

HOW TO SEARCH FOR, PRINT, AND/OR DOWNLOAD LAND RECORDS (DEEDS, MORTGAGES, ETC.) USING THE INFODEX (1808-1983) SECTION OF SEARCHIQS IN CORTLAND COUNTY

Using the Infodex Index to find a Book and Page Reference:

1. Navigate to the IQS website at: www.searchIQS.com/nycor
2. Click: “**Search Public Records**”
3. Click: “**Log In As Guest**” [No username nor password is required.]
 - a. [Do NOT fill out the form that appears.]
4. Click: “**Infodex**” (5th option from the right under Cortland County Clerk at top of screen)
5. Scroll to **time frame** and **Grantor** or **Grantee**, based on which would be applicable to the party being searched
 - GRANTOR is the seller/donor
 - GRANTEE is the buyer/recipient

*[For example, if one were doing historic research:
Scroll down to 1808-1877 Grantor (seller)
-OR- 1808-1877 Grantee (buyer)
{Only use Grantor/Grantee options, UNLESS the party for which you are searching IS New York State, a school, a town/village corporation, etc.}]*
6. In the “**Find Name**” box, fill in last name **only**
7. Click “**Search**”
 - i. For example, using the time frame of 1808-1877 Grantee and searching for “Jones”.
 - ii. Scroll down to Jones, Aaron B. (Aaron is the 1st name, and each successive name is the alphabetical list of first names that share that surname.)
 1. Land was bought/received from John Wheeler (Grantor)
 2. The record in question can be found in **Book 8, Page 277**.
 3. **Deed is dated** May 5th, 1844 [1844 5 31] Lot 72 in Solon.

[Lot Numbers are often the Military Lot Number;
this info is not needed for finding a Deed)

**[You will need the Book and Page to find the desired document;
the date and lot will simply help identify the given property.]**

Locating the Document:

8. The Infodex section defaults to a tab titled “**Search by Name**”
9. Click the tab two to the right of “**Search by Name**,”: “**Go To Document**”
10. Fill in “**Go to Book:** _____ **Page:** _____” with the Book and Page numbers retrieved above (for example: Book 8, Page 277)
11. Click the “**Go To Document**” button to the right of the fill-in boxes
 - a. This will bring up the document itself.

- b. To navigate from page to page of the document and the book, use these buttons [**They will not be numbered on the website.**]:



- c. Button 1 will take you to the very first page of the book.
d. Button 2 will take you to the page directly preceding your current page.
e. Button 3 will take you to the page directly following your current page.
f. Button 4 will take you to the very last page of the document.
i. You will likely not need to use buttons 1 and 4.

To Print Documents:

12. Make sure you are on the first page of the document
13. Click the “**Print**” to the right of the navigational buttons
a. Enter the number of pages in your document
b. Click “**OK**”

To Download Documents to Your Computer:

14. Make sure you are on the first page of the document
15. Click the “**Download**” button to the right of the “**Print**” button
a. Enter the number of pages in your document
b. Click “**OK**”

(If you have trouble viewing this website, please phone IQS, 1-800-320-2617 for assistance.)

Phone: (315) 463-1400 | Fax: (315) 463-6202 | E-mail: websupport@iqsworks.com