

How to Research County Deeds and Property Records When Using “Courthouse Computer Systems”

[Video Link](#)

You should know that Courthouse Computer Systems is a company that services many county records websites for online access around the country. Therefore, this handout does not encompass all county records across the country. Also known that there are differences from county to county. For example, some counties that use the Courthouse Computer System may not have older records digitized, thus only recent records are available (i.e., after 1900).

This demonstrates how to use the Courthouse Computer System using Randolph County, North Carolina as an example.

In most cases you can use Google to find the Register (or Registrar) of Deeds for the county you are researching.

Once you arrive at the county Register of Deeds website, you’ll need to click on **Online Records**, then **Acknowledge the Disclaimer**. You will then see a window that may look something like this below.

Courthouse Computer Systems

The screenshot shows the Randolph County Register of Deeds website interface. It features a navigation bar with tabs for 'Real Property Index', 'Vital R', and 'Old Index Books'. The main search area is divided into three sections:

- Section 1:** Search filters including 'Book Type' (Real Estate, Plat), 'Party Type' (Grantee, Grantor), 'Date Range' (July 1983-1985, 1981-June 1983, 1975-1980), and a 'Search Name' field.
- Section 2:** 'Go To Page' field with a 'Go' button.
- Section 3:** 'View Document Image' section with 'Book' and 'Page' input fields, and a 'Book Type' dropdown menu set to 'BOOK OF RECORD'.

Three Step Process

Step One

- In the upper right corner click on **Old Index Books** tab (if there is one). Not all counties have old records online.
- Note: You are only filling out one section at a time. For Example, in the next step you will only be filling out the area shown as box one above.



Step Two

- In box 1, Choose Real Estate.
- Choose **grantor or grantee**. (Grantor = Seller and Grantee = Buyer)
- Choose the **date range**.
- Type the **surname** in the search name filed and click **search**. Shown below.

Krista M. Lowe
Register Of Deeds — Randolph, NC

Book Type: Real Estate Plat

Party Type: Grantee, Grantor

Date Range: 1965-1974, 1948-1964, 1776-1947

Search Name: WINSLOW

Search

Step Three

- In this example, this is an old style index. Depending on the surname, look in the key table or use the arrows in the upper left to page forward until you find the surname you seek. Note the page number. In this case we are looking for the surname Winslow. So, we need to page forward to find Wi's as this page only shows Wa's in the column headers.

Krista M. Lowe
Register Of Deeds — Randolph, NC

Book Type: Real Estate Plat

Party Type: Grantee, Grantor

Date Range: 1965-1974, 1948-1964, 1776-1947

Search Name: WINSLOW

Go To Page: 000

View Document Image: Book: , Page: , Book Type: BOOK OF RECORD

Waa	Wab	Wac	Wad	Wae	Waf	Wag	Wah	Wai	Waj	Wak	Wal	Wam	Wan	Wao	Wap	Waq	Page
Waddell-Waddill-Wadell-Waddil-Waddle	27	Wilkinson-Wilkerson-Welkerson	47	Walker	3												
Wade	41	Wakerson-Wilkerson	81	Wall-Walls	19												
Wadford	146	Wainman	117	Walden-Waldon	39												
Wadkins-Watkins	29	Wagoner-Wagner	148	Walton	149												
Wachtel	211	Waimer	152	Wallie-Wallace	75												
		Wagstaff	172	Walters	120												
		Wagger-Wager	172	Wallen-Wallin	162												
		Wafford	226	Walser	163												
				Waller	191												
				Walsh	232												

- Once you find your surname (Winslow, in this case), then use that page number in the column next to your surname and put it in at the top of the screen in box 2, then “go.” Shown below.

Krista M. Lowe
Register of Deeds — Randolph, NC

Book Type: Real Estate, Plat
Party Type: Grantee, Grantor
Date Range: 1965-1974, 1948-1964, 1776-1947
Search Name: WINSLOW
Go To Page: 15
View Document Image: Book [], Page [], Book Type: BOOK OF RECORD

Wem to Wer Wim to Wir	Page	Wes Wis	Page	Wet Weu Wit Wiu	Page	Wey to Wez—Wf Wg Wiv to Wiz	Page
Winslow	15	West	35	Wittle-Whittle	95		
Winnigham-Winningham	23	Wisenhunt-Wisenhunt	173 & 69	Withrow	141		
Wemire-Weimire-Wamire- Waymire	71	Wishart	89	Withan-Withram	154		
Winn-Wynn	73	Wise	113	Withers	158		
Wire(s)-Weir(s)-Wear	83	Westbrook	140	Witther	224		
Winpy	125	Westoland-Westmoreland	171	Wittner	234		
Winchester	127	Weston	201				
Winstead	131	Wisnum	220				
Winters	132						
Wireman	157						

Step Four

- Search for your ancestor on the list. Know that surnames are grouped by the first letter or two, but not necessarily in perfect alphabetical order. Pay attention to the column headers. Also, given names are not in alphabetical order but are often broken up into alphabetical groups, by column (headers not shown below).
- In the third through sixth columns below, you can see H.K. and Hardy in one column, Mary in another column, and Thomas L. in a third column. Note, they all have the surname of Winslow. Again, pay attention to the column headers.
- Once you find what you are looking for, note the book and page.
- If you know what year you are looking for, sometimes it is faster to scroll looking at the years instead of the names, skipping pages ahead (if the records are in chronological order).

Krista M. Lowe
Register of Deeds — Randolph, NC

Book Type: Real Estate, Plat
Party Type: Grantee, Grantor
Date Range: 1965-1974, 1948-1964, 1776-1947
Search Name: WINSLOW
Go To Page: 015
View Document Image: Book 37, Page 489, Book Type: BOOK OF RECORD

1872	Winslow		Mary	Thomas L.	Mordicai Mendenhall	Deed	37	67	0.26 Acres
1872	Winslow		Hardy G.		Hilkiah Winslow	Deed	37	295	230½ Acres
1873	Winslow		H. K.	Mary	Henry C. Kearns	Deed	37	489	205 Acres
1873	Winslow		H. K.	Mary	William P. Kearns	Deed	37	490	27 Acres

- In the third box up top, use the book and page, choose book type (typically Book of Record works), and click “go.”

Step Five

- Once you have completed the previous step it should reveal your document in an image.
- Look at pages before and after to make sure you capture all pages.
- Note the URL, book, and page (for your source citations) and download all images. It might be several pages long.
- Transcribe the documents separately from your research notes.
- Add abstracts to your research notes.

Many courthouse websites have vital records too. Just say'n.

Happy Researching!

Connie Knox

Genealogy TV