

## Searching & Printing Documents Online

- ❖ Please use Internet Explorer or Firefox as your web browser. Go to [www.mijackson.org](http://www.mijackson.org). Point your mouse to Government near the top of the screen. Click Register of Deeds under County Offices.
- ❖ Click Search Deeds Online on the left.
- ❖ Click Login as Guest, and then click Search Public Records.
- ❖ You can do a search by typing in the last name first, a space, and then the first name in the Name box. Then click Search at the top right. You can also search by a company's name.
  - You can choose what document types you want to search for. Document Types are on the right of the screen. Leave the check mark in All Document Types to search all documents. Click the box next to All Document Types to unselect all options. Then click on the box next to the document types you want to search for.
  - If you want to search by a parcel number using the Parcel Id box, it is best to leave the Name box blank. Leave dashes out of 15-digit parcel numbers, put the one dash in for City parcel numbers. Please note this is not a complete search. Not all documents have the parcel number written on them. Searching by a name is the best option.
- ❖ Once the results screen comes up, click on the blue link (these links will be numbers) on the left for the document you want to look at.
- ❖ Click Back to Results at the top right to get back to the Search Results screen.
- ❖ If you want to do a new search click Back to Criteria at the top right to get back to the main page.
- ❖ If you want to print **one** document:
  - Click Save Image above the thumbnail images that appear, click Download, click Accept, and then put in your credit card information.

**Please be patient. The credit card and download process can take a few minutes.**

- The document will download to your computer. If a download dialog box does not appear at the bottom of your screen, try checking your Downloads folder on your computer to see if your document is there.
- If you need additional assistance you can call the Register of Deeds office at 517-788-4350.
- ❖ If you want to print **multiple** documents:
  - Click Save Image above the thumbnail images that appear, and click Add to Print Queue.

- Enter a queue name in the box that appears and click OK.
- Click OK on the box telling you the document has been added to the queue.
- Click Back to Results and click on the next document you need (or click Back to Criteria and do a new search if needed) and follow the process above to add it to the Print Queue. The name of the queue you first entered will default in the print queue reference name box. Do not change the name.
- Once all documents have been added to the queue, click Print Queue on the top red tool bar.
- Click Save Images at the top right. Click Accept, and then put in your credit card information.

**Please be patient. The credit card and download process can take a few minutes.**

- The documents will download to your computer. If a download dialog box does not appear at the bottom of your screen, try checking your Downloads folder on your computer to see if your documents are there.
- If you need additional assistance you can call the Register of Deeds office at 517-788-4350.