

# Online Document Search Instructions

1. Go to <http://www.co.lincoln.or.us>
2. Navigate to "DEPARTMENTS" and click on CLERK
3. Select "Document Recording Information and Document Search Tools"
4. Click on "RECORDING WEB QUERY", Proceed to Digital Research Room and agree to the Disclaimer

### Search Documents

Tip: Use a % sign as a wild card in any text field to find all records beginning with the entered text  
(Example: Enter Pet% to find all Petersens, Petersons, Pettibones, etc.)

**Search by Name**    EXAMPLE by Name:

Last Name (or Business Name)    First Name

      

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**Search by Document Number**    EXAMPLE by Document #:

Year    Number

       to       

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**Search by Recording Date**    You can also search by Date Recorded

Date Range (mm/dd/yyyy)

   to

If you are searching for a **HISTORIC Book & Page number** use the Advanced Search button

Advanced Search

Hint: The first set of numbers must be 3 digits then a forward slash "/" in between and second set of numbers must be 4 digits as shown in example "123/0456". If there are fewer digits, add zeros

Next you will see the search results listed in chronological order, most recently recorded documents listed first. The 1<sup>st</sup> four digits show the year recorded. *Click on blue PDF box to view images.*

If "Document Not Available" displays, you may call our office to request that image be uploaded (*please provide instrument/book & page number*).

3. Search by Individual/Company) **Document Number** or **Dates**

### Document Information

EXAMPLE by Historic #:    Historic Search

Year    Document Number

       to   

Recording Date (mm/dd/yyyy)    Historic Book-Page (123/0456)

   to            Historic Search

Document Type    Document Subtype

You can also search by document type –  
NOTE: just use one search method at a time

Click on Doc #

294 Results Found    Displaying results 1 - 50

Search Criteria: Last Name: Johnson    First Name: John

View By:  Summary     Party     Map    Sort By: Document Number   

                      

2020-008305	Date Recorded: 08/17/2020 03:21 PM	Doc Type: Reconveyance	References: 2014-010088
DIRECT: FIRST AMERICAN TITLE INSURANCE COMPANY    INDIRECT: JOHNSON, [REDACTED]			
2020-008304	Date Recorded: 08/17/2020 03:21 PM	Doc Type: Appointment of Successor Trustee	References: 2014-010088
DIRECT: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. ("MERS")    INDIRECT: JOHNSON, [REDACTED]			
2020-007559	Date Recorded: 07/28/2020 12:44 PM	Doc Type: Trust Deed	References: 2014-010088
DIRECT: JOHNSON, [REDACTED]    INDIRECT: COLUMBIA STATE BANK			
INDIRECT: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. ("MERS")			

### Document Details

Back    New Search

Document Number	2020-008305	View Image
Recording Date	08/17/2020 03:21:38 PM	<input type="button" value="PDF"/>
Document Type	Reconveyance	1 Page
Return To	FIRST AMERICAN MORTGAGE SOLUTIONS 1795 INTERNATIONAL WAY IDAHO FALLS, ID 83402	
Consideration	\$0.00	

Click PDF to view

There is a document location fee of \$3.75 for each document unless customer provides document number(s). We will research for you for a fee of \$50.00 per hour. Regular copies are \$0.25 per page. Microfilm copies are \$1.00 per page. There is a minimum charge of \$5.00 on credit/ debit transactions.

If you require a copy to be **certified**, please call our office. Certified copies are \$7.75 for the first page, \$0.25 each additional page.

\*Microfilm certified copies are \$8.50 for the first page and \$1.00 each additional page. *Certified copies must be mailed or picked up to retain authenticity.*

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