



Landmark Website is: <http://hernandoclerk.com/official-records/search-official-records/>

## HERNANDO COUNTY - LANDMARK WEB SEARCH

### HOME PAGE

The Home Page is a list of all search types available for search via the LandMark Web.

On the Home Page you can select the option of selecting a simple question from the drop down list to help you navigate to the correct search page or by selecting the appropriate icon for your search type.

Hernando County  
Official Records Search

Home Search Support Hernando County LogOn

name document case number

book and page consideration parcel id

record date instrument number legal

Quick Search

- Select an option -

© Pioneer Technology Group 2012 version 1.0.1.27

## HOW TO DO A SIMPLE SEARCH

### NAME SEARCH

1. Click **Name Search** icon
2. *Accept the Disclaimer*
3. Select the Party Type from the drop down
4. Enter Last Name, followed by First Name like “Spark Shelton”
5. Select the Document Type you would like to search
6. Select the Document Category from the drop down
7. Select / Enter the Begin Date
8. Select / Enter the End Date OR
9. Search the last 7, 30 or 90 days from the dropdown
10. Show first 100, 500, 1000 or 2000 records from the dropdown
11. Click Submit

**Result:** Your search results will show at the bottom of your page.

### FOR MORE SEARCH TYPES

1. Select from the menu

Name	Document Type	Book/Page	Consideration	Case Number	Instrument Number	Parcel ID	Record Date	Legal	Quick Search
------	---------------	-----------	---------------	-------------	-------------------	-----------	-------------	-------	--------------

### DOCUMENT TYPE SEARCH

1. Click **Document** from the menu
2. Select the Document Type you would like to search
3. Select the Document Category from the dropdown
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

**Result:** Your search results will show at the bottom of your page.

### BOOK/PAGE SEARCH

1. Click **Book/Page** from the menu
2. Select the Book Type from the dropdown list
3. Enter the Book Number
4. Enter the Page Number
5. Show first 100, 500, 1000 or 2000 records from the dropdown
6. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## CONSIDERATION SEARCH

1. Click **Consideration** from the menu
2. Enter the Lower Bound, dollar range (Like 101000)
3. Enter the Upper Bound, dollar range (Like 105000)
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## CASE NUMBER SEARCH

1. Click **Case Number** from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the Case Number
4. Select the Document Type from the dropdown list
5. Select / Enter the Begin date
6. Select / Enter the End Date OR
7. Search the last 7, 30 or 90 days from the dropdown
8. Show first 100, 500, 1000 or 2000 records from the dropdown
9. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## INSTRUMENT NUMBER SEARCH

1. Click **Instrument** Number from the menu
2. Enter the Instrument Number (CFN-Clerk File Number) as one contiguous number without spaces or hyphens
3. Show first 100, 500, 1000 or 2000 records from the dropdown
4. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## PARCEL ID SEARCH

1. Click **Parcel ID** from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the Parcel ID Number
4. Select the Document Type you would like to search
5. Select the Document Category from the dropdown
6. Select / Enter the Begin Date
7. Select / Enter the End Date OR
8. Search the last 7, 30 or 90 days from the dropdown
9. Show first 100, 500, 1000 or 2000 records from the dropdown
10. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## RECORD DATE SEARCH

1. Click **Record Date** from the menu
2. Select / Enter the Begin Date
3. Select / Enter the End Date
4. Search the last 7, 30 or 90 days from the dropdown
5. Show first 100, 500, 1000 or 2000 records from the dropdown
6. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## LEGAL SEARCH

1. Click **Legal Search** from the menu
2. Select from the dropdown Starts with, Contain or Equals
3. Enter the legal information
4. Select the Document Type you would like to search
5. Select the Document Category from the dropdown
6. Select / Enter the Begin Date
7. Select / Enter the End Date OR
8. Search the last 7, 30 or 90 days from the dropdown
9. Show first 100, 500, 1000 or 2000 records from the dropdown
10. Click Submit

**Result:** Your search results will show at the bottom of your page.

---

## QUICK SEARCH

1. Click **Quick Search** from the menu
2. Enter Last Name, followed by First Name like "Sparks Shelton"
3. Select the Document Category from the dropdown
4. Select / Enter the Begin Date
5. Select / Enter the End Date OR
6. Search the last 7, 30 or 90 days from the dropdown
7. Show first 100, 500, 1000 or 2000 records from the dropdown
8. Click Submit

**Result:** Your search results will show at the bottom of your page.

## SEARCH RESULTS

An example of a search result is shown below:

