



PUBLIC ACCESS (PAX) QUICK SEARCH GUIDE

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Logging On

From the main page, you will see the Disclaimer. Scroll down and, if you have an account, enter **Username**, **Password** and **Login**. If you do not have an account, select **Create Account**.

this database(s), you agree to indemnify and hold harmless Lorain County, Ohio, the Lorain County Recorder and their employees from all claims, demands, actions, causes of action, suits, damages, costs, injuries, fees, attorney's fees and liability, legal or equitable, that may be occasioned by the inclusion of inaccurate or incomplete property or financial information in the database(s), and that are proximately caused by the actions of you or your agent or representative(s).

To best utilize the features in Public Access, these are the browser recommendations:

Microsoft Edge
-Adobe Reader Plug-in (link)
-Disable the embedded viewer in the settings tab (This option is only available when logged in)

Google Chrome
-PDF.js Plug-in (link)
-Disable the embedded viewer in the settings tab (This option is only available when logged in)
Safari, Firefox, etc. (Although not recommended, these can still be used, but may have odd interactions with the rest of the website)

While registering an account is not needed, it is highly recommended. Having an account will allow a user to save search settings, keep a history of their searches, and save documents to their cart for future reference.

This account and its settings will follow the user, whether it is used in the Recorder's office or at home.

Username
Password

[Create Account](#)
[Forgot Password](#)
[Forgot Username](#)

LORAIN COUNTY
County Recorder's Office
226 Middle Ave Elyria, OH 44035

Mike Doran
LORAIN County Recorder

Document Technology
SYSTEMS

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You will be directed to the Account Registration page. Fill in fields and select **Register**. You will receive an account confirmation. Select **OK** and it will take you back to Log in.

Account Registration

First Name
Last Name
User ID
Email Address
Confirm Email Address
Password
Confirm Password

trakrecordlorainvm says
Account is ready for use!

Once logged in, you will be directed to the Main Search page.

Main Search Page

From here you can toggle between Name, Advanced/Legal or Instrument Search.

Criteria Saved
Images Get Help
History

Welcome **HerbHue** Log off Register Reset Layout Search Archives Cart 0 Links

My Account Settings

Name Search Advanced/Legal Search Instrument Search

Search Criteria

Last Name or Organization LIKE Last Name / Organization

First Name LIKE First Name Or First Name Party: Any First Second

Recorded Within and Today Yesterday

Search Type: Name Search Summary Search **Detail Search** Reset

Data is current thru: 11-30-2022


Results:

Name Search

The **Name** search can be filtered by; *Last Name/Organization, First Name, Party, Recorded Within*. The more criteria entered, the fewer results will be returned. One or all of these fields can be used. If you are uncertain of the exact search criteria, it is best to begin with a basic information.

SEARCH TYPE

Select the desired search result; *Name Search, Summary Search, or Detail Search*.

Reset clears all search fields. The  icon in the upper right of each grid closes it.

