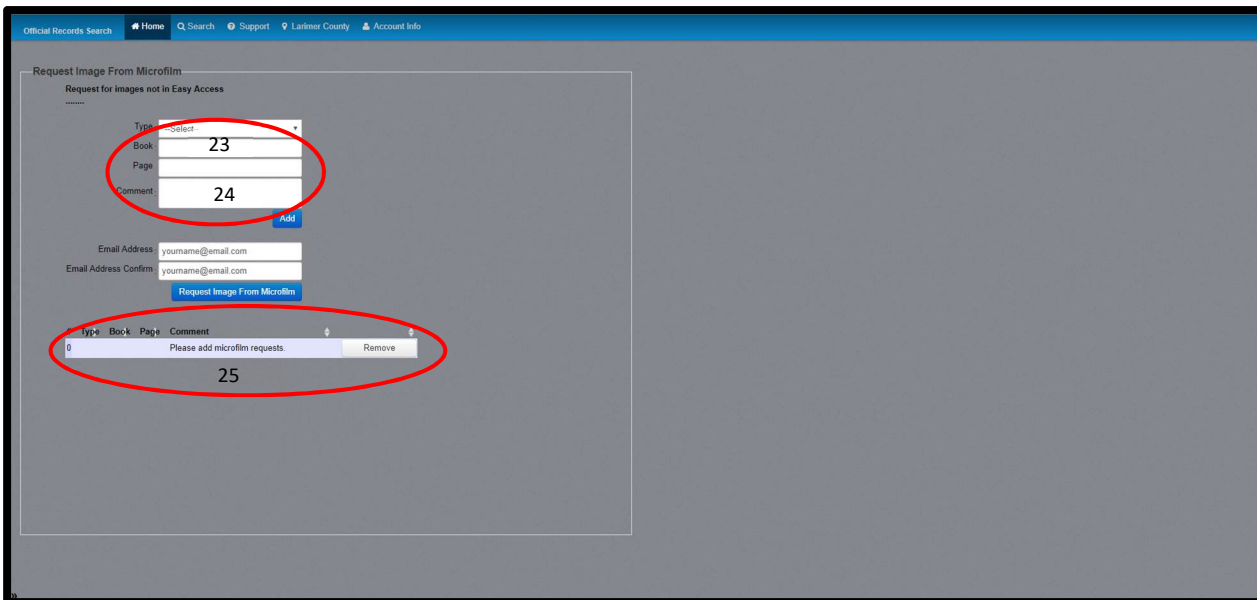
Below the table is an 'Order Options' section. At the bottom of the page, there is a checkbox labeled 'I have reviewed my cart and I am ready to check out' which is circled in red. To the left of this checkbox is the number '21'. Below the checkbox are two buttons: 'Pay By Credit Card' and 'Continue Shopping'.

## **New Service! – Remote Access Users Only – Microfilm Request**

19. Remote Access users now have the ability to request documents from microfilm via the EASY ACCESS portal. On the top toolbar, click on Microfilm<sup>22</sup> (this service and the link are only available to current Remote Access users).



20. On a new screen you will be able to request documents by either Book and Page, or Reception number. Enter Book number and the page number in the corresponding fields<sup>23</sup> or enter the Reception number in the Comment field<sup>24</sup>. To request more than one document per submission, click Please add microfilm requests.<sup>25</sup>



21. Once your list is complete, enter your email address and click Request Image from Microfilm<sup>26</sup>. A message will appear in red confirming your request has been emailed and you will receive a confirmation email that includes a list of the documents you have requested.

Official Records Search Home Search Support Larimer County Account Info

Request Image From Microfilm

Request for images not in Easy Access

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Your request has been emailed. Please allow for 3 to 5 business days for a response including 10 or fewer documents.

Type: --Select--

Book:

Page:

Comment:

Add

Email Address:

Email Address Confirm:  26

**Request Image From Microfilm**

#	Type	Book	Page	Comment	
0				Please add microfilm requests.	Remove

