Easy Access –Navigation (v.134)

Easy Access provides several ways to search recorded documents. Our documents are indexed and can be searched by name, legal description or document type from mid-1971 to present.

Reception numbers or book and page numbers are necessary to locate documents recorded prior to 1971, or can be used to search for specific documents if you already have that information. Grantor/grantee index books are located in our office at 200 W Oak Street, Fort Collins, if a search by name is required for documents or marriage licenses recorded prior to 1971.

Name Search

1. To search by “Name,” first change the search method from the default of Starts With to Contains. To search common names, enter the last name and then the first name. **Do not use commas(,) or braces ({ }) as punctuation. Adjust the number or records to return from 100 to 2000**. Click “Submit.”
   (Tip: Less information returns more results. If you are unable to locate a document using Last Name First Name, try Last Name only, and use the column filter to search variations of the First Name. Organization names should be entered exactly as registered).

2. This will return results - documents that contain that name in either the grantor or the grantee field.
3. To narrow or broaden a search, the date range may be adjusted.
4. Use the column filters to further refine results. Each column has a field above in which you may enter a name or keyword to search or refine existing results.

Last Revised: 09/19/2019
5. To narrow a search to a specific document type, click “Select.” This will give you a drop-down list to choose from. Check the box next to each document type you wish to search. If you already know the two or three letter document code, you may type that code in the “Document Type” field.

6. To view a document, click on the name. 

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**Results**

<table>
<thead>
<tr>
<th>#</th>
<th>ID</th>
<th>Name</th>
<th>Address</th>
<th>Rec. Date</th>
<th>Doc Type</th>
<th>Rec No.</th>
<th>Rec. Type</th>
<th>Legal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>SMITH JOHN ALFRED</td>
<td>CEDAR PARK DEV CO</td>
<td>10/13/1971</td>
<td>WARRANTY DEED</td>
<td>4790</td>
<td>0701</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>SMITH JOHN ALFRED</td>
<td>CEDAR PARK DEV CO</td>
<td>12/08/1971</td>
<td>FINANCIAL STATEMENT</td>
<td>8699</td>
<td>0000</td>
<td></td>
</tr>
<tr>
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<td>3</td>
<td>SMITH JOHN ALFRED</td>
<td>CEDAR PARK DEV CO</td>
<td>10/30/1971</td>
<td>WARRANTY DEED</td>
<td>4890</td>
<td>0707</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>SMITH JOHN ALFRED</td>
<td>CEDAR PARK DEV CO</td>
<td>10/31/1971</td>
<td>PARTIAL RELEASE OF DEED OF TRUST</td>
<td>1680</td>
<td>0688</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>SMITH JOHN ALFRED</td>
<td>CEDAR PARK DEV CO</td>
<td>10/31/1971</td>
<td>WARRANTY DEED</td>
<td>4890</td>
<td>0688</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>SMITH JOHN A</td>
<td>RICHARDSON DEER</td>
<td>10/24/1971</td>
<td>WARRANTY DEED</td>
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<td>0298</td>
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</tr>
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<td>CEDAR PARK DEV CO</td>
<td>11/03/1971</td>
<td>DISCHARGE</td>
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<td>0599</td>
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<td>PARTIAL RELEASE OF DEED OF TRUST</td>
<td>1680</td>
<td>0599</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>9</td>
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<td>CEDAR PARK DEV CO</td>
<td>10/31/1971</td>
<td>WARRANTY DEED</td>
<td>4890</td>
<td>1127</td>
<td></td>
</tr>
</tbody>
</table>

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*Last Revised: 09/19/2019*
7. The watermarked document and the indexing will be shown on a new screen.

8. To search by subdivision name alone, you may also use the “Legal” search. Enter as much or as little of the subdivision name as you wish. Less information will return more results. This will return results for records that contain this information in the grantor, grantee or legal description.

9. Use column filters to refine search results, i.e., enter a lot number in the legal column filter field.

Document Legal Search
10. To search using “Advanced Legal” enter the legal description of the property as shown below. This is not a physical address, but lot, block, subdivision or section, township, range. This will return results specific to that legal description.
Reception Number or Book and Page Search

11. If you have a specific reception number you wish to search, enter the number in an eleven-digit format. For example, enter 19850001122 for a reception number that appears as 851122. The first four digits are the year and additional zeros may be added after the year to meet the eleven-digit format. **This format applies to documents recorded January 1, 1985 to present.**

12. For documents recorded December 31, 1984 or earlier, enter the reception number as it appears.
13. If searching by book and page, enter the book number and page number in the required fields. **Both** fields are required. To search the entire book, enter 1 in the page field. This will return results that include all pages for that specific book which is helpful for locating documents that may contain your specific book and page reference.
Document Type Search

14. To search a specific document type, click "Select". This will give you a drop-down list to choose from. Check the box next to each document type you wish to search. If you already know the two or three letter document code you may type that in the "Document Type" field.

Record Date Search

15. Documents may be searched by date range. Enter the "Begin Date" and "End Date" and click "Submit."
Purchasing a Document

16. If you wish to purchase un-watermarked documents, click “Add to Cart.”

17. When you’re ready to check out, click on “Shopping Cart.” Payment may be made by credit/debit card (subject to a 3.5% processing fee.)
18. Once you are satisfied with your order, click the box next to “I have reviewed my cart and I am ready to check out.” Payment may be made by credit/debit card (subject to a 3.5% processing fee.) Once your purchase is complete, you may download and print your documents.
**New Service! – Remote Access Users Only – Microfilm Request**

19. Remote Access users now have the ability to request documents from microfilm via the EASY ACCESS portal. On the top toolbar, click on Microfilm\(^{22}\) (this service and the link are only available to current Remote Access users).

20. On a new screen you will be able to request documents by either Book and Page, or Reception number. Enter Book number and the page number in the corresponding fields\(^{23}\) or enter the Reception number in the Comment field\(^{24}\). To request more than one document per submission, click Please add microfilm requests.\(^{25}\)
21. Once your list is complete, enter your email address and click Request Image from Microfilm. A message will appear in red confirming your request has been emailed and you will receive a confirmation email that includes a list of the documents you have requested.