

## SEARCHING THROUGH WEBLINK ON COLLIERCLERK.COM

CollierClerk.com provides access to documents and records relating to the Board of County Commissioners (BCC) and their various established advisory boards meetings and subsequent actions.

From the CollierClerk.com homepage, click on “**Records Search**” and then “**Board Minutes and Records**”. Please read the “**Disclaimer Statement**”.

### BMR Records Search

Dwight E. Brock Clerk of the Circuit Court

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#### Welcome to the Clerk Of Courts Document Search

The Internet gateway to our document center

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The BMR (Board Minutes and Records) Records Search page appears. The folders displayed show the various areas of interest that are stored on this database. Click on the folder marked “**Browse Board Minutes and Records**”; then select the folder “**Boards, Minutes and Records**” to view a complete menu of information available on different aspects of the Board’s business.

Some **examples** of information you can access are:

- **BCC Recaps** (Summary of Board Actions at a BCC Meeting)
- **BMR – BCC Minutes** (Transcripts)
- **BMR Advisory Board Minutes**, such as:
  - Collier County Planning Commission
  - Code Enforcement Special Magistrate
  - Code Enforcement Board
  - Contractors’ Licensing Board
- **BMR Agendas** (Executive Summaries)
- **BMR Backup Documentation** (At/After BCC Meeting Submittals)
- **BMR Resolutions**
- **BMR Validated Ordinances**

Most of these records are listed by year, meeting date, and agenda item number. Resolutions and Ordinances are listed by year and assigned number.

You can also do a customized search of BMR by clicking on “**Advanced Board Minutes and Records Search**”. Customized searches can be conducted using different search criteria including:

- *Text*
- *Name*
- *Within Folder*
- *Within Volume*
- *Creation Date*

A popular choice for doing a customized search is “**within volume**”. If you want to access minutes only or ordinances only, go to “within volume” section and then “**highlight a key word**” in the box. *By clicking the down arrow on your keyboard, you can highlight your selection of choice. If you want to select more than one volume, hold the “CTRL” key on your keyboard while selecting.*

Or if you prefer, enter a key word in the “**Search Terms**” box and click on the “**Search**” button” at the bottom of the page to begin the search launch of over nine (9) terabytes of data.

The “**Search Results**” will appear as a listing, showing the document where the “hit” was found and then the various pages within the document where the “hits” were found. The “hit” will be highlighted on the page where it resides. If the document is selected instead of the individual pages where the “hit” was found, the entire document will appear.

*“You can also proceed to the next page by clicking on the down arrow at the top of the displayed page”.*

If you want to **print** a document, then click on the “**pdf**” icon”. An instruction box will appear asking what particular pages you want to download and print. Insert the desired page range and click “**Download & Print**”.

Remember: Select only the pages that you want before creating a .pdf file. Please **SIGN OUT** (located on the Menu Bar at the top right) when finished.

If you need further assistance in searching these records, please contact the Board Minutes and Records Department.

*Board Minutes & Records (BMR) and Value Adjustment Board (VAB)*  
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