

Quick Steps for Searching

For a more comprehensive Training Manual please contact customer service at information@CourthouseDirect.com

- **Helpful Hint:** The “Thru Date for the Title Plants are posted along the right side.

1. Choose County

Please Select a County			
State	County	Description	Plant Thru Date
TX	Bexar	Bexar County Title Plant	6/27/2008
TX	Brazoria	Brazoria County Title Plant	7/9/2008
TX	Collin	Collin County Title Plant	7/7/2008
TX	Dallas	Dallas County Plant	7/2/2008
TX	Denton	Denton County Title Plant	6/27/2008
TX	Fort Bend	Fort Bend County Title Plant	7/9/2008
TX	Galveston	Galveston County Title Plant	7/2/2008
TX	Harris	Harris County Title Plant	7/9/2008
TX	Montgomery	Montgomery County Title Plant	7/3/2008
TX	Tarrant	Tarrant County Title Plant	5/30/2008
TX	Williamson	Williamson County Title Plant	7/7/2008
TX	Harris	Harris Deed Restriction Search	

2. Add GF Number (or Job #, Project #, etc.)

GF Number: <input type="text"/>	Use Prior GF: <input type="text"/> ▼	From: Jul 2008 ▼
Add GF	View Prior Searches	

- **Helpful Hint:** % equals wildcard. Ex. (East Washington Addition can be searched as, %washington if “East” was abbreviated)

3. **Enter Search Criteria** (Subdivision Name, Volume & Page of Plat, Lot, Block, Section etc.) Note: In some counties you can search by both **Subdivision** and/or **Volume and Page** but the “**Primary Search Criteria**” is the default search line at the top (Example: Harris County the primary search is Subdivision or Survey; in Denton County it’s Volume & Page plat; in Bexar County search by both Volume & Page and Subdivision but the “Primary” search is by Subdivision.

Harris Texas Legal Search			search
Search Field:	Criteria:	Description:	Example:
Subdivision/Survey: <input type="text" value="add_1"/>	<input type="text" value="gessner g"/>	Subdivision Name	Braes Heights = Braes h
Lot: <input type="text" value="add_1"/>	<input type="text" value="L0005"/>	Lot Number	Lot 1 = L0001 Lot 16 = L0016 *Some records may not have L and leading 0's.
Block: <input type="text" value="add_1"/>	<input type="text" value="B0001"/>	Block Number	Block 1 = B0001 Block 16 = B0016 *Some records may not have B and leading 0's.
Section: <input type="text" value="add_1"/>	<input type="text"/>	Section Number	Section 1 = 01 Section 16 = 16
Acreage: <input type="text" value="add_1"/>	<input type="text"/>	Number of Acres	2.5
Party: <input type="text" value="add_1"/>	<input type="text"/>	Grantor or Grantee	John Smith = Smith John Able Plumbing = Able Pl
Document Type: <input type="text" value="add_1"/>	<input type="text"/>	Type of Instrument	Warranty Deed = W/D Deed of Trust = D/T
Date:	<input type="text"/>	File Date	Date Format = 01/01/2004
	to		
	<input type="text"/>		

- **Helpful Hint:** The less entered then better the results. Example: When searching “Creek Crossing Court” enter “Creek C” only

4. Run Legal Search; Get Results and Build Run Sheets (results are returned in chronological order)

- a. Select Documents for review by checking boxes along left side
- b. Name Report – (Ex. Gessner Grove L5 B1) then Click: “Add Selected to Report”