The screenshot shows a search results interface. At the top, there are buttons for 'Hide Results' and 'Show Details Section'. Below these are buttons for 'Print', 'Export', 'Save Search', and 'Clear Results'. The main heading is 'Results', followed by a summary of the search criteria: 'Your Name Search for Name "fields, michael", Document Types "", Begin Date "10/1/1983", and End Date "1/25/2013" returned the following results:'. Below this, it says 'Showing 1 to 10 of 10 entries' and 'Show 25 entries' with a dropdown menu and an 'Apply to All Searches' button. There are 'Previous' and 'Next' navigation buttons. The main content is a table with columns: Search Name, Direct Name, Reverse Name, Record Date, Doc Type, Book Type, Book, Page, Legal, and Instrument. The table contains 10 rows of search results. At the bottom, there are input fields for each column header and another set of 'Previous' and 'Next' navigation buttons. Red arrows point to the 'Hide Results' button, the 'Show Details Section' button, the 'Results' heading, the search criteria text, the 'Showing 1 to 10 of 10 entries' text, the 'Show 25 entries' dropdown, the 'Apply to All Searches' button, the 'Previous' and 'Next' buttons, the table header, the table rows, and the bottom search filters.

Search Name	Direct Name	Reverse Name	Record Date	Doc Type	Book Type	Book	Page	Legal	Instrument	
+	FIELDS,MICHAEL W	FIELDS,DONNA J FIELDS,MICHAEL W	NARENKIVICIUS, BARBARA MARIE	1991/07/10	D	OR	902	1129	OCEANAIRE HEIGHTS UNIT 3 LOT 8 BLK J	697988
+	FIELDS,MICHAEL	SHELBY HOMES AT OSLO INC	FIELDS,MICHAEL	2008/10/06	D	OR	2296	431	BRADFORD PLACE LOT 3	1951181
+	FIELDS,MICHAEL	WELLS FARGO BANK NA	FIELDS,MICHAEL	2009/07/24	CP	OR	2356	906		2007218
+	FIELDS,MICHAEL	INDIAN RIVER COUNTY UTILITIES DEPT INDIAN RIVER CO	FIELDS,MICHAEL	2010/04/28	LN	OR	2415	1996	BRADFORD PLACE LOT 3	2062230
+	FIELDS,MICHAEL	BRADFORD PLACE ASSN INC	FIELDS,MICHAEL	2010/06/11	LN	OR	2425	1152	BRADFORD PLACE LOT 3	2071503
+	FIELDS,MICHAEL	WELLS FARGO BANK NA	FIELDS,MICHAEL	2011/03/22	CP	OR	2485	1780		2127364
+	FIELDS,MICHAEL W	HALL,NANNIE LOU HALL,WILLIE T	FIELDS,DONNA J FIELDS,MICHAEL W	1989/09/30	D	OR	747	2829	LOT 8 BLK J OCEANAIRE HEIGHTS UNIT 3	474997
+	FIELDS,MICHAEL W	BOARD COUNTY COMMISSIONERS IRC	FIELDS,DONNA J FIELDS,MICHAEL W	1990/10/12	AGR	OR	877	2188	LOT 8 BLK J OCEANAIRE HEIGHTS UNIT 3	664750

## RESULTS

1. Results will appear at the bottom of your search criteria page
2. The header will be your search criteria – your name, doc type, begin date and end date
3. Showing the number of results found for this search type e.g. Showing 1 to 10 of 10 entries
4. Show more than 25 results per page
5. Click on Previous or Next to turn pages on search screen results
6. Print search result, Export search result to an Excel Spreadsheet or Save Search Results
7. Toggle arrows are shown as ^v to help toggle your search requirement's, by selecting the up or down arrow it will update your search results in the different fields
8. Filters are used to filter your search by Search Name, Search Direct Name, Search Reverse Name, Record Date, Doc Type, Book, Page, Search Legal or Instrument Number. - I.e. type D for Deed to filter on Deed Type Doc

## FEATURES

### PREVIOUSLY VIEWED

1. The 'EYE' is to help identify the previously viewed documents
2. An 'EYE' will appear when a search has been seen during the current search

### FAVORITES LIST

1. The 'Plus' + icon is used to add documents or searches to a favorites list
2. By selecting the + your selection will move into a **Show Details Section** folder for viewing
3. To view documents or search results, click on the blue **Show Details Section** and your favorite list will open
4. *Selected Documents* will appear below **My List** in green box at the top of the page
5. Select the Document or TAB you would like to open, by clicking X will delete document from TAB

## IMAGE SCREEN

- Document information is on the left of screen and document is on the right of the screen

## DOCUMENT NAVIGATION

- Document Information will appear on the left of the screen and the document on the right of the screen
- To turn pages click on the arrows < > or use the **Go to Page** feature

## PRINT AND VIEW OPTIONS

- *Print Page* and *Print All* is an option
- You will not need to install any program to view documents; Landmark Web uses its own built in viewer. You will need Adobe to print the image. The image will open in a PDF window for full functionality, such as export, print, zoom etc...
- View document in a *Full Screen* is an option to exit full screen click Full Screen again
- To return to search results click on *Return to Search/Results* in blue box at top of page

