

## Instructions on how to use our [Online Recorded Document Search](#)

Welcome to the Clerk and Recorder Online Records Search, these instructions will show you the steps to search for a document and pay for the image with a credit card. You will not be able to view the document until it is purchased. The fee is \$0.75 per page, for the first 4 pages of a document, and \$0.50, for each page of a document after that, plus a credit card convenience fee.

Our Recorded Document Search can be found on our Eagle County Website, at [www.eaglecounty.us](http://www.eaglecounty.us). On the home page, select the Public Records Icon along the top of the screen.

Scroll down to the Search Recorded Documents drop down menu and click on **Recorded Document Search**.

Before beginning your search, click on the Login icon located in the top right corner. Enter your User Name and Password, checkmark the **Accept Disclaimer** box. Then Login.

If this is your first time logging in you will need to create an account by clicking on the **I'm a new user** button. Fill in your contact information, keeping in mind the email address you provide will be your user name. Also enter your billing address, mailing address, and click submit.

The next screen will take you to the official records search. Fill in the boxes provided with the search information you have available: Date Range, Name, Document Type, and/or the from and to recorded dates. Then select search. For more search options, such as: book and page, reception number, parcel, amount, and doc legal, you can click on the **Official Records Icon** in the top left corner.

Once you've entered your search criteria, a box will pop up with your search results. Click on the **+ sign to expand the results** and checkmark the box next to the document you're looking for. Then select done.

The document(s) you selected will be listed on the next screen. In the **Cart Column**, place a check in the box next to the documents you'd like to purchase. Then, just above the cart column, click the **Add to Cart** button.

A Cart Message will pop up asking if you would like to Proceed to Check Out or Continue Shopping, if all of the documents you'd like to purchase are shown, click **Proceed to Check Out**.

The next screen will show you the document(s) you've added to your cart. At this screen you have the option to remove documents prior to purchase by selecting the box next to the document you no longer need and then clicking the remove button.

However, if you are ready to complete your purchase click the **Proceed to Check Out button**.

At check out you will see your order summary. Review your total and press the continue button. This will take you to the **Colorado.gov website for payment and processing**.

Lastly, in order to retrieve the document(s) you purchased. **Click the Print Documents button** in the top right corner. The document image will pop up with options to print and download.

You can also print or download the documents you purchased by going back to the [Eagle County Official Records Search](#), then click on the **Account dropdown menu**, and select **transaction history** and enter the **date range**, both the from and to, of your purchase. And click **search**.

The document(s) you purchased will be shown below. Select the + sign next to the transaction number of the document you'd like to view, save, and print. Then, click on the document line and a screen will pop up with the document image. Select the print or save icon at the top of the image screen. When finished printing or saving the document, close the window and log out.

This concludes our Records Search Instructions. We hope you found this information helpful. If you have any questions please feel free to email us at [recording@eaglecounty.us](mailto:recording@eaglecounty.us) or call (970) 328-8723. Thank you and have a great day.