<input type="checkbox"/>	GESSNER GROVE	L0005	B0001		INSTR	NOTICE	ELDERS HIRAM D ETAL THOMPSON SANDRA L ETAL	ELDERS HIRAM D ETAL 8/31/2000	U596322	534380931	
<input type="checkbox"/>	GESSNER GROVE	L0005	B0001			W/D	ELDERS HIRAM D	COMPASS BANK ETAL 2/9/2001	U870669	537300993	
<input type="checkbox"/>	GESSNER GROVE	L0005	B0001			D/T	EGUIA DAVID ETAL EGUIA SYLVIA C ETAL	ANSCHUTZ EVERETT L JR TRE URBAN FINL MTG	2/9/2001	U870670	537300995
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001		INSTR	ASSGN	URBAN FINL MTG	CHASE MANHATTAN MTG CORP	2/9/2001	U870671	537301010
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001			D/T	EGUIA DAVID ETAL EGUIA SYLVIA ETAL	COMPASS BANK RIGGS BEN HAYES TRE	2/9/2001	U870672	537301012
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001			NOTICE	EGUIA SYLVIA ETAL	EGUIA SYLVIA ETAL	2/9/2001	U870673	537301019
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001		INSTR	REL	ELDERS HIRAM D ETAL CHASE MANHATTAN MTG CORP	FIRST HO MTG CORP	4/23/2001	V000842	539240688
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001			D/T	EGUIA DAVID E ETAL EGUIA SYLVIA C ETAL	BROWN CHARLES A TRE CHASE MANHATTAN MTG CORP	2/10/2004	X387293	581731436
<input checked="" type="checkbox"/>	GESSNER GROVE	L0005	B0001			REL	COMPASS BANK	EGUIA SYLVIA	3/3/2004	X433908	582570498

Displaying Page 1 of 1.

New... New Name: [Add Selected To Report](#)
[View Report](#)

Other Active Searches:

Harris Texas Legal Search Gessner q L0005 b0001	30 document(s).
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- **Helpful Hint:** Confirm you have a good deed chain. Look for gaps and add them to report.

5. **Run Name Search** – Click on **Name** and automatically populate “General Search”; General Name search results include all “**Voluntary Liens**” (Mortgages, Home Equity Lines of Credit, Mechanic’s Liens for Improvements, etc.) AND “**Adverse Liens**” (IRS Liens, State Tax Liens, Abstracts of Judgment, Hospital Liens, etc.)

Harris Texas General Search			
Search Field:	Criteria:	Description:	Example:
Search: <input type="text" value="add1"/>	<input type="text" value="EGUIA SYLVIA"/>	Any Term In Index	John Smith = Smith John Gessner Grove Lot 1 Block 1 = Gessner G+L0001+B0001
Date: <input type="text"/>	to <input type="text"/>	File Date	Date Format = 01/01/2004

- **Helpful Hint:** When performing a Name Search remove all middle initials during at least the initial search.

6. **Add Results to Run Sheet and View Report** – Check boxes along the left side; add records to Run Sheet; and then click “**View Report**” Note: Click “File Date” to sort record into chronological order.

Harris Texas General Search edit									
Displaying Page <input type="text" value="1"/> of 1.									
User: Cones, Paul									
Plant Date From - 1/1/1978 To - 7/9/2008									
Displaying 6 record(s) out of 6									
* <input type="checkbox"/>	Legal Description	Lot	Block	Document Type	Grantor	Grantee	File Date	Document ID	Film Code
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	W/D	ELDERS HIRAM D	COMPASS BANK ETAL	2/9/2001	U870669	537300993
						EGUIA SYLVIA C URBAN FINL MTG ETAL			
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	D/T	EGUIA DAVID ETAL	ANSCHUTZ EVERETT L JR TRE	2/9/2001	U870670	537300995
						EGUIA SYLVIA C ETAL URBAN FINL MTG			
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	D/T	EGUIA DAVID ETAL	COMPASS BANK	2/9/2001	U870672	537301012
						EGUIA SYLVIA ETAL RIGGS BEN HAYES TRE			
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	NOTICE	EGUIA SYLVIA ETAL	EGUIA SYLVIA ETAL	2/9/2001	U870673	537301019
						ELDERS HIRAM D ETAL ELDERS HIRAM D ETAL			
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	D/T	EGUIA DAVID E ETAL	BROWN CHARLES A TRE	2/10/2004	X387293	581731436
						EGUIA SYLVIA C ETAL CHASE MANHATTAN MTG CORP			
<input checked="" type="checkbox"/>	GESSNER GROVEL	0005	B0001	REL	COMPASS BANK	EGUIA SYLVIA	3/3/2004	X433908	582570498
Displaying Page <input type="text" value="1"/> of 1.									