Criteria Saved
Images Get Help
History

Welcome **HerbHue** Log off Register Reset Layout Search Archives Cart 0 Links

My Account Settings

Name Search Advanced/Legal Search Instrument Search

Search Criteria

Last Name or Organization LIKE Smith

First Name LIKE First Name Or First Name Party: Any First Second

Recorded Within 08/01/2021 and 11/30/2021 Today Yesterday

Search Type: Name Search **Summary Search** Detail Search Reset

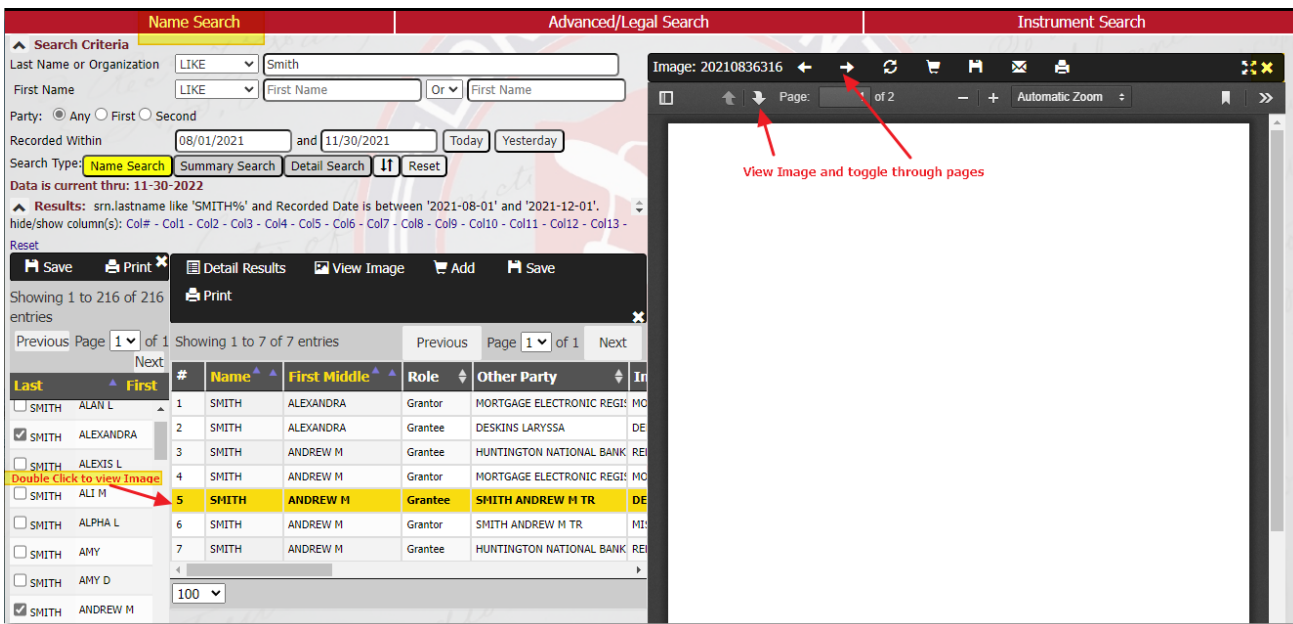
Data is current thru: 11-30-2022

Results: srn.lastname like 'SMITH%' and Recorded Date is between '2021-08-01' and '2021-12-01'

hide/show column(s): Col# - Col1 - Col2 - Col3 - Col4 - Col5 - Col6 - Col7 - Col8 - Col9 - Col10 - Col11 - Col12 - Col13 - Reset

Detail Results View Image Add Save Email Print

Showing 1 to 100 of 340 entries Previous Page 1 of 4 Next



Entries matching your criteria will populate in the search grid.
 Double click on the entry line you wish to see an instrument for in the image viewer.

Advanced/Legal Search

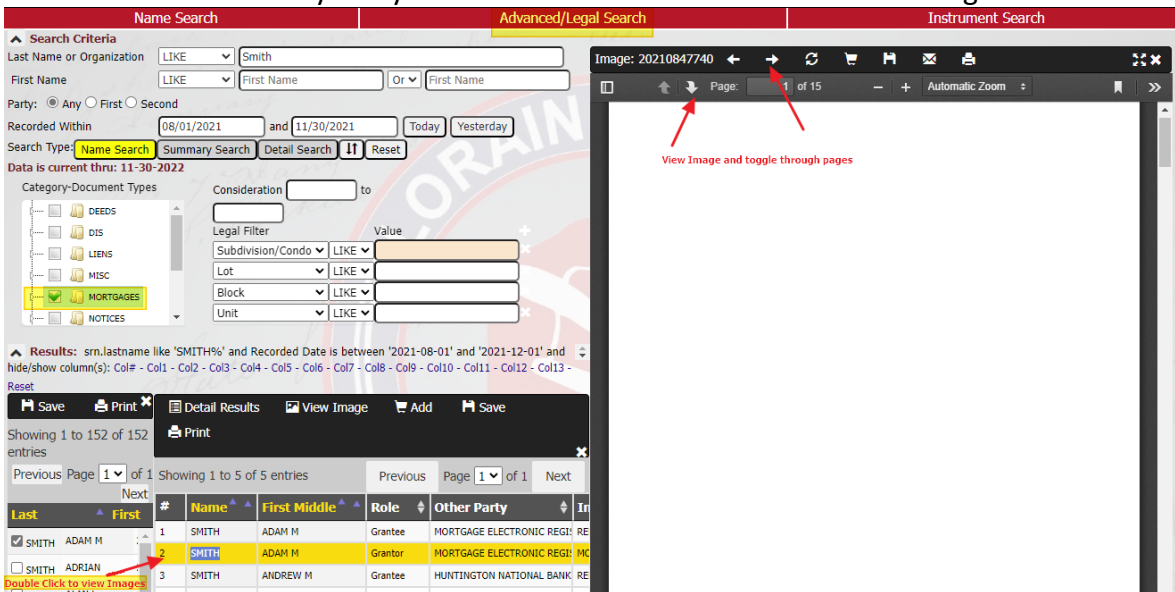
The **Advanced/Legal** search is used in conjunction with the **Name** search. This search provides additional filters; *Categories-Document Types, Consideration, Legal Filters*. Additional Legal Filters can be added or removed as needed via the **+** or **x** icons. The more criteria entered, the fewer results will be returned.

