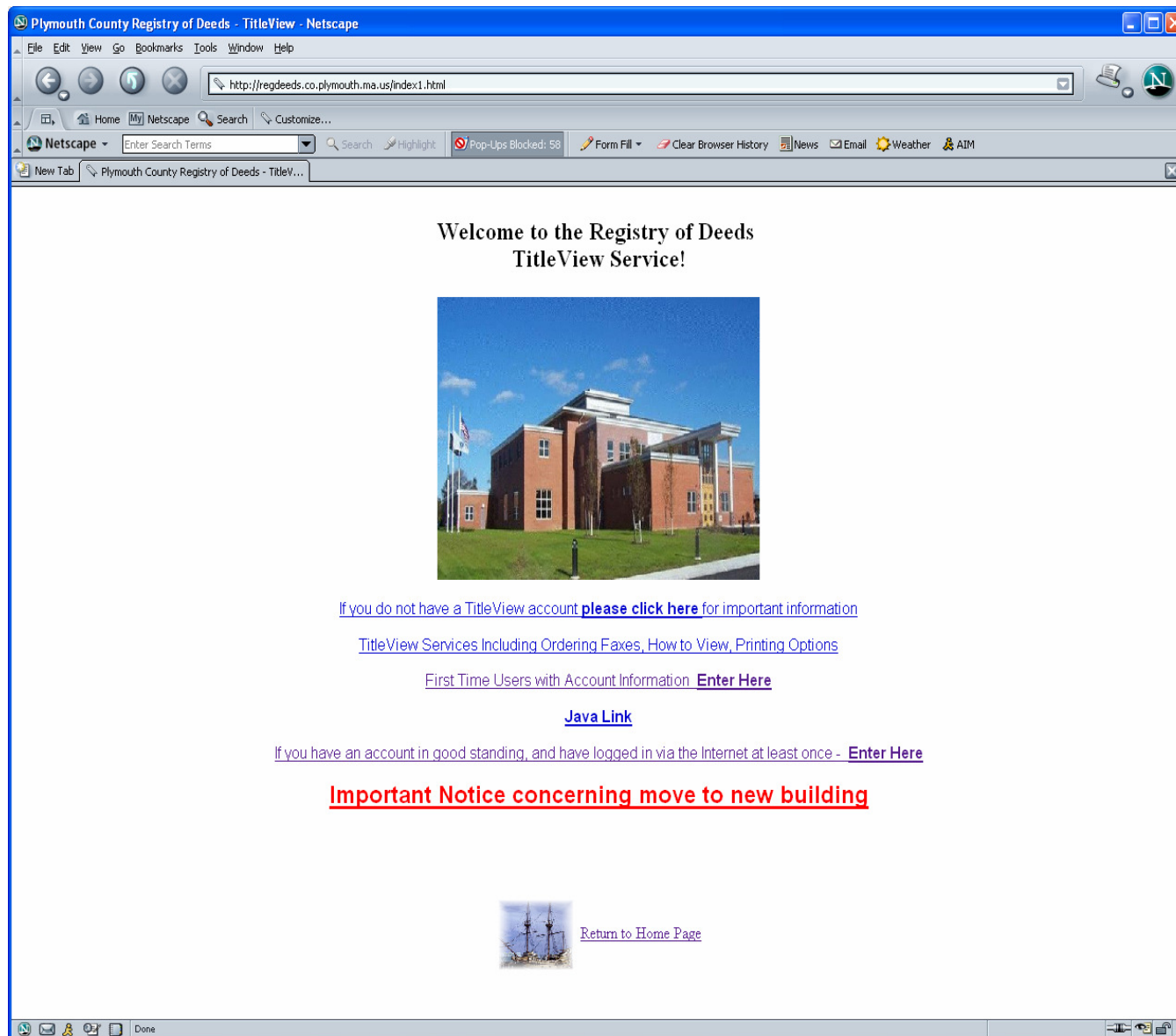


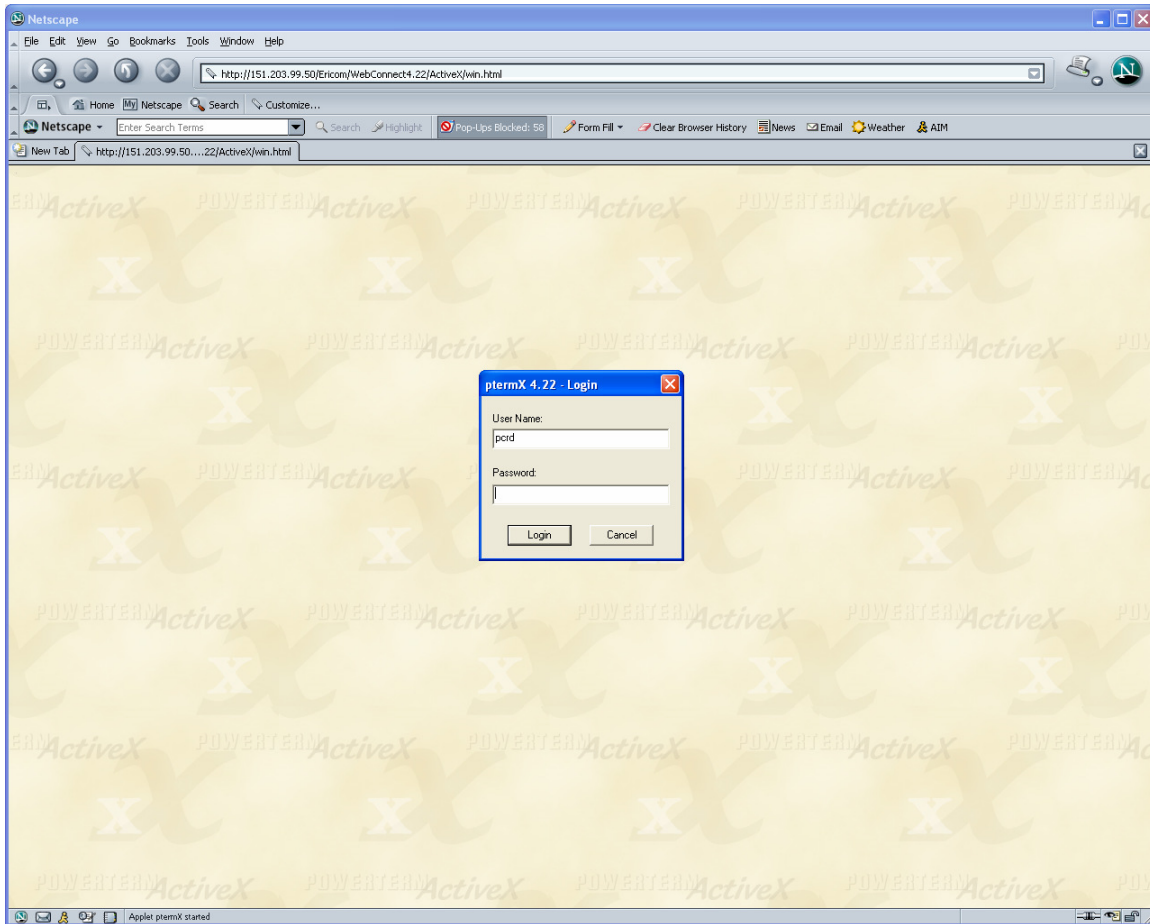
Information Guide to Plymouth County Registry of Deeds TitleView Services

This first part explains logging on via the Internet.
Please skip to page 5 if you are at one of the Registry's Offices.

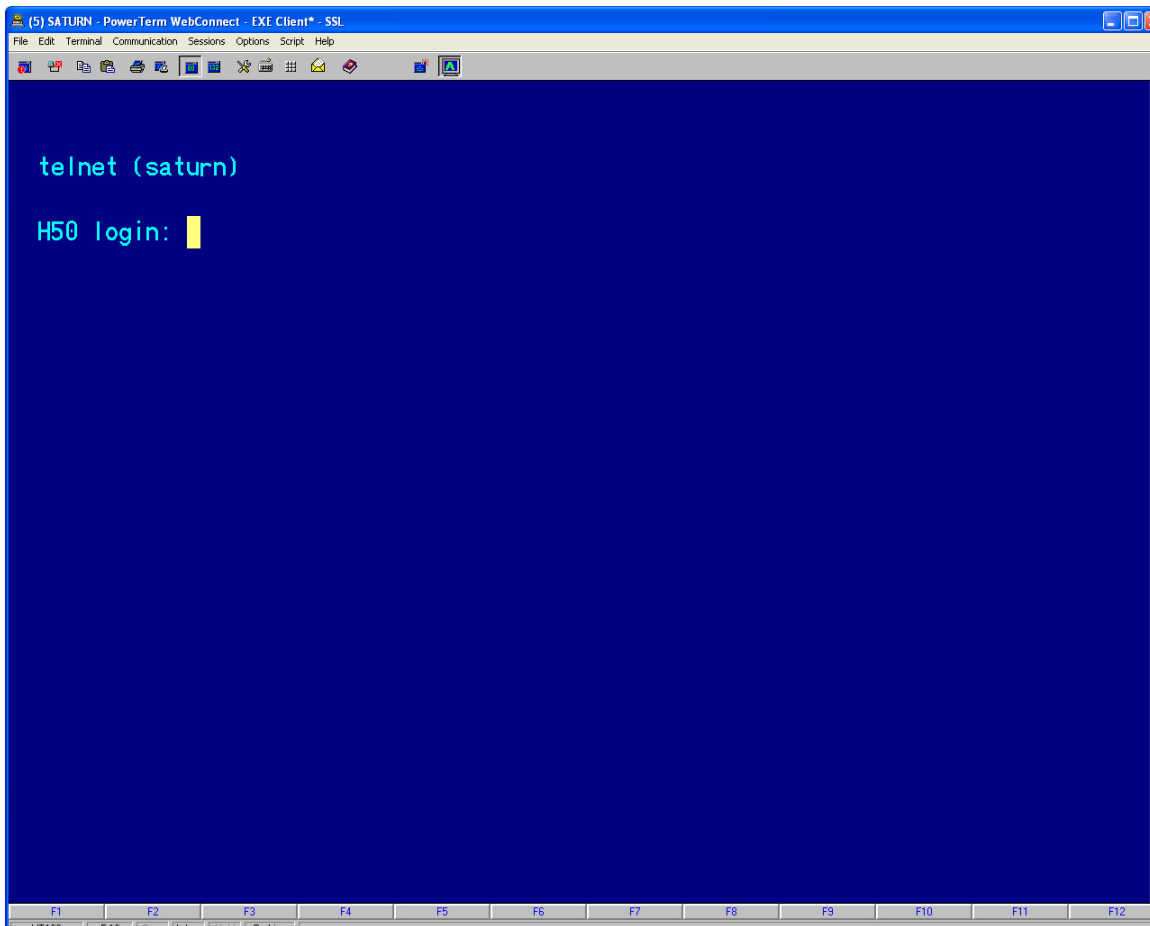
Please note - you must have a Titleview Account to login from off-site.



