

Instructions for Sampson Imaged Index (Scanned Index Books) Indexing Data from the Inception of the County through December 31, 1987

The Register of Deeds has completed the digital conversion of seven sets of land record index books, ranging from the Inception of the County through December 31, 1987. This portion of the site allows the user to search these scanned land record index books. The index books were in three different formats. The oldest set of books contains all names in individual sections, but not in alphabetical order (covering the inception of the County through December 31, 1940). Therefore, all of the names starting with “A” are in the same section, but within that section, all names are grouped together in their own section. Each section is displayed to the left side of the screen in alphabetical order for the user.

The next set of books includes three year ranges encompassing January 1, 1941 through June 30, 1977. These books are in a “family style index” format. This index is not in alphabetical order, but rather in alphabetic sub letter sections (such as Aa-Ac) with “set outs” of more common names (such as “Smith”).

The next three sets of index books ranging from July 1, 1977 through December 31, 1987 are sorted in alphabetical order by last name or corporate name. Specific instructions for each index type are listed below in detail.

Instructions for index books from the Inception of the County through 1940

When searching:

- Choose **Type** (2-Land (Inception -1977))
- Choose **Subtype** (Grantor or Grantee)
- Choose **Year Range** (Inception of County – 1940)^)
- Choose **Human/Corporation** (there is no distinction between humans and businesses during this time period)
 - Input either the last name (person) or the beginning of the corporate name (business)
 - The system displays the first page of the letter or letters associated with this section (such as A-A or X-Z).
 - In addition, all names are “set out” on the left side of the screen. Each different name is found grouped together in the index. All of these names are listed in alphabetical order on the left side of the screen. To access that name, the user may click on the name. All pages associated with that name will be displayed. The original pages in the book often contained more than one name for lesser used names. The system will display the first page where the name occurs, which may be towards the bottom of the page.
 - To access a set out name, double click on the name and the system will display the first page of the set out.

- When you have accessed the correct page, you may use the tools on the left side of the display to advance the page forward and backward. The pdf viewer will also allow you to adjust the size of the image and print the viewed page.
- To **access the image of the document, type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.

Instructions for index books from January 1, 1941 through June 30, 1977

When searching:

- Choose **Type** (2-Land (Inception -1977))
- Choose **Subtype** (Grantor or Grantee)
- Choose **Year Range** (There are three year ranges available)
- Choose **Human** (person) or **Corporation** (all business entities)
 - Input either the last name (person) or the beginning of the corporate name (business)
 - The system displays the first page of the alphabetic sub-break where the name appears (such as Aa-Ac). In addition, all “set outs” (common names) are displayed on the left hand side of the screen (such as “Smith”). If there are no set outs, none will be displayed.
 - To access a set out name, double click on the name and the system will display the first page of the set out.
- When you have accessed the correct page, you may use the tools on the left side of the display to advance the page forward and backward, print the viewed page, perform additional searches, or link to the image(s) referenced in the index (see below).
- To **access the image of the document, type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.

Instructions for index books from July 1, 1977 through December 31, 1987

In order to search:

- Choose **Type** (1-Land (1977-1987)^)
- Choose **Subtype** (Grantor or Grantee)
- Choose one of the three **Year Ranges**
- Choose **Human/Corporation** (for these time periods, there was no distinction between people and business names)
- **Input the name or partial name** that you are searching for. The system will display a list of all name matches to the left and display the page with the first name on that list.

- You may double click on another name in the list of name matches on the left to display the first page where that name appears in the index for that time period.
- To **access the image of the document, type** in the book and page at the top right of the screen and **click** on “view page.” The image will be displayed in a new window. You will have access not only to that document, but all deed books that are in a digital format.