

Official Record System Help

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Introduction

The Collier County Official Records Public Access (COR) is a computer based system that allows the general public to access official records and all of their related system in a user-friendly fashion with very little knowledge of computer equipment or computer software.

COR is equipped with built-in help features that are easy to follow and provides users with powerful information tools.

For a better understanding of the functionality of COR, it is required that this Users Manual is read in its entirety. All functions of the system will be covered in this manual.

Image Viewer

Adobe® Reader®

The Adobe Reader is required in order to view the official records found on this site. The Adobe Reader is a free software for viewing and printing Adobe Portable Document Format (PDF) files on major hardware and operating system platforms.

PDF is a universal file format that preserves all of the fonts, formatting, colors and graphics of any source document, regardless of the application and platform used to create it. PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with the free Adobe Acrobat reader. Because of its features, PDF is the standard for electronic document distribution on the Internet.



To [download](#) a free copy of the Adobe Reader, click the icon on the left, or go to www.adobe.com

If you do not have the Adobe Reader installed on your system, you will be prompted to Save the PDF document (fig 2.1).

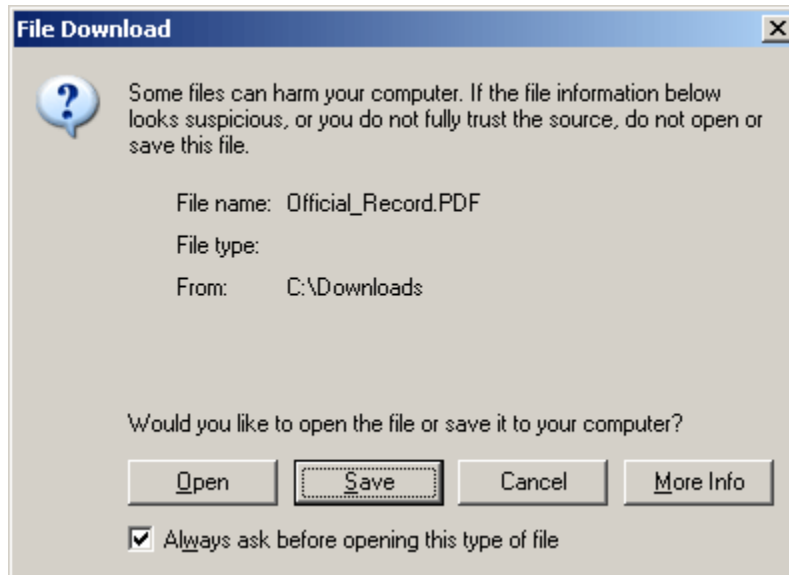


Figure 2.1

You must install the Adobe Reader to view the official records. Review the [system requirements](#) before downloading Adobe Reader.

[Click here to download](#) a free copy of the Adobe Reader.

Once you have downloaded the reader, you must install it in order to view PDF files. Once the reader is installed, you do not need to download or install it again.

PLEASE NOTE

We have designed this site to spawn new browser windows to display official record PDFs. This allows you to be able to view multiple records without leaving the search result set window.

Be sure to disable any pop-up blocking software you may have running in order to view official records.

If you have any questions about the Adobe Reader, please refer to the Adobe web site: www.adobe.com

SUPPORT

Please visit the [Adobe Reader Support Page](#) for access to the top support issues, a searchable support knowledgebase, updates, FAQs and official user guides.

Types of Users

There are three types of users who can access the Collier County Official Records Public Access (COR).

Internet

Users accessing COR from outside the Collier County network (i.e. home, office, etc.) have a user status of Internet. Internet users have limited access. Every official record displays the Collier County Clerk of Circuit Courts county seal as a watermark. Also, internet users cannot view items that have been redacted.

Trusted User

Trusted Users have a higher level of access than the Internet user. Official records do not display the county watermark and certain redacted images are viewable. Users from various kiosks located at the Clerk of the Circuit Court office have a user status of Trusted User.

Internal

Collier County Clerk of the Circuit Court employees have a user status of Internal.

Types of Searches

The Clerk of the Circuit Court is required by statute to keep an alphabetical index of the official records; therefore, the name under which the document was recorded must be known to search the official records. Users can search by the involved party names, legal description, official record instrument number or book and page numbers on records imaged after September 1, 2003.

Official records recorded after April 1, 1981 can be accessed via COR Public Access. Users can search these documents by each search field except for Property and Case Number.

Available Searches on COR:

- OR Document Search
- OR Legal Search
- OR Case Search
- Map Search

OR Document Search

To begin your search, select the OR Document Search hyperlink found in the menu on the left. This will bring you to the main Document Search screen (fig 4a.1).

Type in the name of the party involved, document information or date range to retrieve results.



