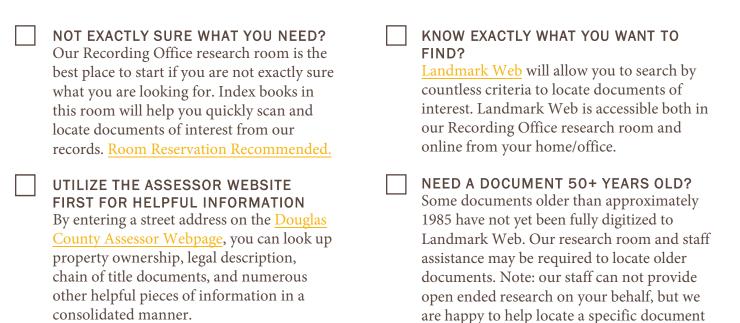
# **DOUGLAS COUNTY**

### DOCUMENT SEARCH HELPFUL TIPS

#### WHERE TO BEGIN



### LANDMARK SEARCH TIPS

#### SEARCHING BY NAME

Names are indexed "Last Name, First Name". When searching by a name it can be helpful to start with just a last name and progressively add letters of the first name to narrow the search if needed. Companies are indexed as they appear on the document.

## LEGAL DESCRIPTIONS INSTEAD OF STREET ADDRESSES

Street addresses are not indexed, as one property can have multiple. Instead, property is indexed by a legal description based on lot # and subdivision. For example, "Lot 5, Block 3, Highlands Ranch".

SET A DATE RANGE

Searching our entire catalog of records at once can be overwhelming. Utilizing a date range of 1-5 years per search can often produce better results.

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**DOCUMENT NOT IN LANDMARK?** All documents back to the 1800's have been scanned in chronological order and are visible using Image Express from our Research Room. Simply enter your Book and Page and digitally flip pages as needed.