How to Search Records

CollierClerk.com Features:

- Homepage
- Public Court Records
- Official/ Land Records
- Board Minutes and Records

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Overview of CollierClerk.com Homepage

Homepage

The ***main menu*** represents major categories of work or resources. By "clicking" on any main menu item, an ***expanded list*** appears, each leading to specific information about a department or service. Each department page includes a description and details of location and contact information.

As you navigate from one page to another, ***your path*** will appear just below the main menu, showing where you are and how you got there. You can return to any one of the pages in the path by clicking on that location.

In the upper right hand corner there is a ***"site search"*** box where you can enter a key word, or, you can click on ***"site map"*** to view a complete outline of the website.

There are 12 icons or ***"quick links"*** on the bottom half of the page which represent our most sought after services. Each icon is a direct link to the information you need to complete that particular transaction.

Quick links also has a centralized list of ***forms and fees.***

A ***Notices section*** displays legal notices; a *Newsroom* lists audio, video and electronic messages of public interest.

At the bottom of every page there are links to the ***Homepage, Site Map, Search Box, and "Contact Us"*** to help you get where you want to go.

Other features on site:

- ***Google maps*** with written and visual directions
- ***Satellite offices***: locations, contact information, hours of operation
- Companion CollierClerk.com ***eNewsletter*** (and print)
- ***Sign-up*** for newsletters, press releases and announcements
- Clerk's ***Outreach schedule*** of speaking engagements
- ***Written and video instructions*** available for most records searches
- ***Links*** to local, state and national information resources

Public Court Records

- *CollierClerk.com* provides access to many court records including Civil, Criminal, Probate and Traffic.
- From ***CollierClerk.com,*** Click ***"Records Search"*** and select ***"Court Records"***. Or alternatively you can click on the ***Quick Link Records Search*** on the homepage. Please read and accept the ***Disclaimer.***
- You may search All Departments simultaneously, or search ***Civil, Criminal, Probate, or Traffic,*** *by clicking on the appropriate tab*.
- Enter your search criteria such as ***Name or Case number*** and Click Search. Note that when entering a name, you may enter all or just part of the name.
- A list of matching cases will display. Click any ***case number*** to display that case.
- A case information summary appears in the ***large white box.***
- The ***brown tabs*** just below the case information summary include:
    - The Parties - lists the parties involved and their role.
    - The Docket - which displays case activity.
    - Court Events - which shows the history of court appearances.
    - Financials - which displays a summary of monies due and paid.
- To print a copy, Click ***"Printer Friendly Version"*** in the top right hand corner of the page and follow the prompts.
- Records on CollierClerk.com are updated nightly.
- Some records are confidential by law and are not available on the Internet.
- Electronic court records do not include document images.

Official/ Land Records

- CollierClerk.com provides access to Collier County's Official Records, including Land related documents.
- On **CollierClerk.com**, Click ***"Records Search"*** and select **"Official/ Land Records"**. Please Read and Accept the Disclaimer.
- The **Official Records Menu Box** appears, with a list of search types and search criteria.

  If you would like additional information on any of these items, click on

  "Search Instructions", and then, **Table of Contents.**
- The most popular search conducted online is an OR document search.

  Click on **"OR Document Search"**.
- Enter your search criteria such as **Party Name or Document Number** and

  Click on **Begin Search.**
- A list of documents matching the search criteria will display.
- Click the **Magnify icon** on the right hand margin to display additional document information.
- Click the **Adobe icon "View Document"** to display the document image.
- To print a copy, **Click the Printer Icon** on the menu bar and follow the prompts.
- If you need an official or certified copy, please contact the Recording Department of Clerk's office at the Government Center Complex or one of the satellite offices.
- Additional search examples and detailed instructions are available in the on-line Search Instructions, as referenced above.

Board Minutes and Records (BMR)

I'd like to show you ways to access various types of information related to the meetings and records of the Board of County Commissioners (BCC).

First, from CollierClerk.com click on ***"Records Search"*** and then ***"BMR Records"***. Please read and accept the **"Disclaimer Statements"**.

On the BMR Records page on the right side of your screen, you can access **"BCC Recaps"** of meetings by year.

Or click on ***"Board, Minutes and Records"*** to view a complete menu of information available on different aspects of the Board's business.

Some **examples** of information you can access are:

- BMR – BCC Minutes
- BMR Advisory Board Minutes, such as:
- The Planning Commission
- Code Enforcement Special Magistrate
- Code Enforcement Board
- Coastal Advisory Committee
- Environmental Advisory Council
- BMR Agendas or Executive Summaries
- BMR Backup Documentation on documents approved or adopted
- BMR Resolutions
- BMR Validated Ordinances

Most of these records are listed by year, meeting date, and agenda item number. Resolutions and Ordinances are listed by year and assigned number.

You can also do a customized search of BMR by clicking on the word ***"Search"*** just above the viewing window on the left hand side of your screen. Customized searches can be conducted using different search criteria including:

- Text
- Object Name
- Within Folder
- Within Volume or
- Creation Date

BMR (con't)

A popular choice for doing a customized search is **"within volume"**. If you want to access minutes only or ordinances only, go to "within volume" section and then "**highlight a key word"** in the box. ***By clicking the down arrow on your keyboard you can highlight your selection of choice.***

Or if you prefer, enter a key word in the **"Enter Search" box** and click on the ***"Search button"*** at the bottom of the page.

"Name of D*ocuments are listed on the left side of the search results screen*; *number of hits* (within that document) ***on the right".*** If you click on ***"hits"***, the referenced pages will appear at the bottom by page number. If you select "***document"*** the entire folder will appear.

"You can also proceed to the next page by clicking on the down arrow at the top of the displayed page".

If you want to **print** a document, you can select **up to 75 pages to print** at one time, and download them by clicking on the **"pdf icon".** Once downloaded, the pages can be printed by selecting ***the print key on the left side of the menu bar.***

Remember: Select only the pages that you want before creating a .pdf file and please logout when finished.

We hope that these instructions are helpful in describing ways for you to access information available through the Office of the Clerk of the Circuit Court.

We are here to serve YOU!

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