Figure 4a.1

PARTY NAME - Enter in the exact Last and a full or partial First Name or Business Name (if known).
Example:

Last: SMITH First:
J

DOCUMENT - Enter in an Instrument or a Book and Page number (if known).

DOCUMENT TYPE - Select one or more of the available document types displayed in the text box (if known). Select a document type by placing a check in the box in front of the name. If specific document types are not selected, all will be searched.

DATE RANGE - To search a range of dates, enter in the desired start and/or end date.

Last Date Verified displays the date of the last sequential verified day. OR documents recorded on and before this date are verified.

Once you are satisfied with the entered search criteria, click the search button to view the search results.

OR Legal Search

To begin your search, select the OR Legal Search hyperlink found in the menu on the left. This will bring you to the main Legal Search screen (fig 4b.1).

Type in the name of the property involved. As you type properties with names that match your input will appear, continue typing to further filter the list or select the desired property.

Figure 4b.1

Once a property is selected, a subset of Identifiers will become visible.

Identifiers can include Phase, Block, Lot, Building, Apartment, Tract, Parking Space, Home, etc. Enter in the required Identifiers (if known) to narrow your search.

Last Date Verified displays the date of the last sequential verified day. OR documents recorded on and before this date are verified.

Once you are satisfied with the entered search criteria, click the search button to view the search results.

OR Case Search

To begin your search, select the OR Case Search hyperlink found in the menu on the left. This will bring you to the main Case Search screen (fig 4c.1).



Figure 4c.1

CASE NUMBER -
Enter in a full case number. Example:

Case Number:
970023AP

NOTE: Case Numbers are only available on official records imaged after October 13, 2003.

Last Date Verified displays the date of the last sequential verified day. OR documents recorded on and before this date are verified.

Once you are satisfied with the entered search criteria, click the search button to view the search results.

Map Search

To begin your Map search, select the Map Search hyperlink found in the menu on the left. This will bring you to the main Map Search screen (fig 4c.1).

Figure 4d.1

Enter in one of the following search criteria to retrieve results. Narrow your search by entering more than one search criteria.

MAP NAME - Enter in a Map Name if known.

BOOK TYPE - Select the Book Type. Multiple Book Types can be selected by clicking to place check marks in the boxes next to the book type names. If specific book types are not selected, all will be searched.

BOOK & PAGE - Enter in the Book and Page number.

PROPERTY NAME - Type in the Property Name. As you type properties with names that match your input will appear, continue typing to further filter the list or select the desired property.

Once you are satisfied with the entered search criteria, click the search button to view the search results.

Advanced Search Techniques

* = Will search and display any number of characters.

Example:

PARTY NAME: Last & First or Business	Last: <input type="text" value="ST*RT"/>	First: <input type="text"/>
	Business Name: <input type="text"/>	

Figure 5.1

Using an * in this search will return every document that has at least one Party Name that starts with ST and ends with RT.

Possible results would include STUART, STEWART, START, STOWART, STALWART, etc.

Each official record that contains a Party Name starting with ST and ending with RT will display bold in the result set.

[] or () = Will search for documents that contain only one of the listed character within the brackets.

Example

PARTY NAME: Last & First or Business	Last: <input type="text" value="H[IA]LL"/>	First: <input type="text"/>
	Business Name: <input type="text"/>	

Figure 5.2

Using the [] around the I and A will return every document that has at least one Party Name of HILL or HALL.

Each official record that contains a Party Name of HILL or HALL will display bold in the result set.

[^] or (^) = Will search for documents that DO NOT contain either of the characters listed within the brackets.

PARTY NAME: Last & First or Business	Last: <input type="text" value="H[<sup>A</sup>A]LL"/>	First: <input type="text"/>
	Business Name: <input type="text"/>	

Figure 5.3

Possible results would include HYLL, HOLL, HULL, etc.

Each official record that contains a Party Name of HYLL, HOLL, HULL, etc. will display bold in the result set.

? = Will search for any single character

PARTY NAME: Last & First or Business	Last: <input type="text" value="BA?"/>	First: <input type="text"/>
	Business Name: <input type="text"/>	

Figure 5.4

Using a ? in this search will return every document that has at least one Party Name that starts with BA followed by some other character.

Possible results would include BAB, BAD, BAG, BAR, BAT, etc.

Each official record that contains a Party Name that begins with BA followed by another character will display bold in the result set.

Search Results

Document, Legal and Case Search Results

When you have executed a successful Document, Legal or Case Search, a result set will display (fig 6.1).



PARTY NAME -

Displays the names of each party involved.

RECORDED - Displays the date the record was recorded.

INST # - Displays the Instrument Number associated with the record.

