

INSTRUCTIONS TO SEARCH AND PURCHASE

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FOLLOW THESE INSTRUCTIONS

LINE BY LINE,

WORD FOR WORD!!!!!!

1. Click on words in blue to acknowledge disclaimer
2. Click the REAL ESTATE tab
3. Drop down box will appear, select SEARCH REAL ESTATE INDEX
(There are several search options. You can search by a date range, by grantor name, by grantee name or instrument/document number if known)
4. Once you have entered your search data, you can hit ENTER, OR you can select SEARCH.
5. To view the document, click on VIEW under the IMAGE column.
The image will appear.
6. On the right side of the screen under the GET A COPY section you can choose to print ALL PAGES or SELECTED PAGES.
7. You will then select ADD TO BASKET.
A box will appear that says "ITEM ADDED TO BASKET."
8. Click OK.
8. Click on VIEW BASKET under the GET A COPY section (next to ADD TO BASKET)
9. At the next screen click on CHECK OUT. This will take you to the screen to enter your payment information.
10. On the payment information screen, click on the credit card you will use.
Then enter information in the fields under PAYMENT INFORMATION.
11. Click NEXT.
REVIEW PAYMENT screen will appear.
12. If all information is correct, check the box "I AM NOT A ROBOT", then select "I AGREE" under the Legal Notice section.
13. Click on PROCESS PAYMENT.
Box will appear that says CONFIRM PAYMENT.
14. Click YES to process payment.
You will then see the DIGITAL RECEIPT PAGE.

DO NOT CLICK "PRINT THIS PAGE"

15. CLICK NEXT
You will then see the screen where you can print your document/pages.
16. Click RETRIEVE.
A box will appear containing the image(s). Above the image you will see an image of a printer.
16. Click the printer and your pages will print.
(you will see wording under the image that says "this site delivers items in PDF format. If your item does not appear in the PDF viewer above, you may download your item.....)

If you are unable to print your copies, CALL THE CLERK'S OFFICE and we will verify your payment then email the copies to you