Steps to Complete an Official Records Name Search

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.



Step 3 — A new page with a grey background and several icons to choose from will open. Click the icon of a person with the word "*Name*" beneath it.



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



Step 5 — A page with a light grey background will open. Look for the phrase *"Starts With."* Depending on your computer settings, there will be a blank white box either below or beside this phrase.

Records Search	Home Q Search	Support O Citrus Cou	nty 🔳 Fee Calculator 🕿 Recording Activity Notification	🖋 Log On
	lame	Party Type	Both Verification	
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	egal	End Date	4/23/2020 T3 Yesteday Today - Select the Document Type - Select the Document Category - Selec	
	Advanced Legal		Search the lastDays Select / Enter the Begin Date Select / Enter the End Date OR	
	Quick Search		Search the last 7, 30 or 90 days from the dropdown	
			Q Submit X Clear Form X Clear All - Show first 100, 500, 1000 or 2000 records from the dispolar Click Submit	
			My List	

Step 6 — Click into this box and type in the name of the person who is connected with the document being searched. The name should be entered Last Name and then First Name, no punctuation (i.e. Doe John).



Step 7 — Click "Submit."

Step 8 — All of the documents that have been recorded into the Official Records of Citrus County from 1980 forward with that name will now 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.

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esu	lts												
Hold Routh: # Clear Routh: A First If Export wave Search for Name "Sea laber", Document Trans ", Benin Date "Uf11990", and End Date "42320000" returned the following results:											Returned 100 records of 10341		
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			DOE JOHN	FIRST FED CITRUS	CARANNANTE	11/12/1986	LIS PNDN	OR	0719	0249	470220	LN	

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

 If the message "Not viewable via the web" appears, this 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.