From the home page (regdeeds.co.plymouth.ma.us), choose **On Line Indexes**.
You will then see this page. (Please note this page may change somewhat.)
Choose *First time Users* ..(if this is your first time) or
If you have an account in good standing... (if you have logged in before)



This is the Firewall screen, the password is **qwe123** (Note: lower case)
When you pass through, you will come to the TitleView login screen (see next page)



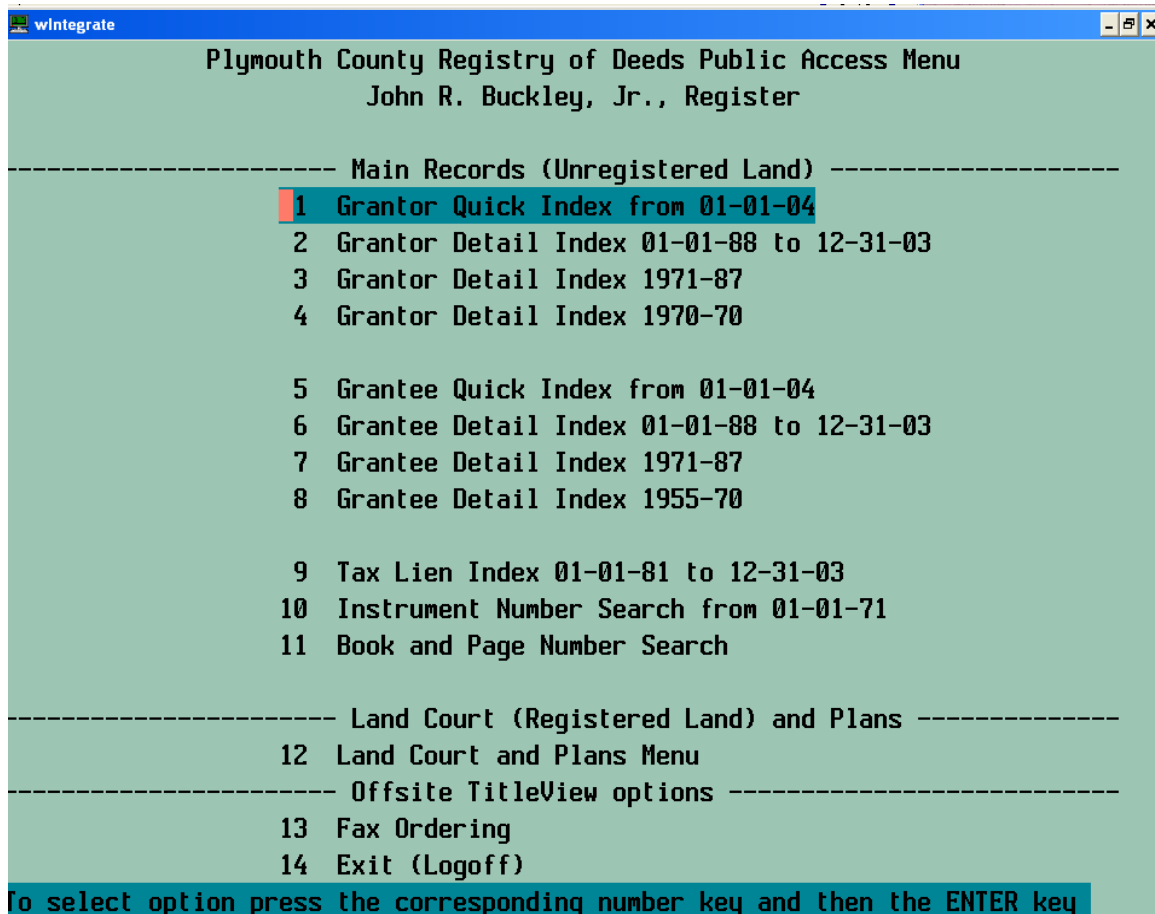
Enter your TitleView login name, press "Enter" then type your password. **Be sure you have Caps Lock on. And remember the cursor will not move when you type the password.**

AFTER SUCCESSFULLY LOGGING ON AND VIEWING ANY IMPORTANT MESSAGES, PRESS "ENTER" TO REACH THE MAIN MENU SCREEN

Pages 5-23 will help you search our indexes. At the end, pages 24-28, the steps to download are explained if you are using TitleView via the internet. Page 29 -30 give the Instrument Abbreviations.

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Plymouth County Registry of Deeds Public Access Menu



This is the main menu, all users will see this main menu, whether at the Registry Offices or accessing via a modem or the internet. Please Note the date range for the Quick Index changes as the Indexes are consolidated periodically.

Use **arrow keys** to navigate. Or the **numbers** to move to the next menu choice. Press enter when desired menu is highlighted.

To search by name, use the Grantor or Grantee index. To search by Instrument #, use menu item #10. To search by Book and Page use menu item #11. To return to the main screen press "ESC" until you are back to this menu. All menu options are highlighted at the bottom of the screen.

**For a lien, homeowner will be the Grantor

**For a release or discharge homeowner will be the Grantee

**For a mortgage the homeowner would be the Grantor

**For a deed the new homeowner would be the Grantee

```
wIntegrate
GRANTOR QUICK INDEX INSTRUMENTS 04-1 TO 147893      (01-01-04 TO 11-28-05)
Basic Instructions
Type three or more of the first three letters of the GRANTOR name.
Use letters of the last name first for natural persons.
If you make a mistake press the "BACKSPACE" key to erase a letter.
Type a start date to restrict your search or leave blank for the whole index.
The screen will return to the menu after two minutes of inactivity.

SEARCH: ORMSBEE W                                START: MM-DD-YY
                                                Omit -YY for current year
Then press the " ENTER" key.                    Leave blank to search whole index
To return to the menu to use another Index, press the "ESC" key.

Advanced Instructions
1. Information in this Index for the current day may not be edited.
   Please use caution. When in doubt check printouts and original Instruments.
2. Dates and Instrument numbers appearing at the top of the screen are
   sequential; there are no gaps.
3. The GRANTOR name initially hilited near the top of the listing
   represents the first name matching the letters you typed at the SEARCH prompt
   or, if there is no match, the next name in the alphabetical sort.
4. The more letters you use the more specific the search.

For further instructions press the "H" key and then the " ENTER" key.
```

If you choose one of the GRANTOR menu options, you would see this sample of the search screen, to the Grantee options are similar. Type the last name of the owner press space and type all or part of the first name. Press Enter. You may leave the start date empty to search the whole index. Press Enter for a search result summary. To access previous Grantor or Grantee date ranges, you may use the left (back) arrow or right (forward) arrow, once you are within the search result screen. The top line on these screen show index, number ranges and dates. Any Index that is not fully verified will display a message to that effect.

GRANTOR QUICK INDEX INSTRUMENTS 04-1 TO 147893 01/01/04-11/28/05			
Name entered:- ORMSBEE W from 01-01-04			
INSTRNO.	GRANTOR/STATUS	GRANTEE/STATUS	TOWN/TYPE/DESCRIPTION MARGREFS/DELIVER NAME
BOOK/DATE			
+05-121772 31442-268 09/30	ORMONDE JOEL M		LKVL DCLN HMSTD 9 S KINGMAN ST / S KINGMAN ST JOEL M ORMONDE
+04-2846 27352-255 01/08	ORMSBEE DELORES D	PLYMOUTH TOWN OF	PLMTH TT S WIND DR COLLECTOR OF TAXES
+04-2846 27352-255 01/08	ORMSBEE WAYNE R	PLYMOUTH TOWN OF	PLMTH TT S WIND DR COLLECTOR OF TAXES
+05-98119 31118-146 08/11	ORMSBY SHARON E	WELLS FARGO BANK N A	HNSN MTG 97 CATHERINE RD / SEE BOOK WELLS FARGO BANK NA

+ Images available for onsite users

ENTER(fwd) B(ck) N(ame) I(nstr) D(isplay) arrows(switch/hilite) Esc ?

In our example, we typed ORMSBEE W

Note the headings at the top of each column. On the left hand column you will see INSTRNO. and BOOK/DATE. In our example, the highlighted results show +04-2846, this means instrument year(04)(-dash) Instrument number(2846). Note also there is a (+) in the far left column, this means there is an image for this instrument. Beneath the instrument number, you will read the book and page (27352-255) and beneath that you will see the month and day this instrument was recorded (01/08). Under the heading Grantor/Status will be the homeowners name in this case it is Wayne R. Ormsbee. The next column is Grantee/Status. This is from the Town of Plymouth. Please note our index shows "PLYMOUTH TOWN OF" The final column gives the following information: TOWN/TYPE/DESCRIPTION/MARGREFS/DELIVER NAME. In our case the TOWN is "PLMTH" (Plymouth), the TYPE is "TT" (Tax Taking - list of instrument abbreviations is attached at the end of this document) DESCRIPTION is S WIND DR. Finally the Deliver Name is COLLECTOR OF TAXES. Use the left or right arrow to switch to the previous or next Grantor/Grantee index. Press "I" for Instrument details (see next page).

```

wIntegrate
Instrument 04-2846 01-08-04 09:07 Deliver Name and Address
Book 27352-255 Type TT COLLECTOR OF TAXES
Fee 75.00 Town PLMTH TOWN OFFICE BLDG
11 LINCOLN ST
PLYMOUTH MA 02360
Marginal Refs
28469-317 CR
Descrrip S WIND DR
PropAddr
Grantors ORMSBEE WAYNE R
ORMSBEE DELORES D
Grantees PLYMOUTH TOWN OF
arrow(fwd/back) I(Instrument) B(Book-Page) M(MargRefs) D(isplay) Esc ?

```

This screen gives more detail about the instrument. Note there is another Grantor name. The Deliver Address is complete. In this example, there is a reference listed under Marginal Refs. This will indicate another instrument directly related to the instrument you are looking at. Type "M", the reference will now be highlighted (see next page).

