

Steps to Complete an Official Records Legal Description Search

Citrus County Clerk of Court and Comptroller

Step 1— Visit the Citrus County Clerk of Courts' home page www.citrusclerk.org.

Step 2 — Locate the link to the **Official Records Search** at the bottom of the home page and click this link.



Mission, Vision, & Organizational Values

 Payments

 Property Auctions

 Court Records Search (SCORSS)

 Official Records Search

 Restraining Orders & Injunctions

 BOCCA

Step 3 —A new page with a grey background and several icons to choose from will open. Click the icon of scales with the word “*Legal*” beneath it.

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify

 Name Document Case Number

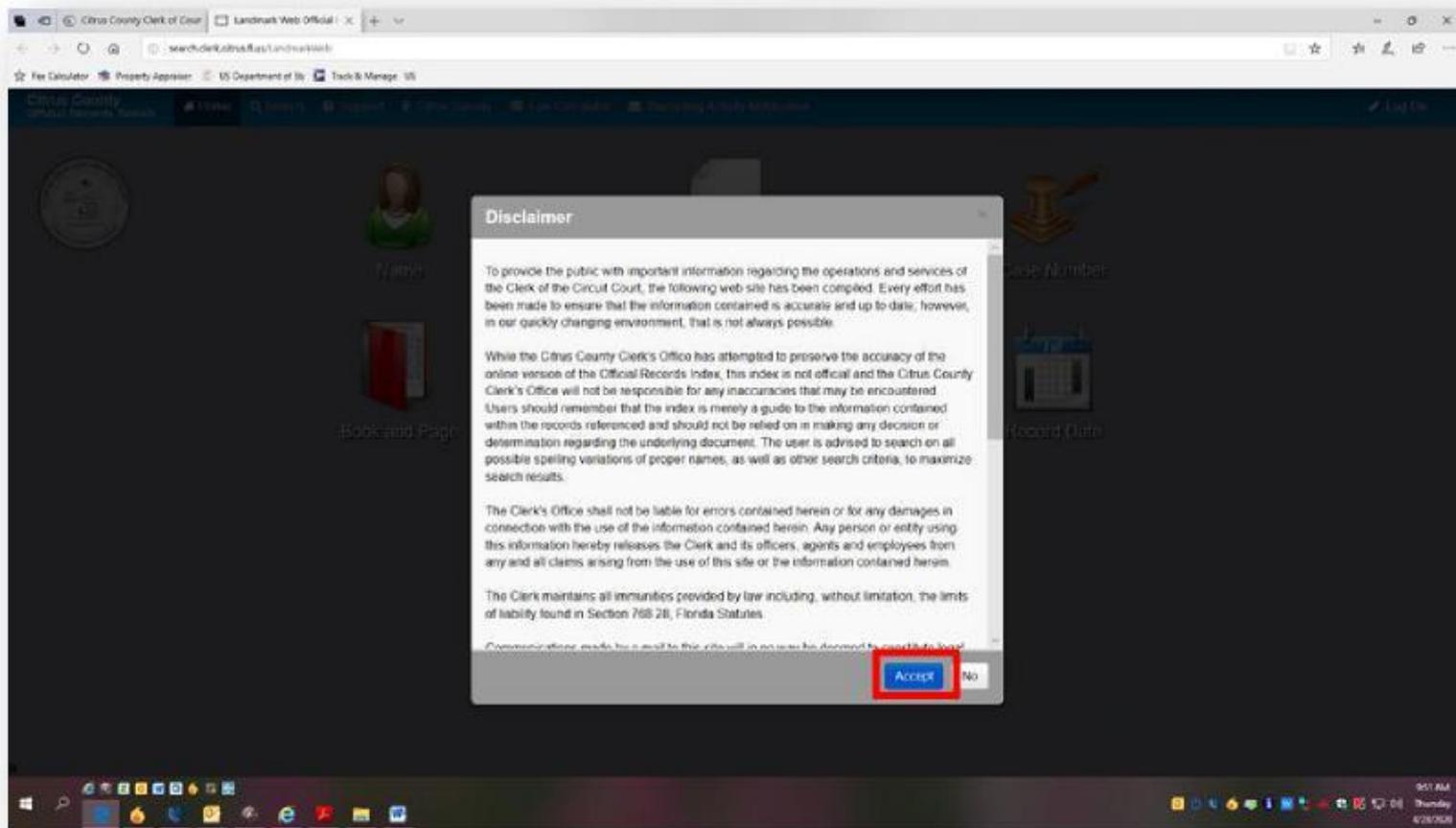
Book and Page Consideration Record Date

Instrument Number **Legal**

Quick Search

- Select an option -

Step 4 — A disclaimer will pop up. After reviewing the disclaimer, click “Accept.”



Step 5 —A new page will open.

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify

Name	Legal *	Contains	
Document Type	Document Type		select
Book/Page	Document Category	All Categories	
Consideration	Begin Date	01/01/1980	Yesterday Today Oldest
Case Number	End Date	05/22/2023	Yesterday Today
Instrument Number		Search the last ... Days	
Record Date		Show first 100 records	
Legal			
Advanced Legal			
Quick Search			

Submit Clear Form Clear All

Instrument Number Verification
Instrument Number verified through
05/18/2023 (2023029285).

Important Information

Help - Legal Search

My List

Step 6 —Click the box “Advanced Legal”

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify

Name	Lot	<input type="text"/>	Block	<input type="text"/>
Document Type	Unit	<input type="text"/>	Subdivision	<input type="text"/>
Book/Page	Description	<input type="text"/>		
Consideration	Document Type	<input type="text"/>	<input type="button" value="select"/>	
Case Number	Document Category	<input type="text" value="All Categories"/>		
Instrument Number	Begin Date	<input type="text" value="01/01/1980"/>	<input type="button" value="15"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/> <input type="button" value="Oldest"/>
