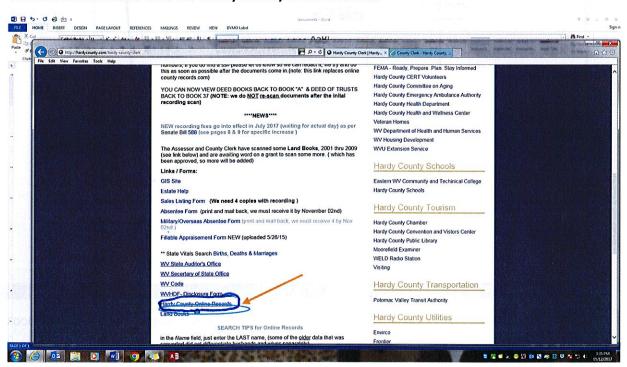
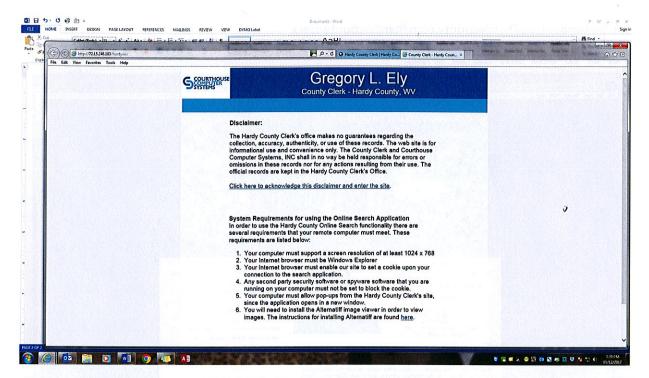
If you go here: http://hardycounty.com/hardy-county-clerk

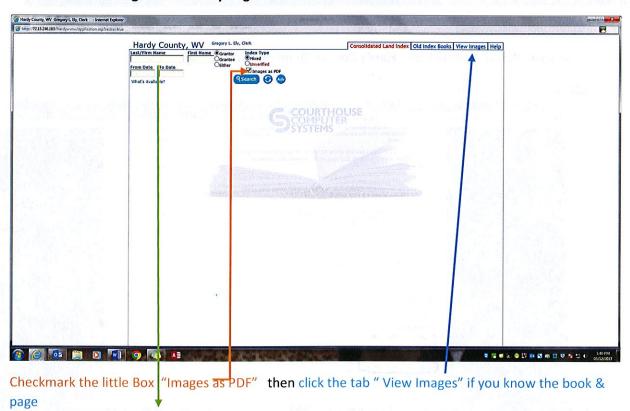


Then scroll down: and click on: Hardy County Online Records



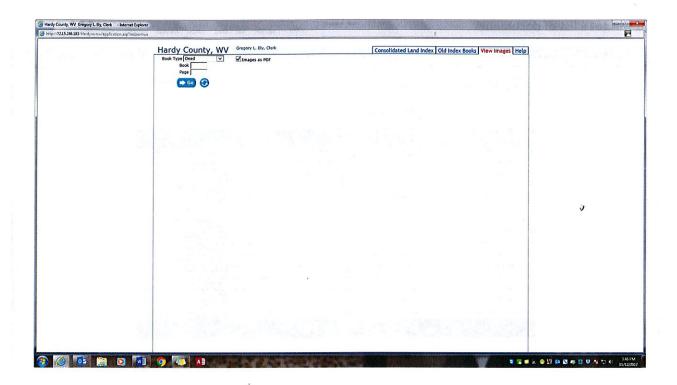


Click the acknowledgement and you go here:



(Searches can only be performed by name, back to 1992)

you are now here: if you clicked the "view images" tab



Again, make sure the "images as PDF" is checked

Use the dropdown box to select the book type, enter the book number and page

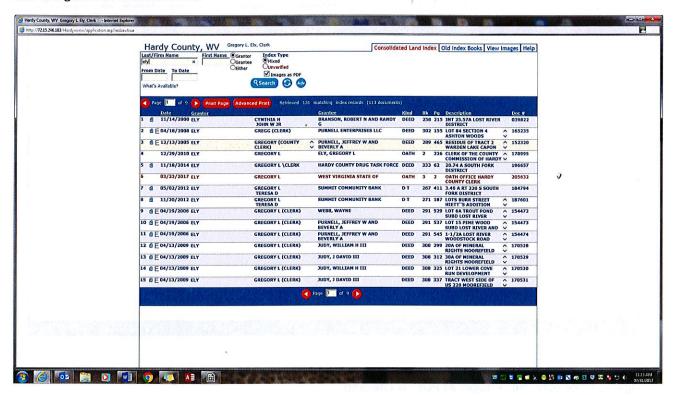
Click the GO button. Your image (if available) should come up, it's in pdf, so it can be downloaded or printed.

If the book type is not available in the dropdown, then the image is not online.