The Grantee Indexes work in a similar manner.

```

wIntegrate
Instrument 04-2846 01-08-04 09:07 Deliver Name and Address
Book 27352-255 Type TT COLLECTOR OF TAXES
Fee 75.00 Town PLMTH TOWN OFFICE BLDG
11 LINCOLN ST
PLYMOUTH MA 02360
Marginal Refs
28469-317 CR

Descrip S WIND DR
PropAddr

Grantors ORMSBEE WAYNE R
ORMSBEE DELORES D

Grantees PLYMOUTH TOWN OF

ENTER/Up/Down/Esc
arrow(fwd/back) I(Instrument) B(Book-Page) M(MargRefs) D(isplay) Esc ?

```

Press "Enter". The screen will now bring you to that instrument number. See the next screen.

```

wIntegrate
Instrument 04-83916 06-18-04 11:32 Deliver Name and Address
Book 28469-317 Type CR TOWN OF PLYMOUTH
Fee 75.00 Town PLMTH TREASURER
11 LINCOLN ST
PLYMOUTH MA 02360
Marginal Refs

Descrip 27352-255
PropAddr

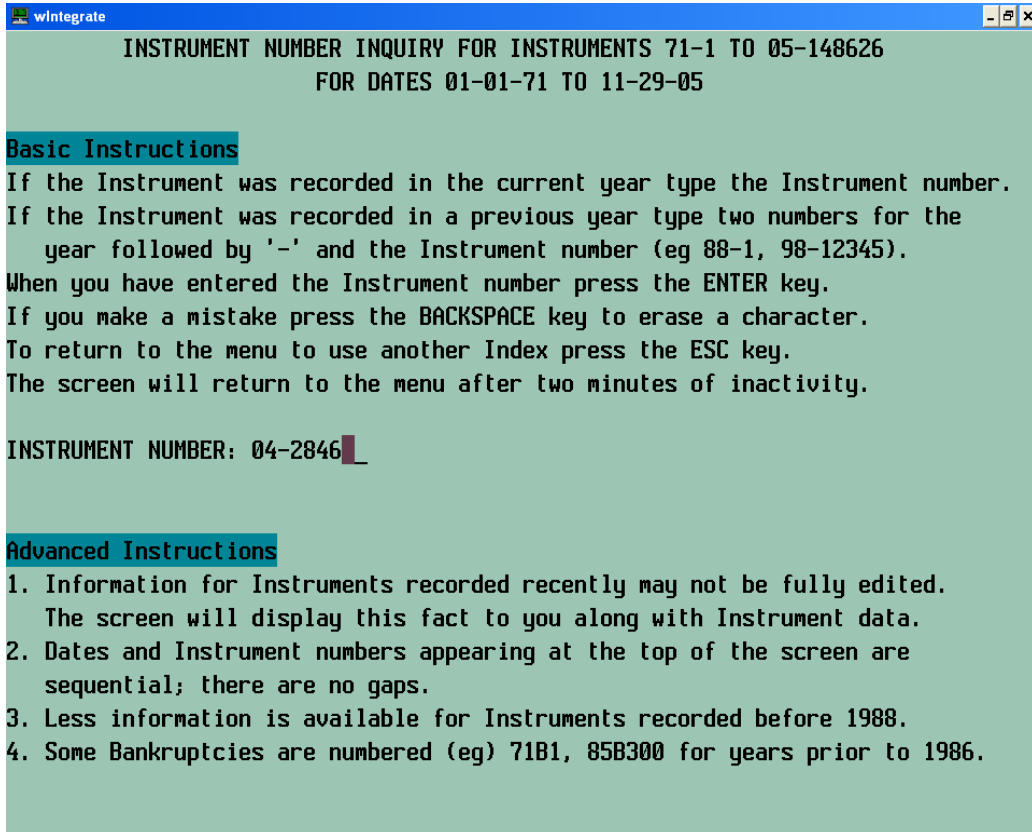
Grantors PLYMOUTH TOWN OF

Grantees ORMSBEE WAYNE R
ORMSBEE DELORES D

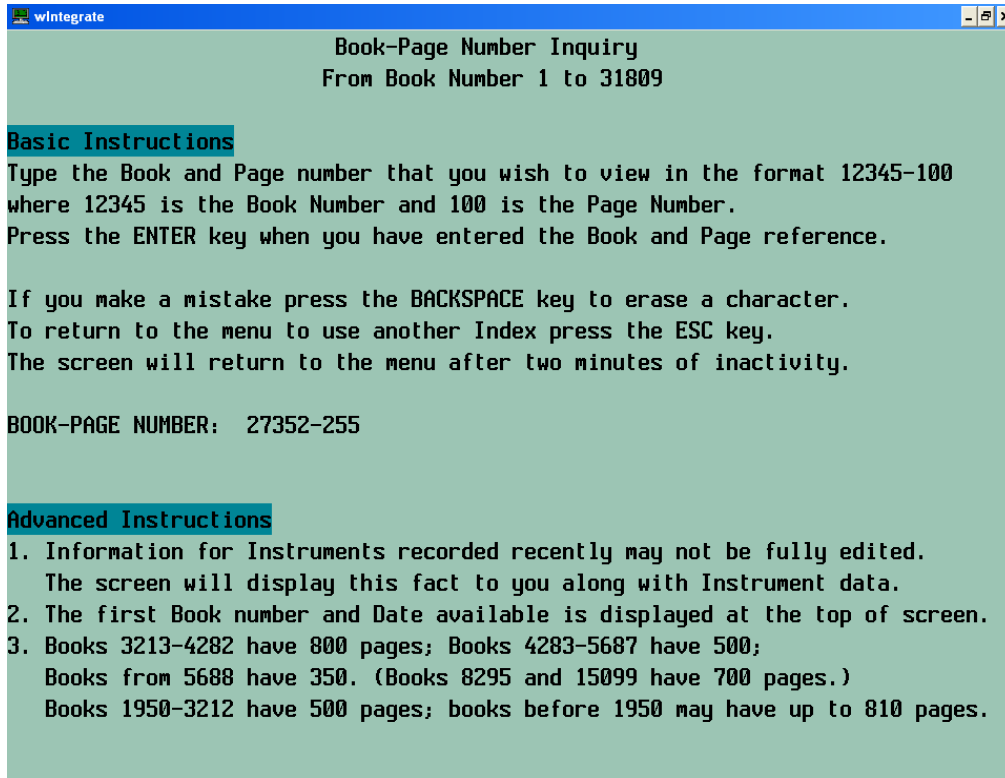
arrows(fwd/back) I(Instrument) B(Book-Page) D(isplay) O(OrigRef) Esc ?

```

Note the Grantor is now the Town of Plymouth. The Grantee is the homeowner. The instrument type is CR (Certificate of Redemption). The description will be the instrument it corresponds with. To return to the original instrument, Press "O". Please note "D" for display is for user's at the Registry's three offices. Off Site user's with Viewing privileges will Press "V" and click the link – see P. 24.



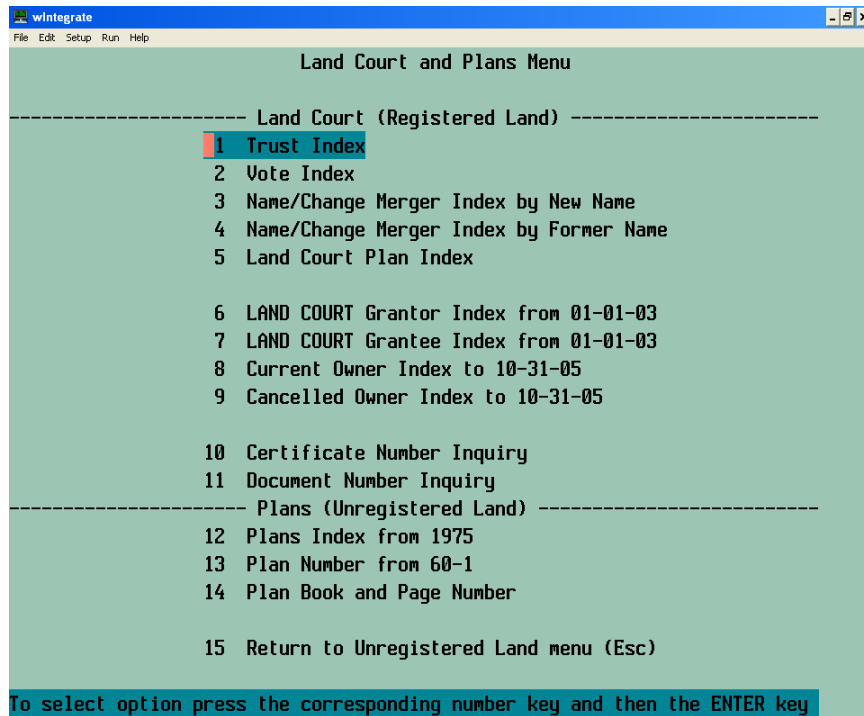
To search by Instrument number use Main Menu item #10. Enter the instrument number by keying in the last two digits of the year followed by a dash (use the dash next to the zero on the keyboard) and then the Instrument number (04-2846). Press "Enter". This will bring you to the Instrument detail window as seen previously when searching by name.



To search by Book and Page use Main Menu item #11. Enter the Book and Page by keying in the book followed by a dash and then the page number (27352-255). This will bring you to the Instrument detail window as seen previously when searching by name.