Record Date	End Date	<input type="text" value="05/22/2023"/>	<input type="button" value="15"/>	<input type="button" value="Yesterday"/> <input type="button" value="Today"/>
Legal		<input type="text" value="Search the last ... Days"/>		
Advanced Legal		<input type="text" value="Show first 100 records"/>		
Quick Search				

Instrument Number Verification
Instrument Number verified through 05/18/2023 (2023029285).

Step 7 — Type in the details from the legal description connected with the property being searched. Please note: not all legal descriptions will have a Lot, Block, Unit, and Subdivision to enter. Enter what information you do have.

Step 8 — Click “*Submit.*”

The screenshot shows the Citrus County Official Records Search interface. The browser address bar displays the URL: <https://search.citrusclerk.org/LandmarkWeb/search/index?theme=.blue§ion=searchCriteriaLegal&quickSearchSelection=>

The navigation bar includes: Citrus County Official Records Search, Home, Search, Support, Citrus County, Fee Calculator, Recording Activity Notification, and E-Certify.

The search form contains the following fields and options:

- Name**: [Empty]
- Document Type**: [Empty]
- Book/Page**: [Empty]
- Consideration**: [Empty]
- Case Number**: [Empty]
- Instrument Number**: [Empty]
- Record Date**: [Empty]
- Legal**: [Empty]
- Advanced Legal**: [Empty]
- Quick Search**: [Empty]
- Lot**: 1-20
- Block**: E
- Unit**: 6
- Subdivision**: INVERNESS OAK PARK ADD
- Description**: [Empty]
- Document Type**: [Empty] (with a "select" button)
- Document Category**: All Categories
- Begin Date**: 01/01/1980 (with "Yesterday", "Today", "Oldest" buttons)
- End Date**: 05/25/2023 (with "Yesterday", "Today" buttons)
- Search the last ... Days**: [Dropdown menu]
- Show first 100 records**: [Dropdown menu]

On the right side, there are three informational boxes:

- Instrument Number Verification**: Instrument Number verified through 05/22/2023 (2023030054).
- Important Information**: [Red box with warning icon]
- Help - Legal Search**: [Blue box with question mark icon]
- My List**: [Green box with list icon]

At the bottom of the form, there are three buttons: **Submit** (highlighted with a red box), **Clear Form**, and **Clear All**.

