

Notes for On Line Property Search
Pettis County Records Website

Consider using a laptop or home computer when doing research.

1. Note that you do not need to purchase a subscription. You may sign in as a guest (Upper Left Corner) and use the site.
2. To begin a search:
 - a. Chose a year from the drop down menu listed in the "Series" search box.
 - b. Choose "Grantor" or "Grantee" in the "Party" search box.
 - c. Type in the first letter of the person's last name in the "Firm/Last Name" search box
3. This will load all the documents that begin with that letter as thumbnail images on the left side of the screen.
4. The thumbnail images are listed in order using ONLY the first 2 letters of the last name.
5. As an example, to search a last name of "Chaney" that sold property in 1917.
 - a. Select the year from the "series" drop down menu
 - b. Select Grantor From the "Party" drop down menu
 - c. Type "C" in the "first/Last Name" search box.
6. You will want to know if the person you are researching is the grantor or the grantee. (Grantor: Person selling or giving away property; Grantee: Person buying or receiving property)
7. The thumbnail images on the side are alphabetical (if you are researching "Chaney" the first thumbnail is CA, CE, CH, CI, CO, CU; then CH would be the thumbnail you will look at for the name Chaney.
8. The Index book reads from left to right. Grantor/Grantee or Grantee/Grantor, Type of instrument/document, Date of Document, Date Document was filed at the Records Office, Document Number, Recorded Book and Page, Description of property – some pages will have an abbreviated description however not always.
9. If you are searching for a bank, it can be listed two ways; by the name of the bank (First State Savings) or under B (Bank, First State Savings).
10. Also, if you are searching for property that a city owns, you could find it listed two ways; Green Ridge City of or City of Green Ridge
11. After the thumbnail images appear on the left side, you will notice the toolbar; view thumbnails images. There may be more than 30 thumbnail images and if they are, you will have to use the drop down menu to see pages starting at 31 and up.
12. To move from one thumbnail image to another: click on the thumbnail image and see the outline changed to red then click again and the thumbnail image will come full screen for you to scroll through the page.