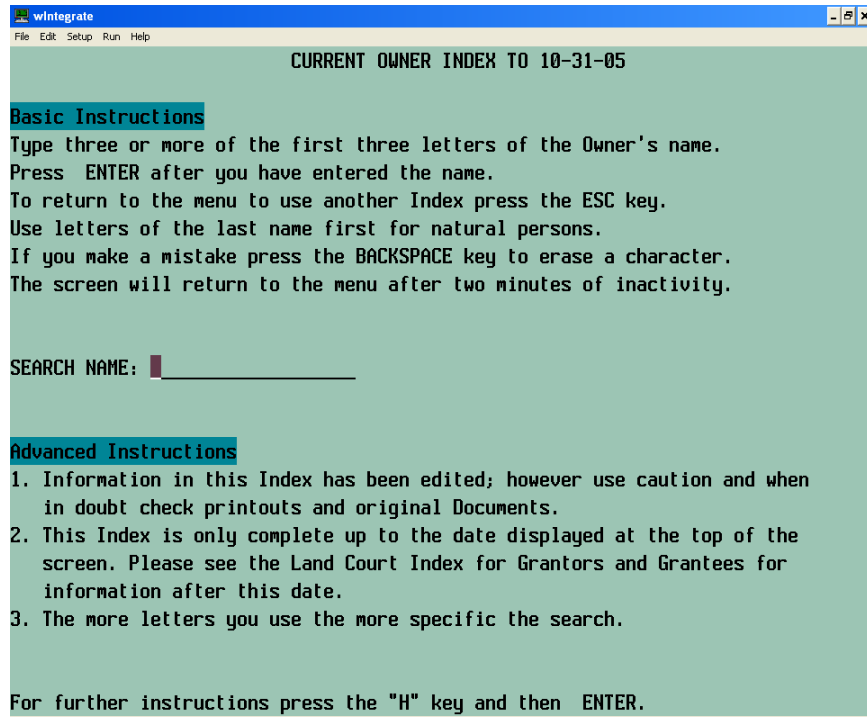
Using Land Court and Plans Menus

If the owner name is not found in the Main Records (Unregistered Land) Indexes, try searching the Land Court options. From the Main Menu screen, arrow down to the "Land Court and Plans Menu" (#12), press Enter. You will see a list of Land Court search options and below the dashed line you will find the Plans Menu.

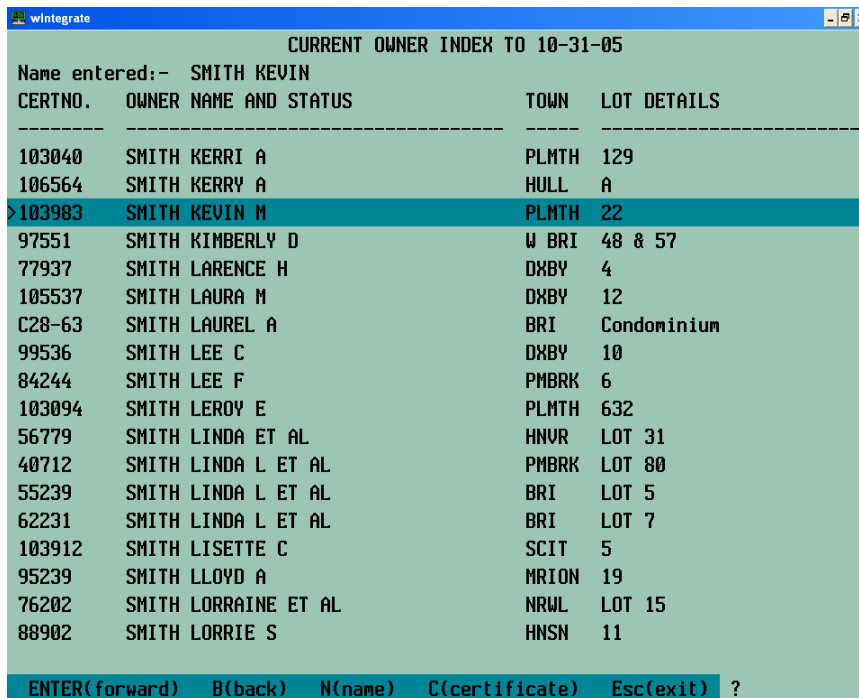


If there is no document or certificate reference available, use the #8 "Current Owner Index" search option. If you think the property might have been conveyed and you do not have the new owners name you should also try the "Cancelled Owner Index" Both indexes work the same way.

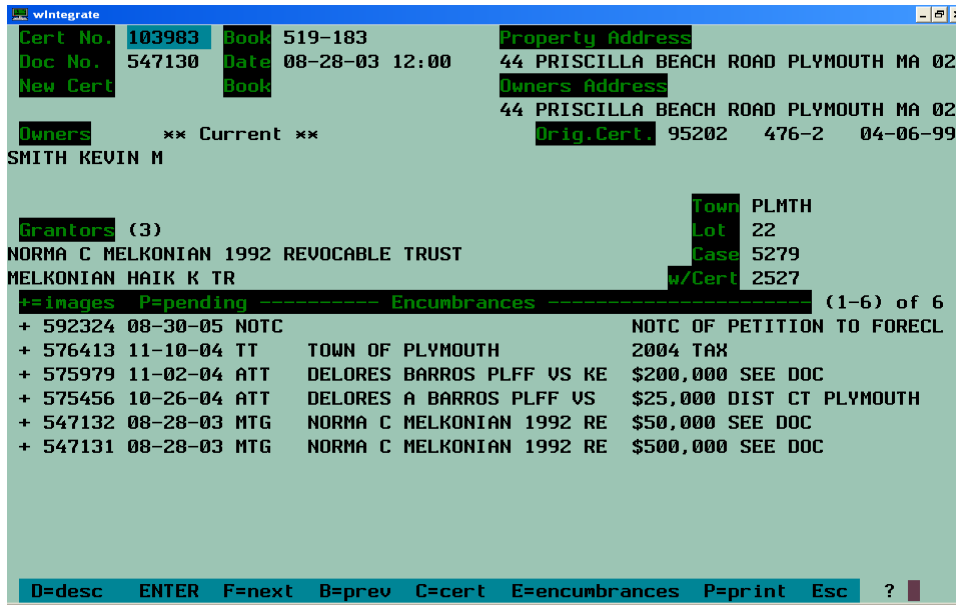
The Grantor and Grantee Indexes are from January 1988 (as of March 21, 2006)



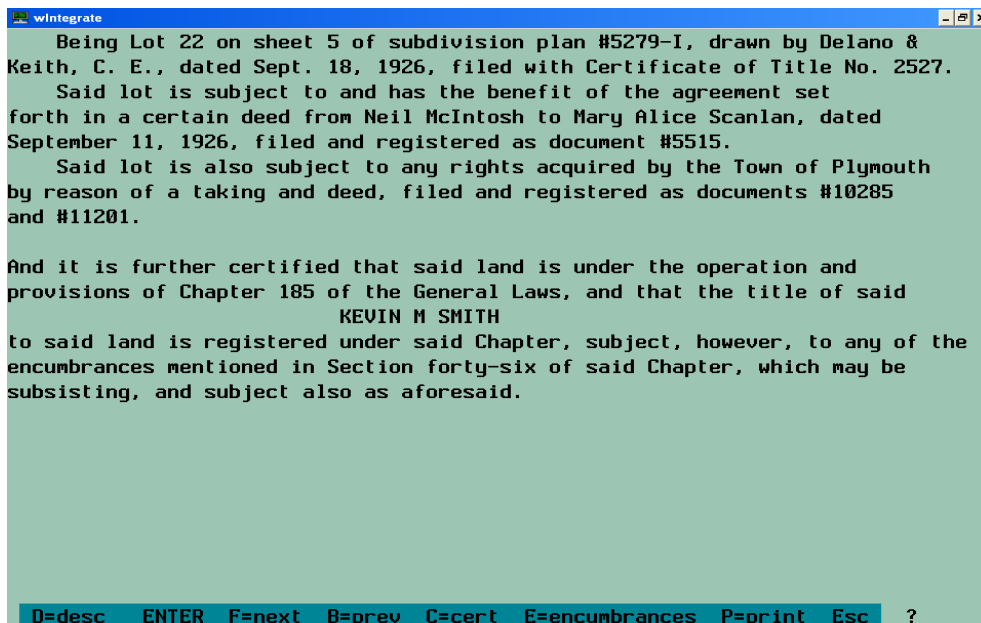
Type the owners last name in the search field. Press enter.

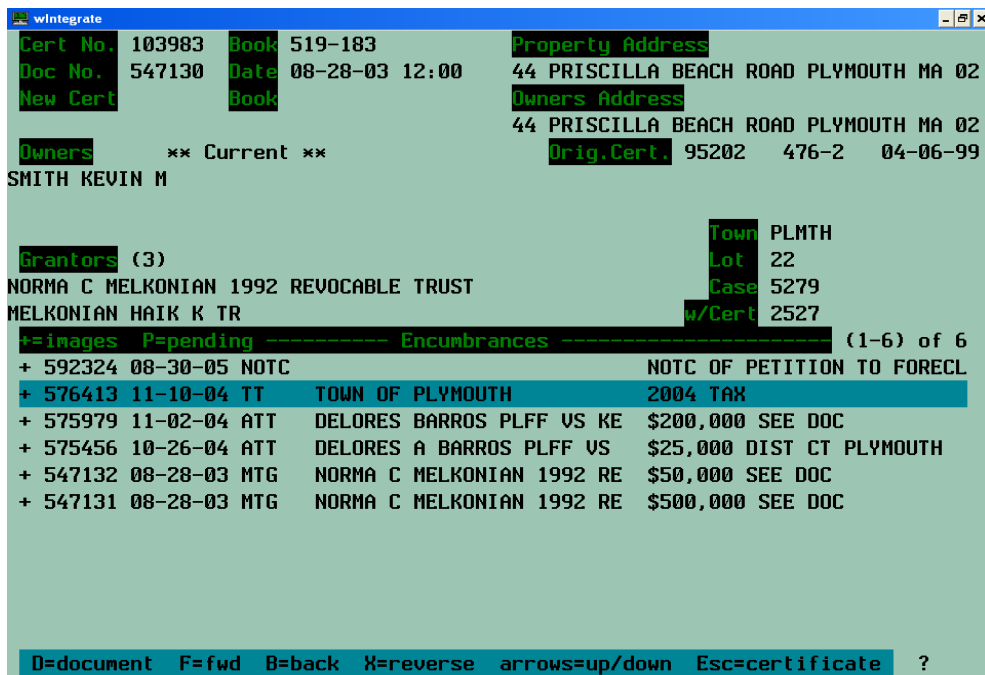


Arrow down to the name requested. Note: the town and lot details on the right hand side. Press "C" to see detailed Certificate information.