SEARCH TYPE

Select the desired search result; *Name Search Summary Search, or Detail Search*.

Reset clears all search fields. The **x** icon in the upper right of each grid closes it.

Entries matching your criteria will populate in the results grid.
 Double click on the entry line you wish to see an instrument for in the image viewer.




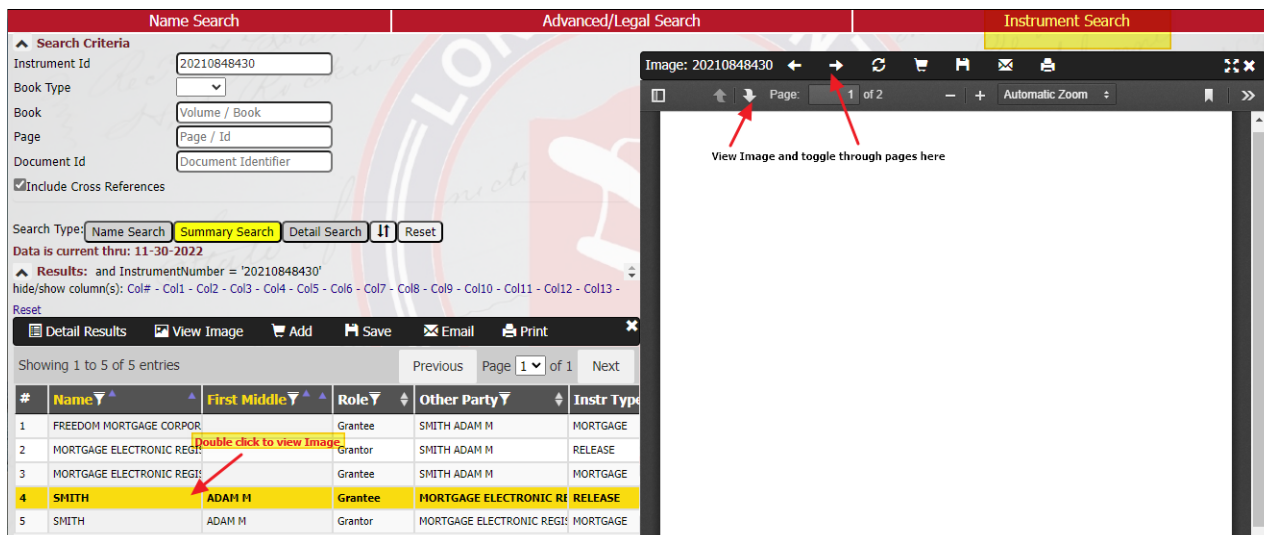
Instrument Search

The **Instrument Search** can be filtered by *Instrument ID* and/or *Book and Page*. The **Instrument Search** does an AND search, which means if you enter an *Instrument ID* and a *Book* or *Page*, the search will only return instruments that match both sets of criteria entered. Again, the more criteria entered, the fewer results. If you are uncertain of the exact search criteria, it is best to begin with a very simple search before beginning to add additional search criteria to narrow down your results. Click the *Include Cross References* check box in order to include them in your results.

SEARCH TYPE

Select the desired search result; *Name Search Summary Search, or Detail Search*.

Reset clears all search fields. The  icon in the upper right of each grid closes it.



Search Criteria

Instrument Id: 20210848430

Book Type: [Dropdown]

Book: Volume / Book

Page: Page / Id

Document Id: Document Identifier

Include Cross References

Search Type: Name Search Summary Search Detail Search [Reset]

Data is current thru: 11-30-2022

Results: and InstrumentNumber = '20210848430'

hide/show column(s): Col# - Col1 - Col2 - Col3 - Col4 - Col5 - Col6 - Col7 - Col8 - Col9 - Col10 - Col11 - Col12 - Col13 - Reset

#	Name	First Middle	Role	Other Party	Instr Type
1	FREEDOM MORTGAGE CORP		Grantee	SMITH ADAM M	MORTGAGE
2	MORTGAGE ELECTRONIC REG		Grantor	SMITH ADAM M	RELEASE
3	MORTGAGE ELECTRONIC REG		Grantee	SMITH ADAM M	MORTGAGE
4	SMITH	ADAM M	Grantee	MORTGAGE ELECTRONIC RE	RELEASE
5	SMITH	ADAM M	Grantor	MORTGAGE ELECTRONIC REG	MORTGAGE

Showing 1 to 5 of 5 entries

Previous Page 1 of 1 Next

Image: 20210848430

Page: 1 of 2

View Image and toggle through pages here

Entries matching your criteria will populate in the search grid.

