

Search Helps:

In the name field put last name first then a space then first name. Do not use commas, etc.

Be sure that you change the date range to suit your needs for your search.

We have changed the default for the 'buttons' (Forward) (Reverse) (Both) to default to (Both) to avoid any confusion, as this will give results no matter how the indexing is formatted.

The default sort for the data returned has been changed to sort by the date the instrument was recorded. It will sort from the latest date to the oldest date.

Keep in mind that people may change the actual name they are called by. For instance the name Robert as a given name is often called Bob. This person may be known to people as Bob, but in recorded instruments he is on record as Robert.

Also, in the name search, someone may have chosen to be called by a middle name instead of the first name. I will use the example John Alan Doe to give examples to search this scenario. If you only know this person as Alan Doe and are not getting results let's assume that he may be just called by Alan but we do not know what his first name is. To do this search you can use what is called a 'wild card' in the search. In the name field you would need to put 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.

PLEASE DO NOT HESITATE TO CALL OUR OFFICE IF YOU NEED HELP IN SEARCHING. WE ARE ALWAYS GLAD TO HELP !