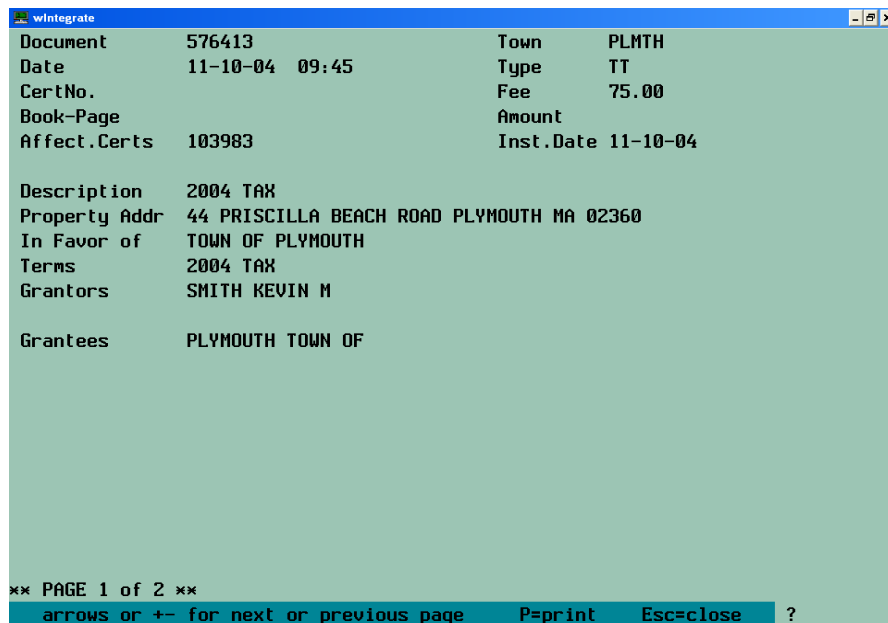
The Certificate Number appears in the top left of the screen. Below that is the Document Number that created the Certificate (Deed reference). The book and page corresponds to the location of the certificate. The date relates to the date the deed was recorded. On the right hand side is the property and owners addresses. The Original Certificate Number is the certificate number of the previous owners. The Owners name is on the left side with the status of the certificate. In this case it is a current certificate. The grantors are the previous owners. On the right side of the Grantors is the Town, Lot #, The case # (also known as the plan #) and the Certificate # that the plan was filed with. Note the options at the bottom of the screen. Of particular interest is the first option. "D" for description. Use this option to view the text description from the certificate.





The bottom half of the screen lists encumbrances against the property. To see detailed information about the documents press "E". You will see the first document highlighted. Arrow down to the document needed and press "D" for document.

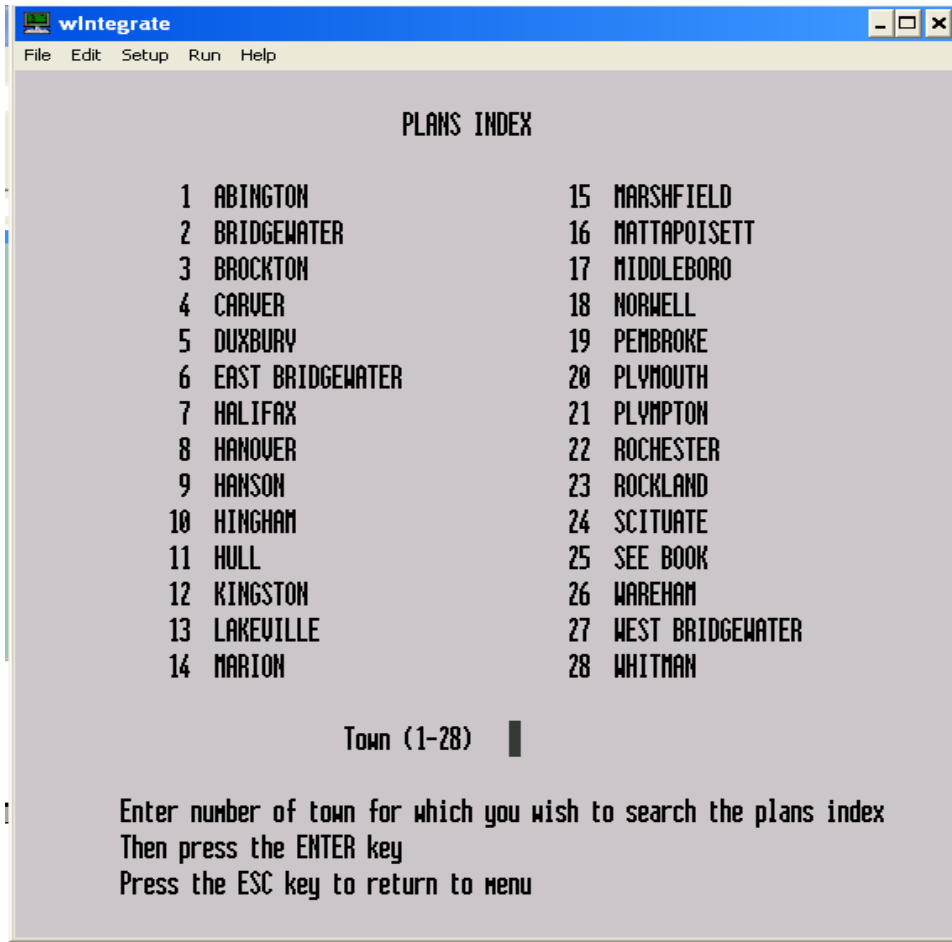
This screen will give detailed information similar to detailed instrument information. Date and time recorded, Grantor, Grantee, property address, date of instrument and affected certificate.

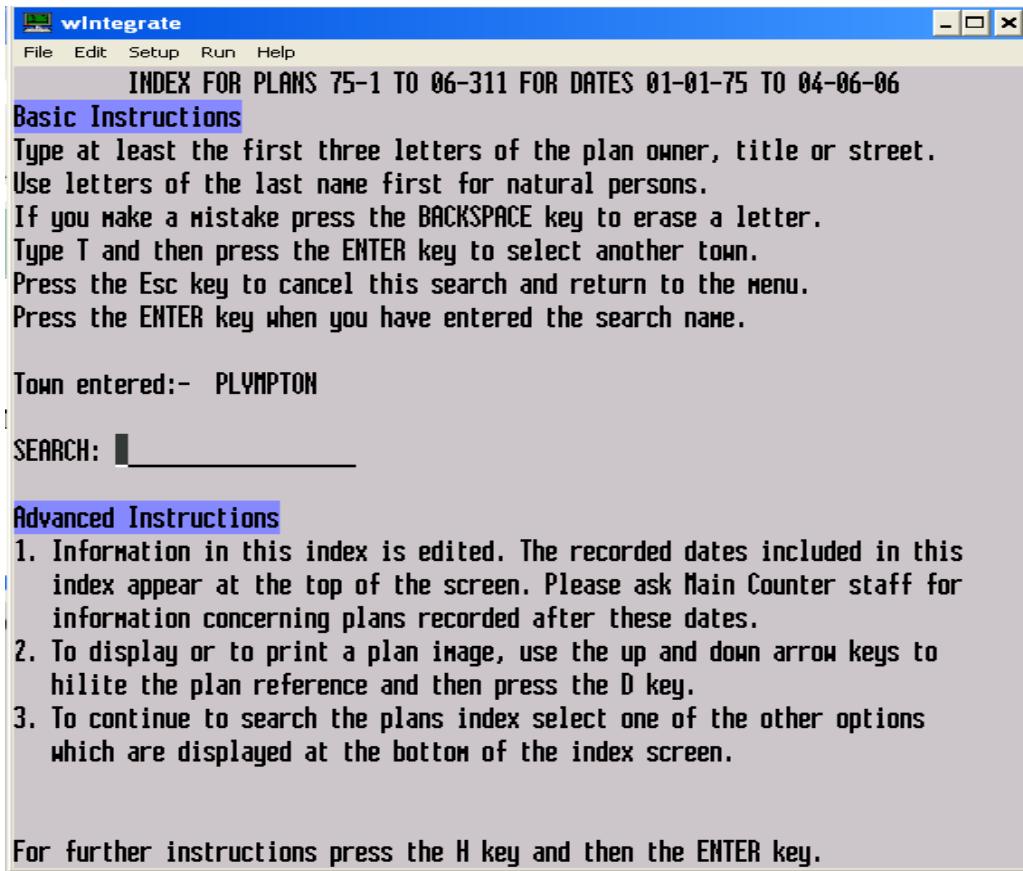


Plans Menus

Option 12 Land Court and Plans from the Main Menu, then options 12-14

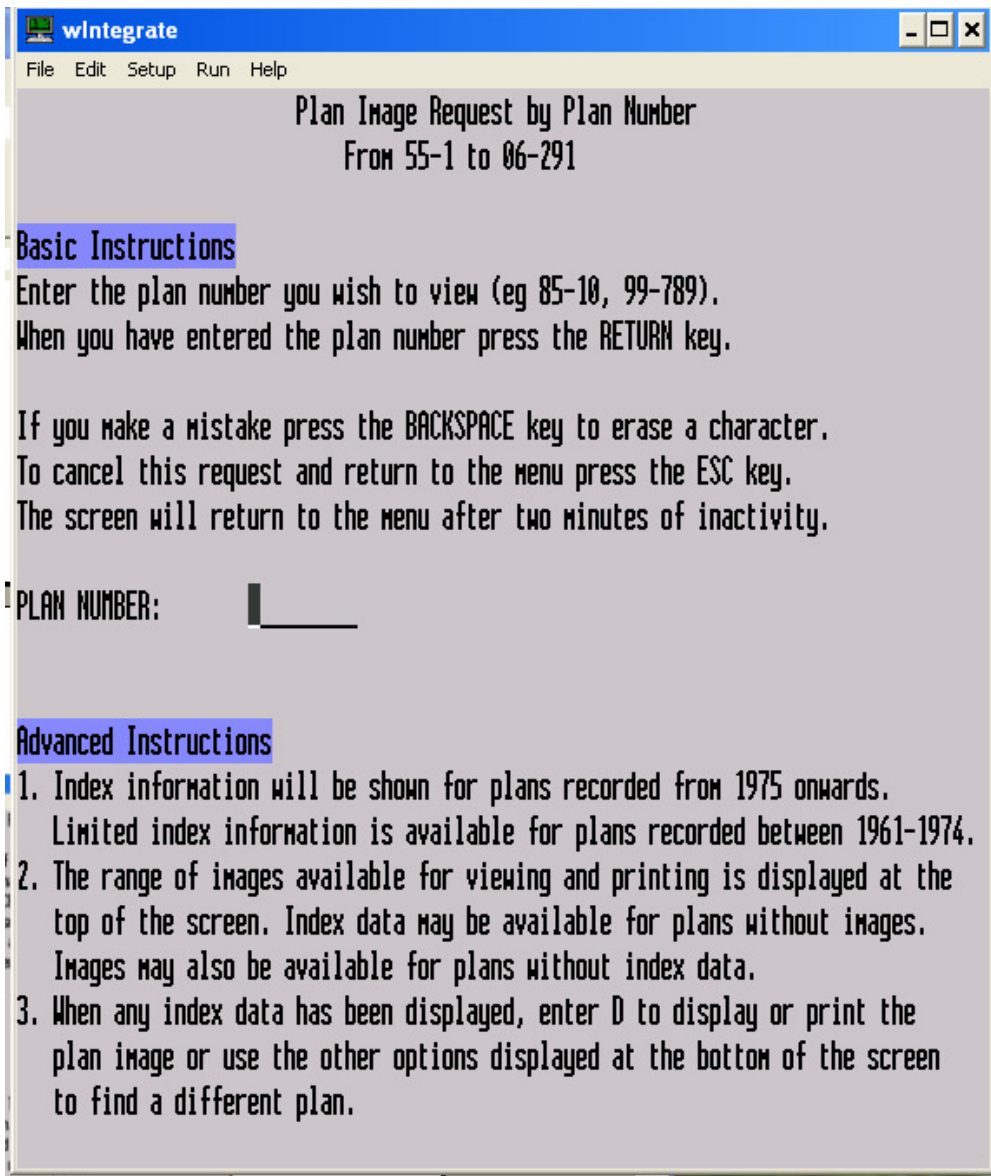
To search Plan Index – choose Option 12. Then choose a number that corresponds to the town name. Example 21 for Plympton Plan Index



