

Go to [www.scottsbluffcounty.org](http://www.scottsbluffcounty.org)

Click on “Register of Deeds” on the left-hand side of the home page.

Click on “Deeds Online”

You must choose “I Agree & Wish to Access” after reading the disclaimer to continue

At the first search screen, you can search by Grantor or Grantee (only put in last name) and click submit. Clicking on “Show all Names” displays all names shown on the documents in the search results screen.

Clicking on “Advanced Options” under the grantor/grantee search box allows you to search by document type for a specific date range. If you click on “Instrument” versus “Document”, you can select up to four specific document types to search by.

The less is more rule applies here - If you scroll down the page, you can search by section/township/range or by subdivision name. If you select the section/township/range option, you may not want to select a quarter. That will limit your search results and may result in you not finding the particular information you’re searching for.

Additionally, if you are searching for a subdivision, you will need to select the town, then the subdivision, block number and lot number.

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Once you get to a search results screen and find the entry you are searching for, click on the instrument number underlined in blue on the left-hand side of the page. This will take you to view the entry data for that particular document.

To view the document, simply click on the “View Deed” on the right-hand side of the page (even if the document isn’t a deed). This will open Laserfiche and will allow you to download and print via PDF as before.

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In order to go “back”, simply click on the “back” button in the upper left-hand corner. You do not need to click on the “x” in the upper right-hand corner of the screen as you did in the other program.