- **Helpful Hint:** It is ok to add the same information from the name search into report is DOES NOT duplicate

7. **Download Documents** – check boxes along left side and Click: [**Get Selected Documents**] to download to report

Gessner Grove L5 B1edit										
User: Cones, Paul										
Plant Date From - 1/1/1978 To - 7/9/2008										
* <input type="checkbox"/>	Legal Description	Lot	Block	Acreage	Document Type	Grantor	Grantee	File Date	Document ID	Film Code
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				W/D	ELDERS HIRAM D	URBAN FINL MTG ETAL	2/9/2001	U870669	537300993
							EGUIA SYLVIA C COMPASS BANK ETAL			
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				D/T	EGUIA SYLVIA C ETAL	URBAN FINL MTG	2/9/2001	U870670	537300995
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				D/T	EGUIA DAVID ETAL EGUIA SYLVIA ETAL	ANSCHUTZ EVERETT L JR TRE RIGGS BEN HAYES TRE	2/9/2001	U870672	537301012
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				NOTICE	EGUIA DAVID ETAL ELDERS HIRAM D ETAL	COMPASS BANK ELDERS HIRAM D ETAL	2/9/2001	U870673	537301019
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001	INSTR			ASSGN	URBAN FINL MTG	CHASE MANHATTAN MTG CORP	2/9/2001	U870671	537301010
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001	INSTR			REL	CHASE MANHATTAN MTG CORP	FIRST HO MTG CORP	4/23/2001	V000842	539240688
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				D/T	EGUIA SYLVIA C ETAL	CHASE MANHATTAN MTG CORP	2/10/2004	X387293	581731436
<input checked="" type="checkbox"/>	GESSNER GROVEL0005B0001				REL	EGUIA DAVID E ETAL COMPASS BANK	BROWN CHARLES A TRE EGUIA SYLVIA	3/3/2004	X433908	582570498

[Get Selected Documents](#)
[Property Report for Selected](#)

[Remove Selected](#)

[Move Selected To:](#)
[Copy Selected To:](#)

[Switch Edit Mode for Selected](#)
[Add Rows:](#)

- **Helpful Hint:** If records were added to report and the report is no longer in chronological order then click “File Date” before downloading documents to put back into date order.

8. **View Documents** – Click Hyperlink along **right side** view to **open documents**: **Note:** Within the Report Page you may, “Remove Selected” documents; Edit Records in Report by checking boxes and clicking “Switch Edit Mode” and Display in a “Property Report” format.

Gessner Grove L5 B1 edit										
User: Cones, Paul										
Plant Date From - 1/1/1978 To - 7/9/2008										
* Legal Description	Lot	Block	Acreage	Document Type	Grantor	Grantee	File Date	Document ID	Film Code	Image
<input type="checkbox"/>	GESSNER GROVEL0005B0001			W/D	ELDERS HIRAM D	COMPASS BANK ETAL	2/9/2001	U870669	537300993	TX;HA;DAI;U.870669
						EGUIA SYLVIA C URBAN FINL MTG ETAL				
<input type="checkbox"/>	GESSNER GROVEL0005B0001			D/T	EGUIA DAVID ETAL	ANSCHUTZ EVERETT L JR TRE	2/9/2001	U870670	537300995	TX;HA;DAI;U.870670
						EGUIA SYLVIA C ETAL URBAN FINL MTG				
<input type="checkbox"/>	GESSNER GROVEL0005B0001			D/T	EGUIA DAVID ETAL	COMPASS BANK	2/9/2001	U870672	537301012	TX;HA;DAI;U.870672
						EGUIA SYLVIA ETAL RIGGS BEN HAYES TRE				
<input type="checkbox"/>	GESSNER GROVEL0005B0001			NOTICE	EGUIA SYLVIA ETAL	EGUIA SYLVIA ETAL	2/9/2001	U870673	537301019	TX;HA;DAI;U.870673
						ELDERS HIRAM D ETAL URBAN FINL MTG				
<input type="checkbox"/>	GESSNER GROVEL0005B0001	INSTR		ASSGN	URBAN FINL MTG	CHASE MANHATTAN MTG CORP	2/9/2001	U870671	537301010	TX;HA;DAI;U.870671
<input type="checkbox"/>	GESSNER GROVEL0005B0001	INSTR		REL	CHASE MANHATTAN MTG CORP	FIRST HO MTG CORP	4/23/2001	V000842	539240688	TX;HA;DAI;V.000842
<input type="checkbox"/>	GESSNER GROVEL0005B0001			D/T	EGUIA DAVID E ETAL	BROWN CHARLES A TRE	2/10/2004	X387293	581731436	TX;HA;DAI;X.387293
						EGUIA SYLVIA C ETAL CHASE MANHATTAN MTG CORP				
<input type="checkbox"/>	GESSNER GROVEL0005B0001			REL	COMPASS BANK	EGUIA SYLVIA	3/3/2004	X433908	582570498	TX;HA;DAI;X.433908

