

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 leads to specific information about a department or service. Each department page includes a description, contact information and resources that may be of assistance.

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 link.

In the “*Welcome*” *section* there is information about our office locations and hours, how to search public records, eFile court documents, eRecord documents in the Official Records, as well as access to Internal Audit reports.

In the upper right hand corner there is a “*site search*” box and “*site map*” to help you find information you are looking for or you can sign up to receive the Clerk’s *eNewsletter*.

There are “*quick links*” on the bottom half of the page which represent our most sought after services. Each icon is a direct link to the page you need to access for that particular transaction.

Quick links provides easy access to centralized list of *forms and fees*.

The *News Room* lists electronic messages of public interest.

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

Other features on the site:

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

Public Court Records

IMPORANT NOTICE: *"Public Inquiry No Images"* is technologically obsolete and will be discontinued. We highly recommend that you now take the opportunity to familiarize yourself with [ShowCase Web](#) and ensure you have everything you need in order to use it. If you have any feedback or concerns, please contact the [webmaster](#).

- *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.
- 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**".
- The **Official Records Menu Box** appears, with a list of search types and search criteria.
- 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, that are referenced above.

Board Minutes and Records (BMR)

CollierClerk.com provides access to documents and records relating to the Board of County Commissioners (BCC) and their various established advisory boards meetings and subsequent actions.

From the CollierClerk.com homepage, click on **“Records Search”** and then **“BMR Records Search”**. Please read the **“Disclaimer Statements”**, if applicable, or follow the simple access instructions, currently placing into the boxes a **User Name and Password (both given on the screen)**.

The BMR (Board Minutes and Records) page appears. The folders displayed show the various areas of interest that are stored on this database. Click on the folder marked **“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:

- **BCC Recaps** (Summary of Board Actions at a BCC Meeting)
- **BMR – BCC Minutes** (Transcripts)
- **BMR Advisory Boards**, such as:
 - Collier County Planning Commission
 - Code Enforcement Special Magistrate
 - Code Enforcement Board
 - Coastal Advisory Committee
 - Contractors’ Licensing Board
- **BMR Agendas** (Executive Summaries)
- **BMR Backup Documentation** (At/After BCC Meeting Submittals)
- **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*
- *Document/Folder Name*
- *Within Folder*
- *Within Volume*
- *Creation Date*

Board Minutes and Records (BMR) - continued

A popular choice for doing a customized search is to select “**text**” and “**within volume**”. If you want to access minutes only or ordinances only, go to “within volume” section and then “**highlight a key volume**” in the box. *By clicking the down arrow on your keyboard you can highlight your selection of choice. If you want to select more than one volume, hold the “CTRL” key on your keyboard while selecting the various volumes.*

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 to begin the search launch of the entire image database.

The “**Search Results**” will appear as a listing, showing the document where the “hit” was found and then the various pages within the document where the “hits” were found. The “hit” will be highlighted on the page where it resides. If the document name is selected instead of the individual pages where the “hit” was found, the entire document 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, then click on the “**pdf**” icon”. An instruction box will appear asking what particular pages you want to download and print. Insert the desired page range and click “**Download & Print**”.

Remember: Select only the pages that you want before creating a .pdf file. Please **LOGOUT** (located on the Menu Bar at the top right) 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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