Double click on the entry line you wish to see an instrument for in the image viewer.

History

This feature shows the history from searches performed while the user was logged previously.

Click to show History grid below

Criteria
 Saved
 Images
 [Get Help](#)
 History

Search Archives Cart 2 Links My Account Settings

al Search Instrument Search

Search History Select All Unselect All Delete Selected Save Print

Showing 1 to 17 of 17 entries Previous 1 Next

"Select All" and "Delete Selected" clears History

	Search Date	Search Type	Criteria	Duration	Count	Notes
<input type="checkbox"/> H Q E X	5/22/2023 10:40:01 AM	SummaryName	srn.lastname like 'SMITH%' and recorde	150	57	
<input checked="" type="checkbox"/> H Q E X	5/22/2023 10:39:59 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnan	47	2	
<input type="checkbox"/> H Q E X	5/22/2023 10:39:57 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnan	10	1	
<input type="checkbox"/> H Q E X	5/22/2023 10:39:54 AM	BasicName	srn.lastname like 'SMITH%' and Recorde	1206	42	
<input checked="" type="checkbox"/> H Q E X	5/22/2023 10:39:46 AM	SummaryName	srn.lastname like 'SMITH%' and recorde	126	57	
<input checked="" type="checkbox"/> H Q E X	5/22/2023 10:39:44 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnan	47	2	
<input type="checkbox"/> H Q E X	5/22/2023 10:39:39 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnan	10	2	
<input type="checkbox"/> H Q E X	5/22/2023 10:39:37 AM	BasicName	srn.lastname like 'SMITH%' and Recorde	1173	42	
<input checked="" type="checkbox"/> H Q E X	5/22/2023 10:39:29 AM	SummaryName	srn.lastname like 'SMITH%' and recorde	124	57	

You can narrow the search from history by selecting specific lines and sort using icon per below.

H Q E X

- Selection box for line item
- Saves the search criteria for the line item. You will be asked to name the search.

dev.dts-doc.com says

Name this search or cancel for blank:

Saved search name will appear in lower saved section .

Saved searches can be viewed when checked and are visible when you log out and back in until they are deleted.

Criteria Saved
 Images [Get Help](#)
 History

Select to show saved search

Search
Archives Cart 2 Links My Account Settings

al Search
Instrument Search

Search History
Select All Unselect All Delete Selected Save Print

Showing 1 to 6 of 6 entries Previous 1 Next

	Search Date	Search Type	Criteria	Duration	Count	Notes
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:51:54 AM	SummaryName	srn.lastname like 'SMITH%' and srn.first	200	236	
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:49:45 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnam	94	1	
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:49:45 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnam	96	1	
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:49:44 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnam	50	2	
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:49:44 AM	BasicName	srn.lastname like 'SMITH%' and Record	26410	6808	
<input type="checkbox"/> H Q ⌵ ✕	5/22/2023 11:49:41 AM	SummaryName	srn.lastname = 'SMITH' and srn.firstnam	57	10	

500

Saved Searches
Select All Unselect All Delete Selected Save Print

Showing 1 to 4 of 4 entries Previous 1 Next

	Name	Search Date	Search Type	Criteria	Duration	Count	Notes
<input type="checkbox"/> Q ⌵ ✕	TEST SEARCH	5/22/2023 10:39:54 AM	BasicName	srn.lastname like 'SMITH%' and Rec	1206	42	
<input type="checkbox"/> Q ⌵ ✕		5/22/2023 11:49:45 AM	SummaryName	srn.lastname = 'SMITH' and srn.first	96	1	
<input type="checkbox"/> Q ⌵ ✕		5/22/2023 11:49:41 AM	SummaryName	srn.lastname = 'SMITH' and srn.first	57	10	
<input type="checkbox"/> Q ⌵ ✕		5/22/2023 10:39:57 AM	SummaryName	srn.lastname = 'SMITH' and srn.first	10	1	

Saved searches can be viewed when checked and are visible when you log out and back in until they are deleted.

Criteria Saved
 Images [Get Help](#)
 History

Select to show saved searches

- Q Loads and execute the search
- ⌵ Loads the search criteria
- ✕ Deletes the line item