Get Selected Documents	Property Report for Selected
Remove Selected	Move Selected To: <input type="button" value="New..."/> Copy Selected To: <input type="text" value="New Report Name: Report"/>
Switch Edit Mode for Selected	Add Rows: <input type="text" value="1"/>

- **Helpful Hint:** Documents are in .tif image format so having a good viewer such as ACDSee is helpful.

User: Cones, Pau

Plant Date From -

* Legal Descript

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File Edit View Page Tools Window Help

Page: 1 of 2

Zoom: 66 %

WD
etc
U870669

StarTex
Title Company Loan No.:

GENERAL WARRANTY DEED GF#0301003942

STATE OF TEXAS §
§ ss.: KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF Harris §

02/09/01 300502983 U870669 \$11.25

THAT Hiram D. Elders, a single man, of Harris County, Texas, hereinafter called "Grantor", for and in consideration of the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by Sylvia C. Egnia, hereinafter called "Grantee", whose mailing address is 10134 Moorberry Ln, Houston, TX 77024, the receipt and sufficiency of which is hereby acknowledged, and the further consideration of the execution and delivery by said Grantee of one certain Promissory Note ("Note I") in the principal sum of One Hundred Seven Thousand Two Hundred and no/100 Dollars (\$107,200.00), of even date herewith, payable to the order of Urban Financial Mortgage, hereinafter called "First Mortgagee", bearing interest at the rate therein provided; said Note containing attorney's fee clause and various acceleration of maturity clauses in case of default, and being secured by Vendor's Lien and Superior Title retained herein in favor of said First Mortgagee, and also being secured by Deed of Trust of even date herewith from Grantee to Everett L. Anschutz, Jr., Trustee, and the further consideration of the execution and delivery by said Grantee of one certain other Promissory Note ("Note II") in the principal sum of Twenty Thousand One Hundred and no/100 Dollars (\$20,100.00) of even date herewith, payable to the order of Compass Bank, hereinafter called "Subordinate Mortgagee", bearing interest at the rate therein provided; said Note II containing attorney's fee clause and various acceleration of maturity clauses in case of default, and being secured by Vendor's Lien and Superior Title retained herein in favor of said Subordinate Mortgagee, and also being secured by Deed of Trust of even date herewith from Grantee to Eugene F. Weimer, Trustee, Grantor has GRANTED.

11/05
g

10/11/01
1/11/01

Ready OCR Language: English NUM

h Code	Image
800993	TX;HA;DAI;U.870669
800995	TX;HA;DAI;U.870670
801012	TX;HA;DAI;U.870672
801019	TX;HA;DAI;U.870673
801010	TX;HA;DAI;U.870671
240688	TX;HA;DAI;V.000842
731436	TX;HA;DAI;X.387293
570498	TX;HA;DAI;X.433908

Property Report Format

- **Helpful Hint:** The “report format” is optional but many users (particularly Oil & Gas Landmen) use this report to cut and paste into their own report template.

Property Report

W/D

Grantor: ELDERS HIRAM D
Grantee: URBAN FINL MTG ETAL; EGUIA SYLVIA C; COMPASS B
Executed:
Filed: 2/9/2001
Recorded in: Volume: Page:
Instrument Number: [U870669](#)
Notes:

D/T

Grantor: EGUIA SYLVIA C ETAL; EGUIA DAVID ETAL
Grantee: URBAN FINL MTG; ANSCHUTZ EVERETT L JR TRE
Executed:
Filed: 2/9/2001
Recorded in: Volume: Page:
Instrument Number: [U870670](#)
Notes:

D/T

Grantor: EGUIA SYLVIA ETAL; EGUIA DAVID ETAL
Grantee: RIGGS BEN HAYES TRE; COMPASS BANK
Executed:
Filed: 2/9/2001