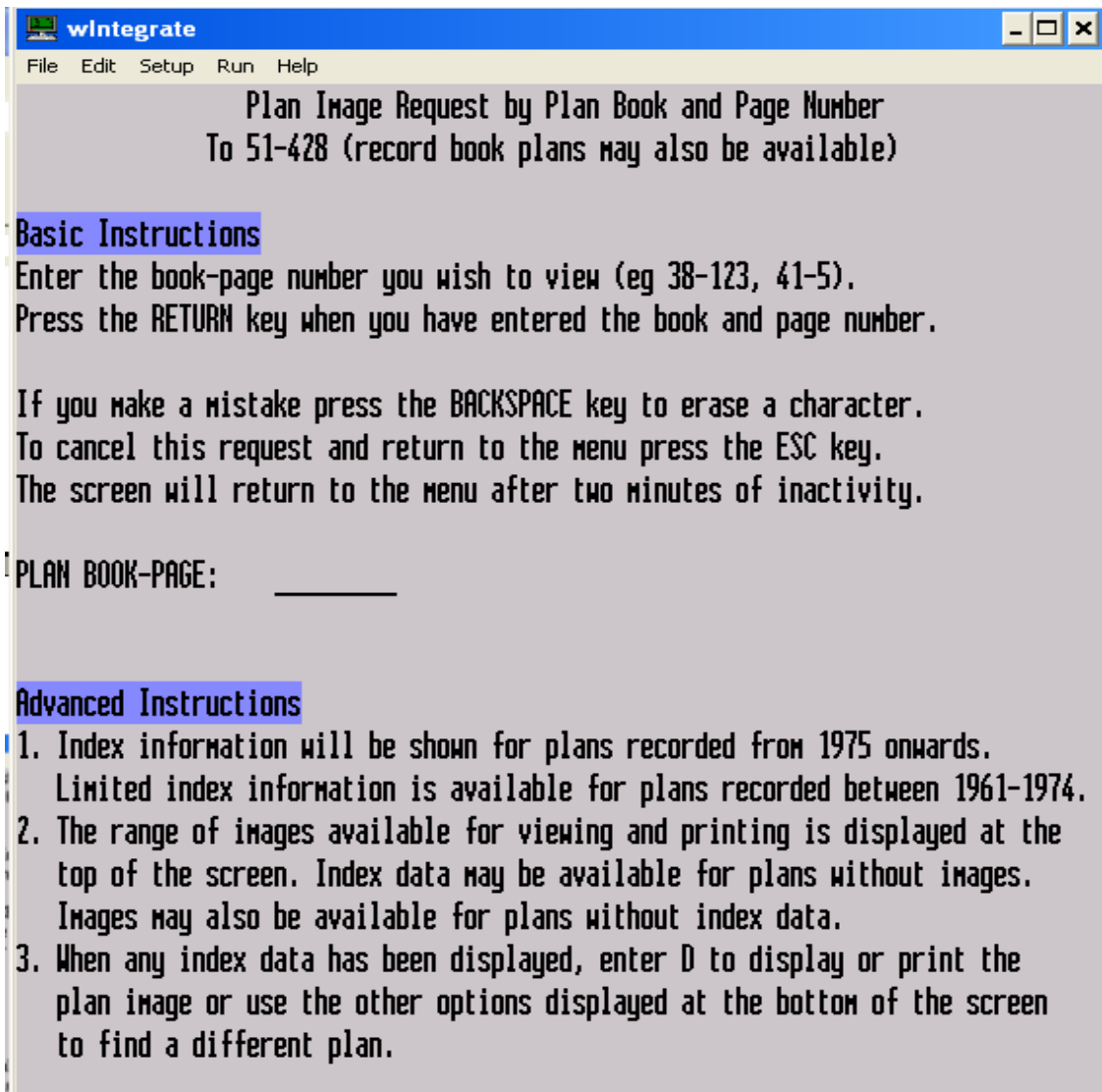


Notice, the name of the town is displayed. Enter in a plan owner, title or street. Press return, the results are displayed (no sample)

To request by Plan Number, use option 13. Enter plan year. Plan number in this format: yy-*nnn* Press return to see results.



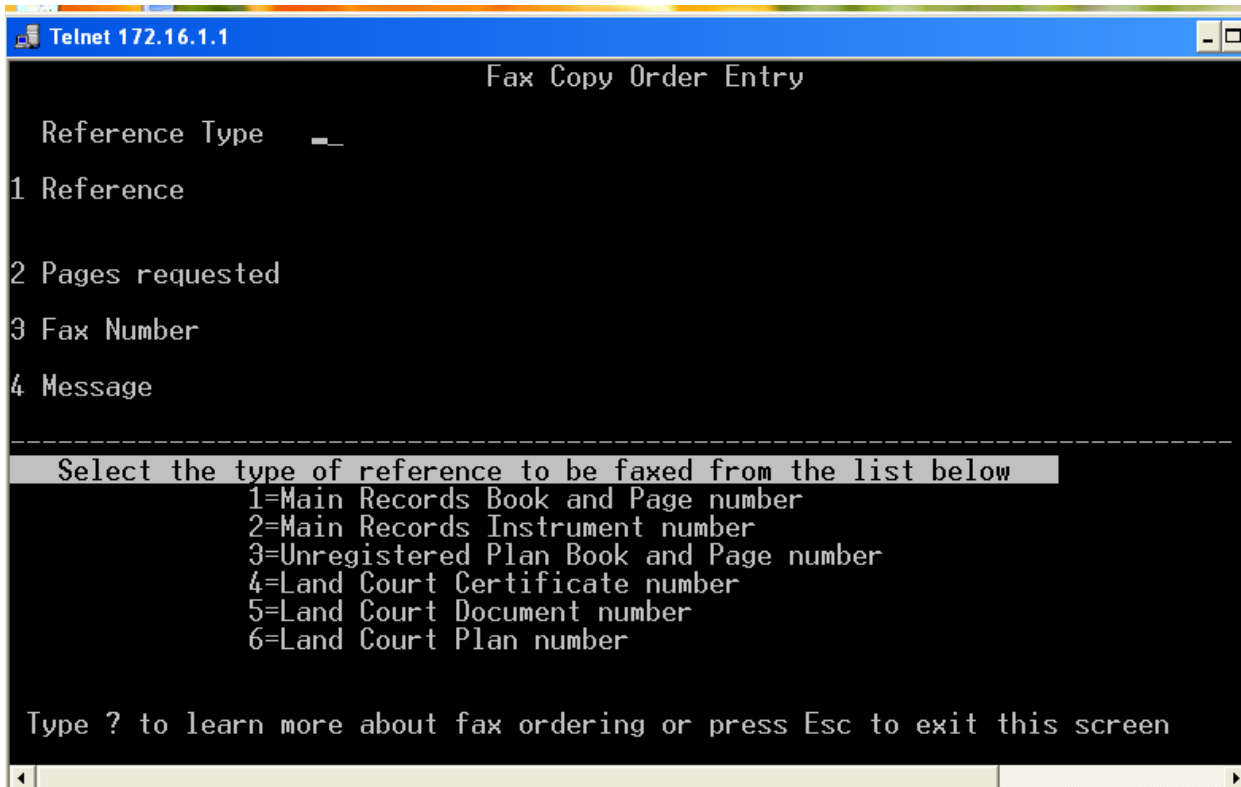
To request Plan by Book and Page, enter in the form bbb-page. Press return for results.