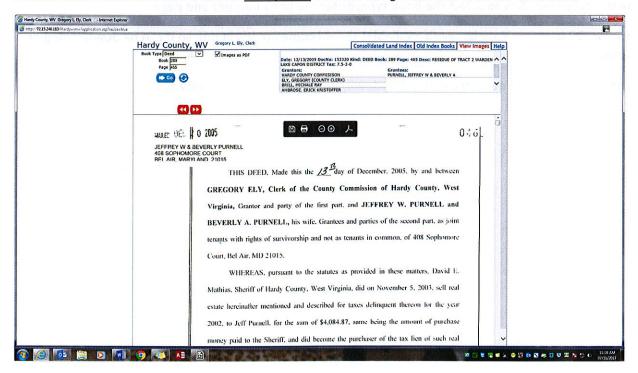
TO SEARCH FOR A DOCUMENT, click the tab "Consolidated Land Index"

If you enter a last name and do a search: (Grantor button is seller or plaintiff, Grantee button is buyer or defendant and Either button will search both ways)

You will get a list of documents:

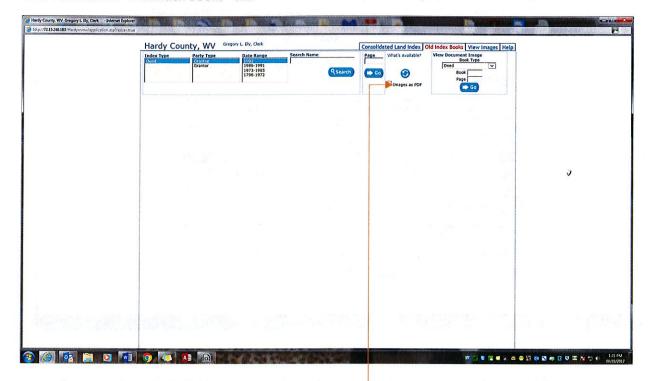


Double click a document and it should take you to the view images tab and load the document.



Sometimes you may have to click the "Go" button a time or two more to get it to load, we are working on that. you can click between the different tabs and not loose data that was searched.

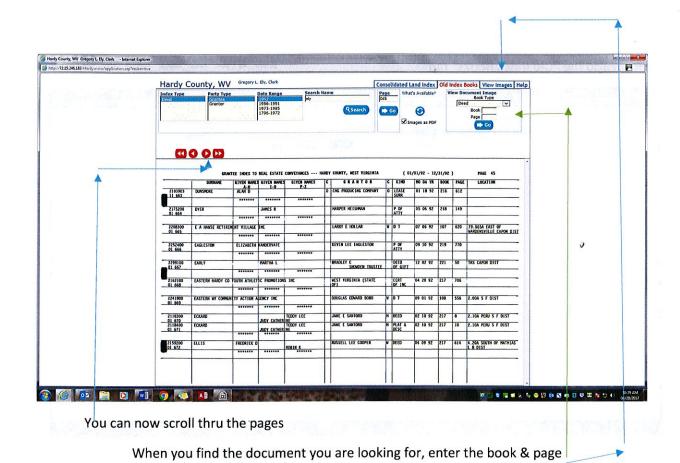
There is also the "Old Index Books" tab



There you can select the Grantor or Grantee, and a date range, then put in a last name (example Ely)

Again make sure the box " Images as PDF " is checked

You are taken to the first page of first letter of the name entered (this case "E")



Hit the GO button and you will be taken to the "view images " tab and the document should load. (not shown) Remember you can click between tabs and not lose your searched data.

Back on the "consolidated index" tab, you can hit the "adv" button (advanced) and can filter your search. I put in Ely, book type DEED, description field I put MOOREFIELD (this filters for Moorefield District and Moorefield Corp.) the results are follows.

Double clicking on a result, will take you to the "view Images" tab and load the document. (not shown)



The <u>image</u> is not available on all documents, particularly Lien

But if you only click on the document ONCE, details will be shown in the upper right portion.

NOTES: We only scan documents once, so if a Lien or Deed of Trust has been released (which we denote same on the side of the document page) it will not be shown on the scanned image. You would have to search releases to see if the books released match the Lien or Trust book shown. Although it would be best to come in and do a physical inspection.

The difference between the <u>blue</u> and <u>red</u> results is "verified" or "unverified" respectively.

"Verified" = documents which we have checked the spelling.

"Unverified" = documents which we have not (though they are mostly kept up with, but when they are moved from unverified to verified, we have to re-print the paper Index Books, so we wait a while before we perform that data move.)

You can print the results from any of the tab searches.

You can SORT your results on the "Consolidated Land Index" tab, by clicking any of the Headers which are underlined.. ie.. Date, Grantor, Grantee, Kind, Desc or Doc#

If you are referred to a Plat in an older book that shows a blank page, try and view the image using the book type "map in deed book". if we have scanned it, it will come up.

SEARCH TIPS

in the *Name* field, just enter the LAST name, (some of the <u>older</u> data that was converted did not differentiate husbands and wives <u>separately</u>)

search MIXED, both verified and unverified or you can select one or the other accordingly, you just need to re-run your search to update results.

Click the magnifying glass to run your search,

When you get your results, you can click on *date* or *grantor* or *grantee* to sort; **just give it a minute to do it**

Remember, less is more results, <u>if it is spelled wrong on the document it is indexed as received</u>; ie... Ellifritz & Eli - Ely. Use EL to pull eli and Ely among others, ellif will pull ellifitz and ellifritz.

Searchable results begin at: Deeds & Deed of Trusts Jan. 1993;

Judgement Liens 11/07/1997 Bk.13 pg 1;

Mechanic Liens 09/13/ 2005 Bk.3 pg 288

Executions 08/09/ 2005 Bk.4 pg 453;

Fed. Tax Liens 01/20/2005 Bk.2 pg 1

Lis Pend. 07/29/2005 Bk. 3 pg 428

Bond Encumbrance 05/24/2000 Bk.1 pg 9

Release 04/14/2005 Bk. 59 pg 783

Financing Statement 02/03/1993 Bk.2 pg 92

Trustee Report of Sale 08/26/2005 Bk. 3 pg 444

Map in Deed Book= Books 77,88, 105 thru 115, 119,120, 123 thru 131

Some Books, like Deeds and Deed of Trusts have images available prior to the beginning search dates shown.