9. **Save Run Sheet** in Word® with Hyperlinks to Documents
 - a. Click **[Switch to Print Mode]** **Note:** Check boxes disappear along left side.
 - b. **Copy & Paste to Word® Document**
 - c. **Save to GF, Job or Project Folder**

Document2 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal Times New Roman 12 B I U

Times New Roman 12 A B I U

1 2 3 4 5 6 7 8 9 10

Gessner Grove L5 B1

User: Cones, Paul
Plant Date From - 1/1/1978 To - 7/9/2008

Legal Description	Lot	Block	Acreage	Document Type	Grantor	Grantee	File Date	Document ID	Film Code	Image
GESSNER GROVE	L0005	B0001		W/D	ELDERS HIRAM D	URBAN FINL MTG ETAL	2/9/2001	U870669	537300993	TX;HA;DAI;U.870669
						EGUIA SYLVIA C COMPASS BANK ETAL				
GESSNER GROVE	L0005	B0001		D/T	EGUIA SYLVIA C ETAL	URBAN FINL MTG	2/9/2001	U870670	537300995	TX;HA;DAI;U.870670
					EGUIA DAVID ETAL	ANSCHUTZ EVERETT L JR TRE				
GESSNER GROVE	L0005	B0001		D/T	EGUIA SYLVIA ETAL	RIGGS BEN HAYES TRE	2/9/2001	U870672	537301012	TX;HA;DAI;U.870672
					EGUIA DAVID ETAL	COMPASS BANK				
GESSNER GROVE	L0005	B0001		NOTICE	ELDERS HIRAM D ETAL	ELDERS HIRAM D ETAL	2/9/2001	U870673	537301019	TX;HA;DAI;U.870673
					EGUIA SYLVIA ETAL	EGUIA SYLVIA ETAL				
GESSNER GROVE	L0005	B0001	INSTR	ASSGN	URBAN FINL MTG	CHASE MANHATTAN MTG CORP	2/9/2001	U870671	537301010	TX;HA;DAI;U.870671
GESSNER GROVE	L0005	B0001	INSTR	REL	CHASE MANHATTAN MTG CORP	FIRST HO MTG CORP	4/23/2001	V000842	539240688	TX;HA;DAI;V.000842
GESSNER GROVE	L0005	B0001		D/T	EGUIA SYLVIA C ETAL	CHASE MANHATTAN MTG CORP	2/10/2004	X387293	581731436	TX;HA;DAI;X.387293
					EGUIA DAVID E ETAL	BROWN CHARLES A TRE				
GESSNER GROVE	L0005	B0001		REL	COMPASS BANK	EGUIA SYLVIA	3/3/2004	X433908	582570498	TX;HA;DAI;X.433908

10. Clear Searches/Reports and Start a New File – Note: You must save your report before clicking otherwise you will lose the information

11. Other Filtered Searches

- a. Deed Restrictions
 - b. Adverse Liens (helpful with common names)
 - c. Notices
 - d. Leases
 - e. Maps
 - f. Probates
 - g. District Court (Tax Suits & Divorces)
 - h. Starters (prior Title Commitments)
-
- **Helpful Hint:** Filtered searches allow the User to search ONLY in certain data categories such as Deed Restrictions, Easements, Leases or other related documents only.

Other indexes for: Harris County Title Plant Searches**Index Name:**[Harris Texas Legal Search](#)[Harris Texas Grantor Grantee Search](#)[Harris Texas General Search](#)[Harris Texas Deed Search](#)[Harris Texas Deed Restriction Search \(1961 thru Current\)](#)[Harris Texas Deed Restriction Database Search \(1952 thru 1978\)](#)[Harris Texas Easement Search](#)[Harris Texas Adverse Lien Search](#)[Harris Texas Notice And Lease Search](#)[Harris Texas Tax / Appraisal Search](#)[Harris Texas Map Search](#)[Harris Texas Probate Search](#)[Harris Texas Probate Description Search](#)[Harris Texas District Court \(thru 2/20/2006\)](#)[Harris Texas District Court \(2/21/2006 to Current\)](#)[Starter-W Legal](#)[Starter-W General](#)[Harris Texas Divorce Records Search](#)