## MESSAGES

1. In the *Gray Highlighted* section – Instrument Number Verification through date
2. In the *Gray Highlighted* section – Redacted through Date
3. In the *Red Highlighted* section - Important Information or notes from Hernando County Clerk's Office or Recording Office
4. In the *Blue Highlighted* section – Help information for step by step completion of search criteria
5. Clear Form – This option clears the currently selected search form
6. Clear All – This option clears all search forms

The screenshot shows a search interface with several highlighted sections indicated by red arrows:

- Gray Highlighted Section:** Contains "Instrument Number Verification" (Instrument Number verified through 02/13/2013 (3120130010337).) and "Redacted Through Date" (Redacted through 04/08/2013.).
- Red Highlighted Section:** Contains "Important Information" with instructions: "Please click on Support in the top portion of this website to make changes or if you need assistance. \*If searching Old Marriage Records (Marold) or Plats (PL), begin date may be changed to 07/01/1925."
- Blue Highlighted Section:** A "Help - Name Search" popup with instructions: "Select the Party Type from the drop down", "Enter Last Name, followed by First Name like 'Spark, Shelton'", "Select the Document Type", "Select the Document Category", "Select / Enter the Begin Date", "Select / Enter the End Date OR", "Search the last 7, 30 or 90 days from the dropdown", "Show first 100, 500, 1000 or 2000 records from the dropdown", and "Click Submit".

The search form includes fields for Party Type (Both), Name, Document Type (select), Document Category (All Categories), Begin Date (10/1/1983), End Date (4/10/2013), and buttons for Submit, Clear Form, and Clear All. A table header is visible above the form with columns: Name, Document Type, Book/Page, Consideration, Case Number, Instrument Number, Parcel ID, Record Date, Legal, Quick Search.

## SUBSCRIBERS

How do I become a subscriber?

Contact Hernando County, 20 N Main Street, Rm 362, Brooksville, FL 34601

Phone: (352)540-6768

Email: [webmaster@hernandoclerk.com](mailto:webmaster@hernandoclerk.com)

- Enter User Name and Password

The screenshot shows the 'Log On' page of the 'Official Records Search' system. The navigation bar includes 'Official Records Search', 'Home', 'Search', 'Support', and 'Hernando County'. The main heading is 'Log On' with the instruction 'Please enter your user name and password.' Below this is a form titled 'Account Information' with fields for 'User name' and 'Password', and a 'Log On' button. At the bottom of the form is a link: 'Email New Password To Email Address On File'.

- Click on Account Info to view Account Information

The screenshot shows the 'Account Information' page. The navigation bar includes 'Official Records Search', 'Home', 'Search', 'Support', 'Hernando County', and 'Account Info'. The form contains several input fields: 'User name', 'Agent ID', 'Agent Name', 'Address', 'Email', 'Fax', 'WillCall', and 'Escrow Balance'. At the bottom of the form is a blue link: 'Escrow Agent Activity Report'.

- Click on Agent Activity Report
- Enter From / To Date
- Select to Download or Display PDF File

## Escrow Activity Report

From

07/25/2013

15

To

10/23/2013

15

Download PDF File

Display PDF File

RECORDS DIVISION

Chief Cashier Closeout

From 01/01/2012 to 12/31/2012

Cashier	User Values					System Values				
	Starting Cash	Ending Cash	Cash	Checks	Overshort	Closed	Cash	Checks	Overshort	Closed
Brooks	\$0.00	\$110.00	\$110.00	\$13,338.87	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
SHORTLE	\$75.00	\$202.00	\$127.00	\$12,796.03	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$0.70	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
OWENS	\$75.00	\$121.70	\$46.70	\$27,388.00	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
SHORTLE	\$75.00	\$96.20	\$21.20	\$34,465.40	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
OWENS	\$75.00	\$107.00	\$32.00	\$25,008.56	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
LEWIS	\$0.00	\$42.20	\$42.20	\$4,671.05	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$688.40	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
OWENS	\$75.00	\$97.00	\$22.00	\$51,648.83	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
SHORTLE	\$75.00	\$120.50	\$45.50	\$20,472.30	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
LEWIS	\$0.00	\$18.00	\$18.00	\$24.70	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
LEWIS	\$0.00	\$0.00	\$0.00	\$4,870.35	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
OWENS	\$75.00	\$113.50	\$38.50	\$15,174.82	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
SHORTLE	\$75.00	\$142.00	\$67.00	\$12,614.59	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
MCIVER	\$0.00	\$0.00	\$0.00	\$768.60	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
SHORTLE	\$75.00	\$86.00	\$14.00	\$40,440.00	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
OWENS	\$75.00	\$95.00	\$20.00	\$34,754.29	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
LEWIS	\$0.00	\$23.00	\$23.00	\$37,860.00	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES
MCIVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
TREGO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	NO	\$0.00	\$0.00	\$0.00	NO
OWENS	\$75.00	\$95.20	\$20.20	\$74,275.49	\$0.00	YES	\$0.00	\$0.00	\$0.00	YES