How to order a Fax

Choose Menu Option 13

Choose Reference: 1 to 6 depending on your need (Press return)



```
Telnet 172.16.1.1
Fax Copy Order Entry

Reference Type  _
1 Reference
2 Pages requested
3 Fax Number
4 Message

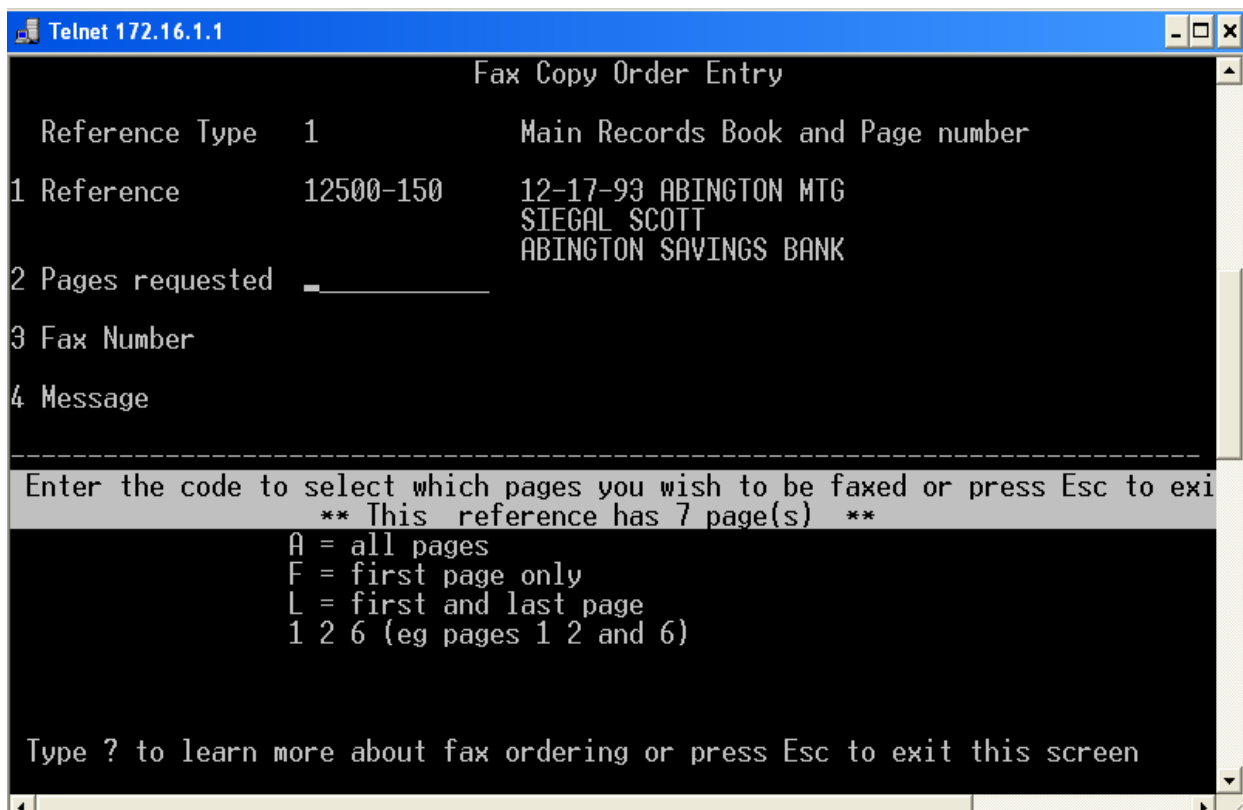
-----
Select the type of reference to be faxed from the list below
1=Main Records Book and Page number
2=Main Records Instrument number
3=Unregistered Plan Book and Page number
4=Land Court Certificate number
5=Land Court Document number
6=Land Court Plan number

Type ? to learn more about fax ordering or press Esc to exit this screen
```

Enter reference numbers, follow the format that is high lighted below the dashed line.
Press return.

```
Telnet 172.16.1.1
Fax Copy Order Entry
Reference Type 1      Main Records Book and Page number
1 Reference      _____
2 Pages requested
3 Fax Number
4 Message
-----
Enter the book and page number in the format 12500-213 where 12500 is the
book number and 213 is the page number. The latest book available is 32483.
Book numbers after 5687 have 350 pages. Before then books have either 500 or
800 pages. Books 8295 and 15099 have 700 pages.
Type ? to learn more about fax ordering or press Esc to exit this screen
```

Enter the pages wanted, following the key below the dashed line, press enter when finished.



```
Telnet 172.16.1.1
Fax Copy Order Entry

Reference Type 1      Main Records Book and Page number
1 Reference      12500-150    12-17-93 ABINGTON MTG
                  SIEGAL SCOTT
                  ABINGTON SAVINGS BANK
2 Pages requested  _____
3 Fax Number
4 Message
-----
Enter the code to select which pages you wish to be faxed or press Esc to exit
** This reference has 7 page(s) **
A = all pages
F = first page only
L = first and last page
1 2 6 (eg pages 1 2 and 6)

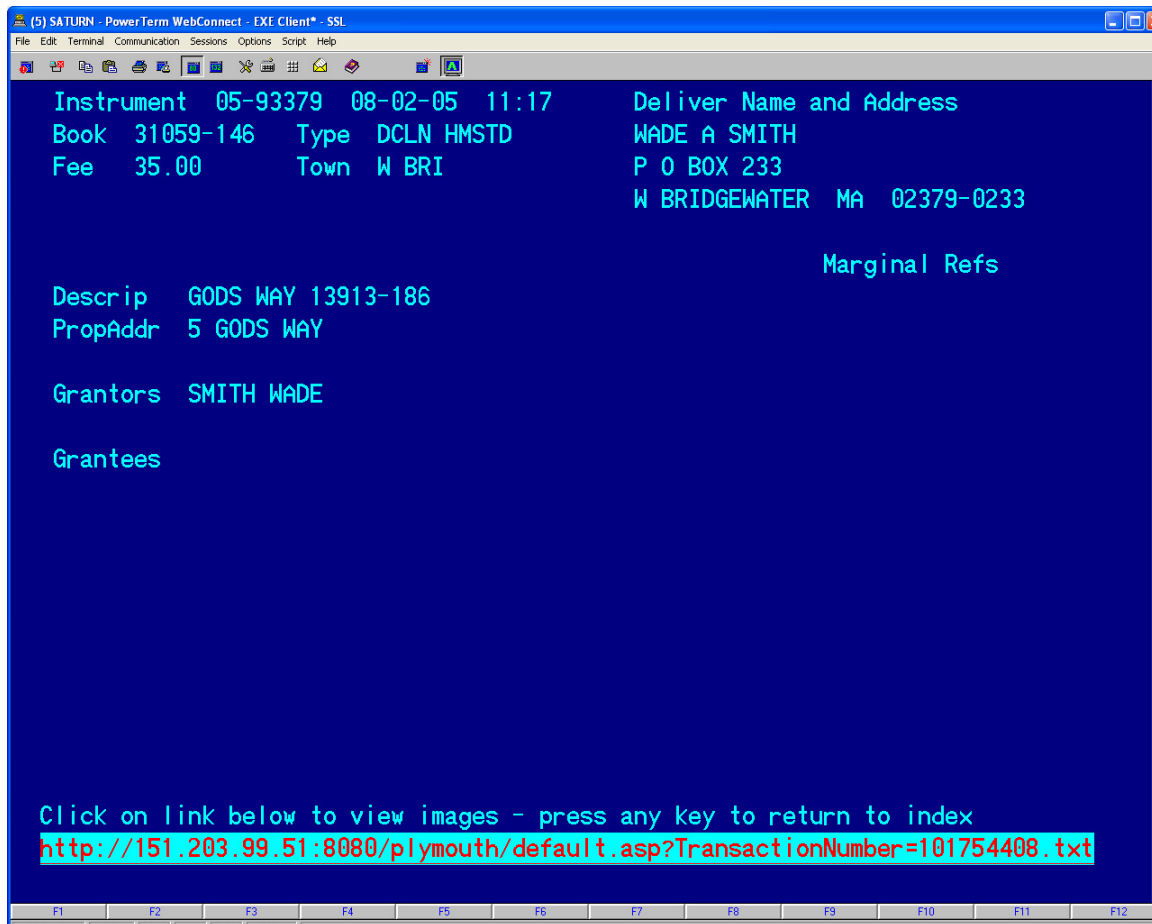
Type ? to learn more about fax ordering or press Esc to exit this screen
```

Verify your fax number, this is the number that is on file. Change if needed. If you want this instrument or document Certified, type an "M" in the fax number, in the message line type "Please Certify" Please note, this becomes a manual order processed by the copy department. Certified copies are always mailed. Please also note that most Land Court Certificates are also processed manually, and may be delayed if ordered late in the day Please be sure to follow the instructions below the dashed line to complete your order. You must also use 14 to Exit and to complete the order(s). Closing the window will delay or cancel your order. We charge more for the first page on the fax orders. Order all your fax requests during one login in session.

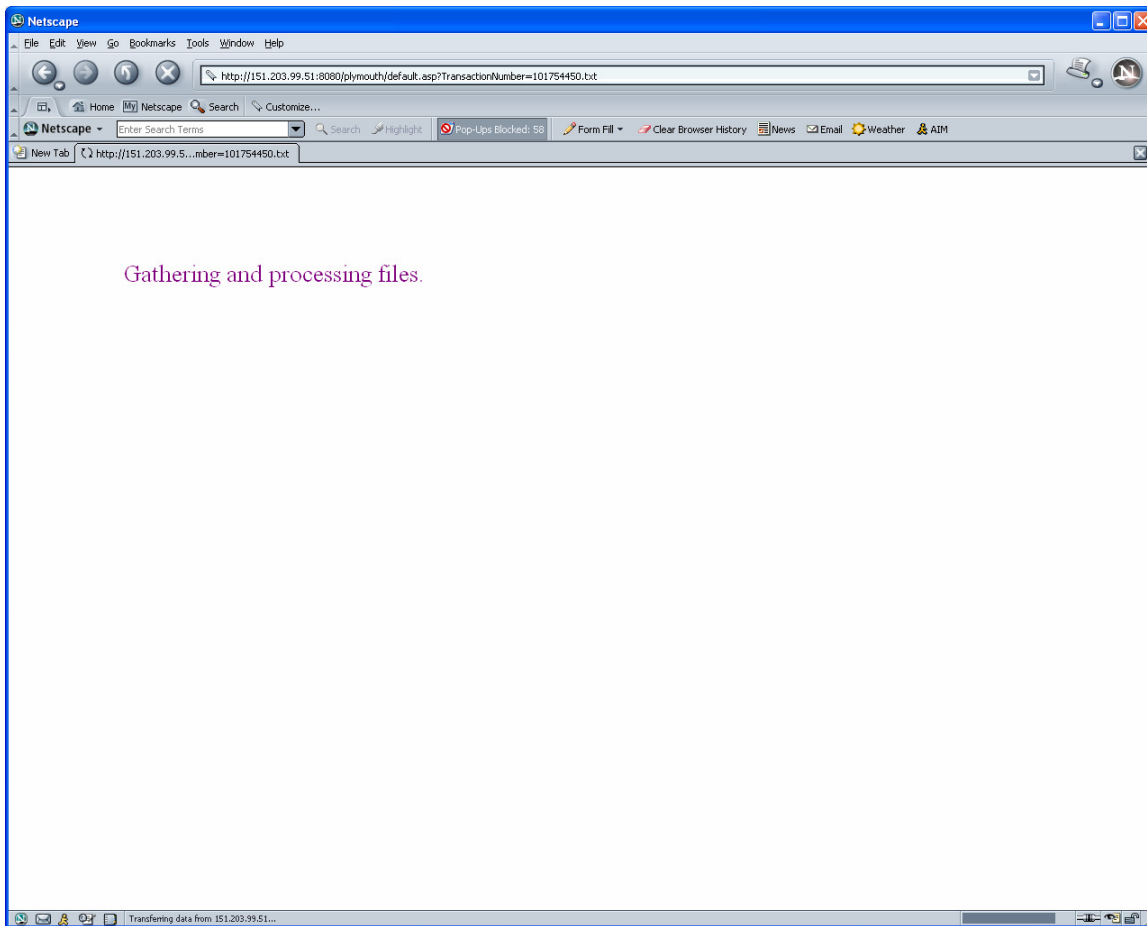
```
Telnet 172.16.1.1
Fax Copy Order Entry
Reference Type 1      Main Records Book and Page number
1 Reference      12500-150      12-17-93 ABINGTON MTG
                  SIEGAL SCOTT
                  ABINGTON SAVINGS BANK
2 Pages requested A      All pages
3 Fax Number     1-508-830-9108
4 Message
-----
Enter the receiving fax number or press Esc to exit. Enter the area code if i
is not 508. Use M as the first digit if you wish the copy to be mailed to you
instead of being faxed. Use the message field below to enter the mailing
address if it is not the same as your billing address. Press Enter to accept
the fax number that is currently displayed.

Type ? to learn more about fax ordering or press Esc to exit this screen
```