Step 9 — Recorded documents from 1980 forward with matching information will populate below. Documents recorded before 1980 are on microfilm. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view documents recorded before 1980.

<https://search.citrusclerk.org/LandmarkWeb/search/index?theme=.blue§ion=searchCriteriaLegal&quickSearchSelection=>

[Citrus County Official Records Search](#)
[Home](#)
[Search](#)
[Support](#)
[Citrus County](#)
[Fee Calculator](#)
[Recording Activity Notification](#)
[E-Certify](#)
[Log On](#)

Name Lot: 1-20 Block: E
Document Type Unit: [input] Subdivision: INVERNESS OAK PARK ADD
Book/Page Description: [input]
Consideration [input] select
Case Number Document Type: [input]
Instrument Number Document Category: All Categories
Record Date Begin Date: 01/01/1980 Yesterday Today Oldest
Legal End Date: 05/25/2023 Yesterday Today
Advanced Legal Search the last ... Days
Quick Search Show first 100 records

[Instrument Number Verification](#)
 Instrument Number verified through 05/22/2023 (2023030054).

[Important Information](#)
[Help - Legal Search](#)
[My List](#)

[Submit](#)
[Clear Form](#)
[Clear All](#)

Results

[Hide Results](#)
[Clear Results](#)
[Print](#)
[Export](#)
Returned 2 records

Your Legal Doc Search for Lot "1-20", Block "E", Subdivision "INVERNESS OAK PARK ADD", Begin Date "1/1/1980", and End Date "5/25/2023" returned the following results:

Displaying 25 records per page

First Previous 1 Next

#	Status	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Instrument #	Legal
1	STANDARD	CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS DALY & ZILCH FLORIDA INC	TO WHOM IT MAY CONCERN	06/25/2010	NOT COMM	OR	2362	1373	2010028389	L: 1-20 Blk: E Sub: INVERNESS OAK PARK ADD

Step 9 — Each record can be clicked on and viewed. There will be an option to print once the document has been opened.

If the message “*Not viewable via the web*” appears, the selected document is a protected document type and not viewable outside of a Citrus County Clerk’s Office. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view this document.

Step 10 — To return to the search results, click the orange button labeled “*Return to Search Results*” located on the top left corner of the screen.

The screenshot displays the Citrus County Official Records Search interface. At the top, a navigation bar includes links for Home, Search, Support, Citrus County, Fee Calculator, Recording Activity Notification, and E-Certify. A red box highlights an orange button labeled "Back to Search/Results" in the top left corner. Below the navigation bar, a document viewer shows a scanned document with the following details:

Document Information:

- Instrument #: 2010028389
- Book/Page: OR 2362 / 1373
- Record Date: 06/25/2010 12:03:33 PM
- Book Type: OR
- Doc Type: NOT COMM
- Page Count: 1
- Grantor: CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS, DALY & ZILCH FLORIDA INC
- Grantee: TO WHOM IT MAY CONCERN
- Name Count: 3
- Legal: ETC
- Case Number: BOARD OF COUNTY COMMISSIONERS
- Doc. Legals: L: 1-20 Blk; E Sub: INVERNESS OAK PARK ADD

The scanned document includes a charge slip from the Citrus County Clerk of the Circuit Court, Betty Strifler, for a recording fee of \$10.00. The slip also contains a barcode and the text "2010028389 1 PG". Below the charge slip is a "NOTICE OF COMMENCEMENT" for a permit in Citrus County, Florida. The notice details the property description, improvement type (interior renovations), owner information (Citrus County Board of County Commissioners), contractor (Daly & Zilch), surety (RLI Insurance Company), and lender information.