

Instructions for use of the Morgan County, Alabama – Probate Office Website

SEARCH CRITERIA:

Name:

| | | |
|--|-------------------------------------|----------------------------|
| <input checked="" type="radio"/> Forward Index | <input type="radio"/> Reverse Index | <input type="radio"/> Both |
|--|-------------------------------------|----------------------------|

Date From: mm/dd/yyyy

Date To: mm/dd/yyyy

Book:

Book #: Page #:

Sort: Forward Reverse Recorded

SEARCH RESULTS:

- 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.
- 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) Finally select the **Sort** for the records to display.
- 5) 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**. After filling in all of the required information, forward the application to:

**Morgan County Probate
P.O. 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.