

- 1) In the name field specify the name as **Last Name** (space) **First Name** (or initial). If you do not know if this name will be listed as the *Forward* or as the *Reverse* you should select the *Both* button.

Name: Book:

Date From: Book#:

Date To: Page#:

Index to Search:
 Forward
 Reverse
 Both

SEARCH
CLEAR

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Showing 0 to 0 of 0 entries Search:

FORWARD NAME	FWD CLASS	REVERSE NAME
No data available in table		

- Keep in mind that people may change the actual name they are called. For instance the name Robert as a given name is often called Bob. This person may be known as Bob, but in recorded instruments he is on record as Robert.
 - Also, in the name search, someone may be known by a middle name instead of his or her first name. Use the example John Alan Doe. This person may be known as Alan Doe. A search for Alan Doe may not produce results. To do this search you can use a 'wild card' in the search. In the name field type "Doe %Alan". Be sure to put the space after the last name and do not put a space between the % and the first name. This should yield the results to find the record you are searching for.
- 2) For the Book, point and click on the down arrow and select the Book to select records from or select from All Books if you do not know which book to select from. Selecting All Books will take longer as it has to access all of the tables in the system. It is best to pick Book if you know the type that you need to search.
 - 3) Select the Date Range to search for your records in the format example on the screen.
 - 4) Once you have completed all of the above, point and click on Search.

Records will then be displayed on the screen in the order you have selected. There is no cost for the Search or the Printing capability.

If you wish to view or print the document you must have an Account set up with this office. The service is free but the Account is mandatory.

The form is included under **FORMS**. Navigate to **Website User ID Application** or under **ONLINE RECORDS** "To set-up and account click [HERE](#)."

After filling in all of the required information, return the form to Kate Terry at kterry@co.morgan.al.us or forward the application to:

Morgan County Probate Court
PO Box 848
Decatur, AL 35602

We will immediately set up your account and email your confirmation to you. If you have an Account set up prior to this web access, you are not required to set up another account.