Figure 6.1

BOOK - Displays the Official Records book number the official record for this document can be found in.

PAGE - Displays the Official Records book number of the first page of the document.

PGS - The number pages of the official record.

V - Indicates that the index to the selected document has been verified. If the information has been verified, a V will appear in the document row, below the Pgs column.

If available, comments will appear in the document row, below the Recorded, DocType, Inst #, Book and Page columns.

Map Search Results

When you have executed a successful Map Search, a result set will display (fig 6.2).

Search took 0.029 seconds, Results 1 - 1 of 1

Map Name	Book Type	Book	Page
COLLIER COUNTY COASTAL CONSTRUCTION SET BACK LINES	Coastal Setback	1	1

Property: COLLIER COUNTY COAST

Search

Figure 6.1

MAP NAME -

Displays the Map Name.

BOOK TYPE -

Displays the associated Book Type.

BOOK - Displays the Official Records book number the official record for this document can be found in.

PAGE - Displays the Official Records book number of the first page of the document.

PROPERTY - The associated Property Name is located below the Book Type, Book and Page values.

ICONS



The Adobe Acrobat icon indicates that an Acrobat PDF of the Official Record is available for viewing.



This icon will display the document details of the official record.



This icon indicates that the selected official document affects other recorded documents. Click this icon to display the affected documents.



This icon indicates that selected official document does not affect, nor is affected by other recorded documents.



The double left arrow icon will display the beginning of the result set.



The single left arrow icon will display the previous result set

page.



The single right arrow icon will display the next result set page.



The double right arrow icon will display the last result set page.

Affected Documents




Figure 6a.1

In some instances, official records may be affected by other official records. For example, a property may appear in several recorded documents.

If a document is linked to another official record by book and page, the Affected Documents icon (📎) will appear in the hit list. Click on this icon to view each affected document (fig 6a.1).

NOTE: Affected documents are only available on official records imaged after October 13, 2003.

Document Details

Once you have retrieved a result set, click the View Details icon () to display the document details (fig 7.1).

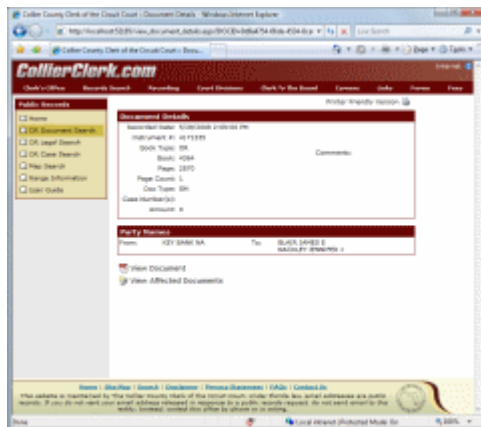


Figure 7.1

DOCUMENT DETAILS - Displays important document information such as Recorded Date, Instrument Number, Book Type, Book, Page, Page Count, Document Type, Case Number and Comments (if any).

PARTY NAMES - Displays the parties, such as Grantor (From) and Grantee (To) involved.

LEGAL DESCRIPTION (not shown) - If a legal description is available, it will appear below the Party Names.

ICONS



Select this icon to view the current document as a Adobe Acrobat PDF.



This icon displays if the selected official document affects other recorded documents. Click this icon to display the [affected documents](#).



Select this icon to display a printer friendly version of the Document Details.

Range Information

To view the Index Range, select the Range hyperlink found in the menu on the left. This will bring you to the main Range Information screen (fig 9.1).

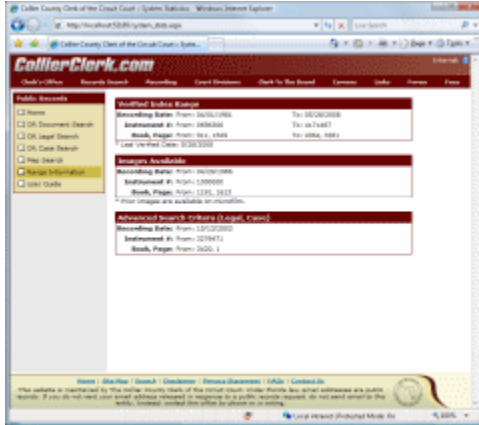


Figure 9.1

This screen displays the Verified Index Range, Images Available and Advanced Search Criteria.

Each range displays the recording date, instrument and book number.

Verified Index Range - Displays the range information from the first verified index entry to the last sequential verified item. Documents within this range have been recorded and verified.

Images Available - Displays the range information of the beginning of the images available online. Prior images are available on microfilm.

Advanced Search Criteria (Legal, Case) - Displays the range information of the beginning of indexes available for OR case and property searches.