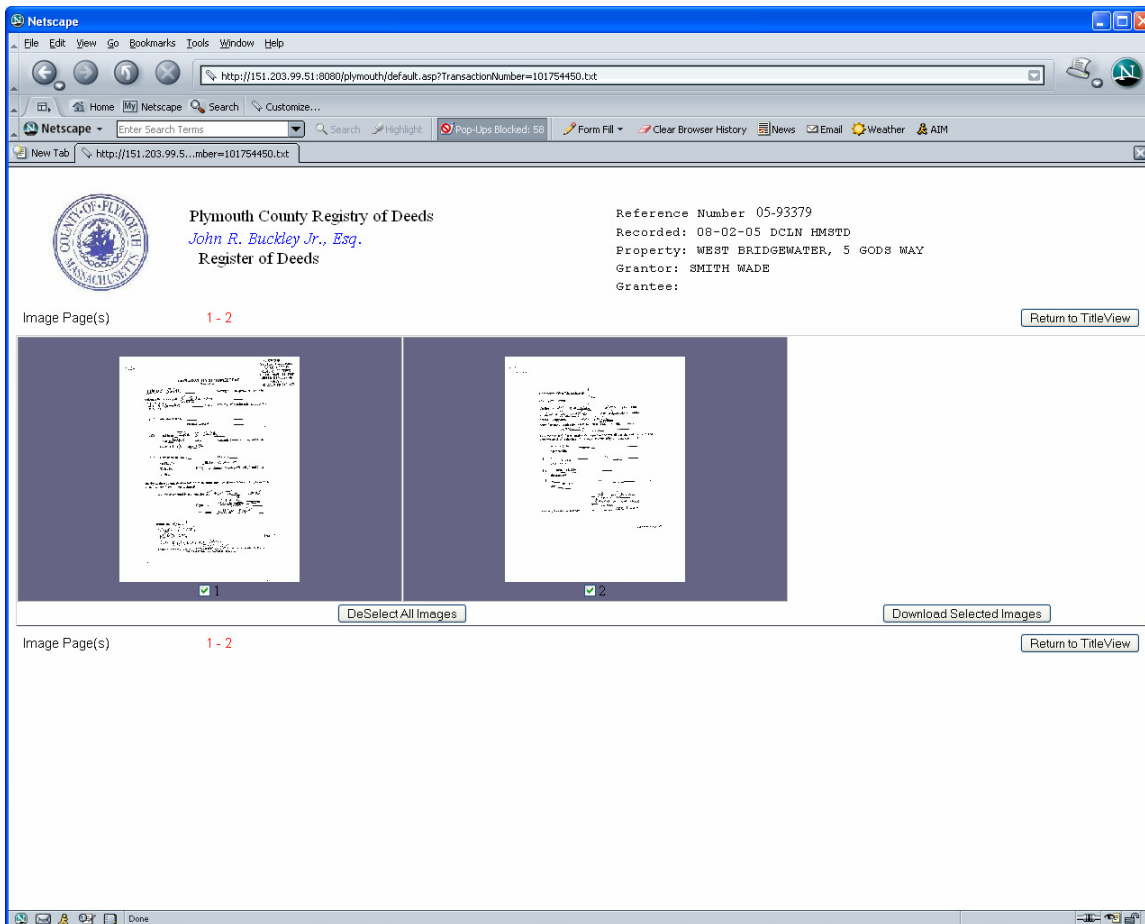
These next few pages explain how to display, download and save images that you can print later, if you have Plus Service.
After searching, you will notice at the bottom "+ Images available – press V to view and download".



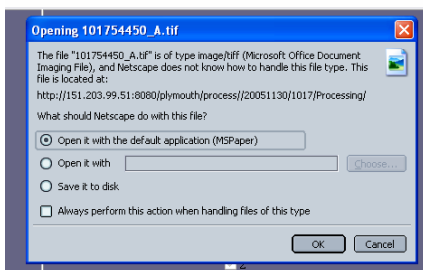
By pressing V, you will get a link to click. Click this link.



Next you will see the "Gathering and processing files" message.

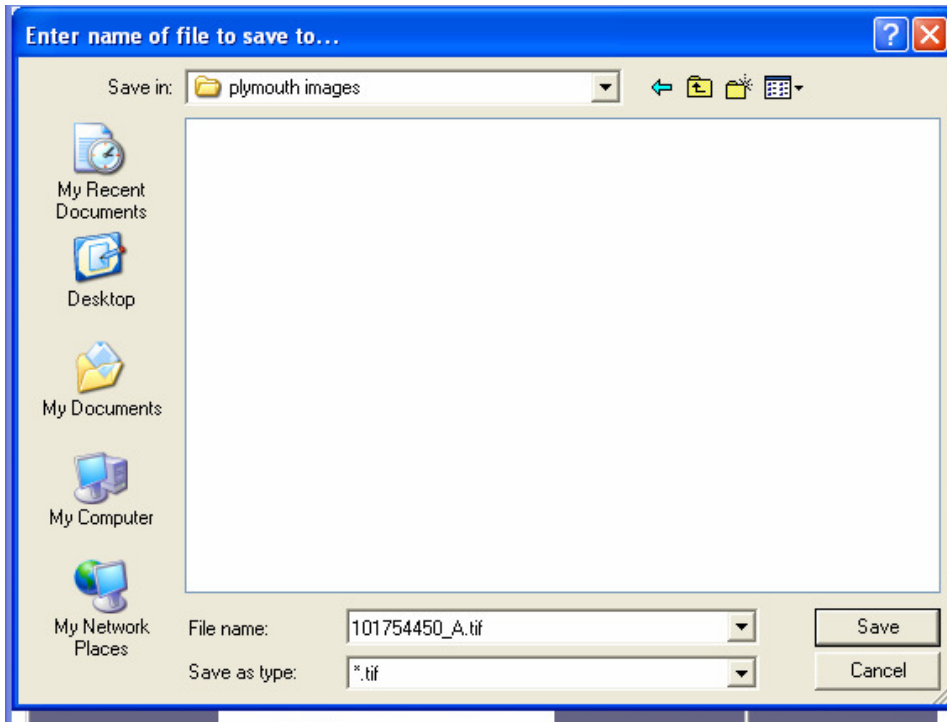


Then you will see the Images for the document (or instrument)



Select All Images

You will get a Download Dialog Box similar to this – choose SAVE TO DISK. If you do not get the download dialog box, you may need to uninstall Quick Time program.



Save this file, tip: make a new folder to hold your images!
After the file is saved, you will return to the Browser window with the images.
Choose Return to TitleView button (this button does not work under Netscape)

Press esc from the TitleView screen and continue to search or esc again until you reach the Main Menu for option 14 Exit (Logoff)

Instrument and Document types:

CODE	DESCRIPTION	MR	CODE	DESCRIPTION	MR
6D CRTF	6D Certificate	N	EXON	Execution	Y
ACPT TR	Acceptance of a Trustee	Y	EXTN EXON	Extension of an Execution	Y
AFFT	Affidavit	N	JGMT	Judgment	N
AFFT DIS	Discharge of an Affidavit	Y	LISPN	Lis Pendens	Y
AFFT TAX	Affidavit regarding Federal Tax Lien	Y	LSE	Lease	Y
AGRT	Agreement	N	MDEED	Master Deed	Y
AMDT	Amendment	Y	MDFN AGRT	Modification Agreement	Y
AMDT MTG	Amendment of a Mortgage	Y	MLC	Municipal Lien Certificate	N
AMDT TRUST	Amendment of a Trust	Y	MTG	Mortgage	N
AMDT UCC	Amendment of a UCC Filing	Y	NOTC	Notice	N
APPT ACPT TR	Appointment and Acceptance of a Trustee	Y	NOTC CONTR	Notice of Contract	N
ASST	Assignment	Y	NOTC LSE	Notice of Lease	Y
ATT	Attachment	N	NOTC OPTN	Notice of an Option	N
CONTN UCC	Continuation of a UCC Filing	Y	OPTN	Option	N
CR	Certificate of Redemption	Y	OPTN AGRT	Option Agreement	N
CRTF	Certificate	N	ORDR	Order	N
CRTF ATT	Certificate of Judgment pertaining to an Assignment or an Execution	Y	POA	Power of Attorney	Y
CRTF ENTRY	Certificate of Entry	Y	PR	Partial Release	Y
DCLN HMSTD	Declaration of Homestead	Y	REL	Release	Y
DCLN TRUST	Declaration of Trust	N	REL TAX	Release of Inheritance or Estate Tax Lien	Y

DCRE	Decree	N	REL UCC	Release of UCC Filing	Y
DEATH CRTF	Death Certificate	N	RSGN TR	Resignation of Trustee	Y
DEED	Deed	N	SUBD	Subordination	Y
DIS	Discharge	Y	SUBD MTG	Subordination of Mortgage	Y
DIS ATT	Discharge of an Attachment	Y	TKG	Taking	Y
DIS EXON	Discharge of Execution	Y	TR CRTF	Trustee Certificate	Y
DIS LISPN	Discharge of Lis Pendens	Y	TT	Tax Taking	Y
DIS REL	Discharge and Release	Y	UCC	Uniform Commercial Code Filing	N
ESMT	Easement	Y	VOTE	Vote	N
			WAVR	Waiver	N

Please refer to our Web site for recording fees.

Social Security Numbers: items presented with SS numbers will be returned, your recording will be delayed.

Death Certificates: please carefully black out social security numbers!

Notarized signatures: please black out Social Security number if used for identification.

Rev: January 11, 2007