

# LANDMARK WEB SERVICES

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## USER GUIDE



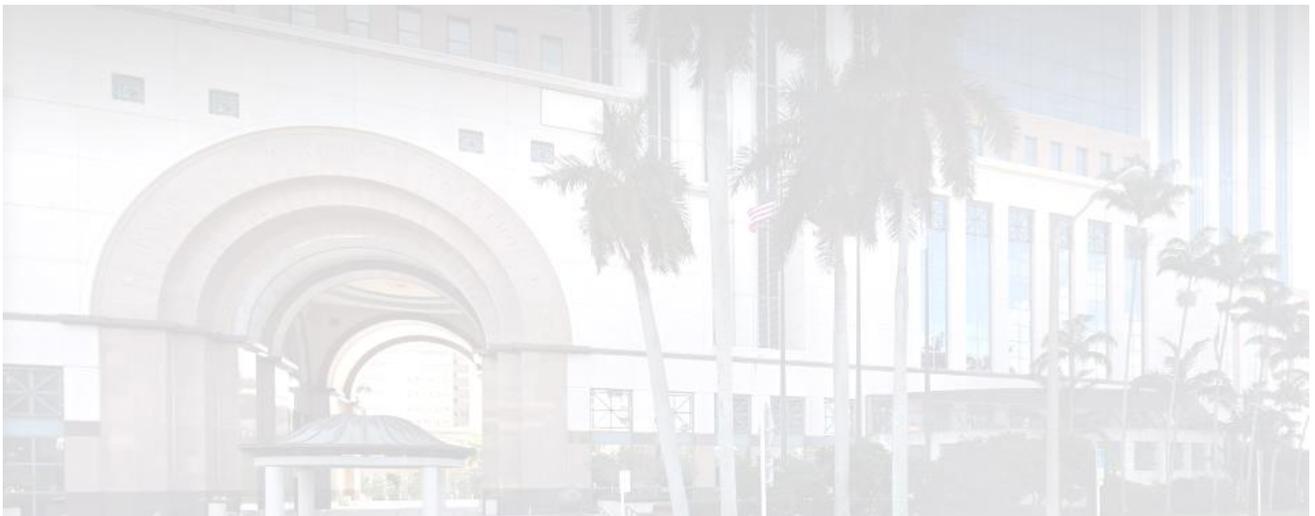
**JOSEPH ABRUZZO**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
PALM BEACH COUNTY



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## Overview

The Clerk of the Circuit Court and Comptroller's office is the guardian of Palm Beach County's Official Records. In this capacity, it is our role to record, store, and make accessible to the public, documents that are included in the Official Records.

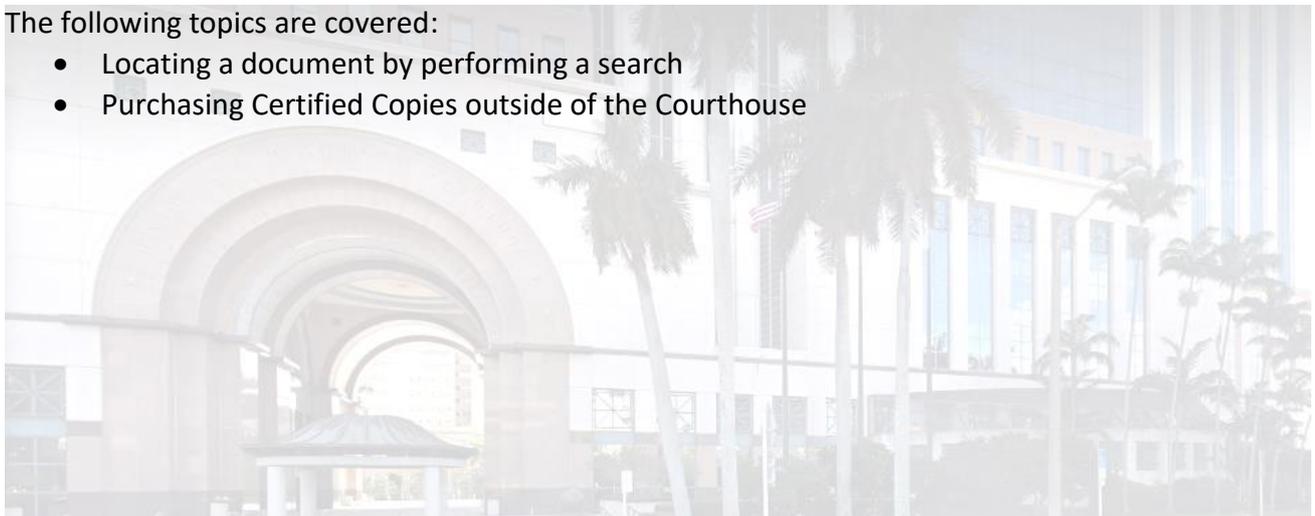
The Clerk of the Circuit Court & Comptroller's Records Service Center assists the public in searching for documents recorded in the Official Record Books of Palm Beach County by name or legal description.

They assist the public by performing simple or complex searches in person, over the telephone or by mail or email request. This guide includes instructions for performing actions in Landmark Web for remote and on-site (internal) users.

## Summary

The following topics are covered:

- Locating a document by performing a search
- Purchasing Certified Copies outside of the Courthouse





## Landmark Web Services & Processing

Landmark Web may be utilized to submit requests for copies of certified or uncertified Official Records. Using specific search information such as the Name, Document Type, Book and Page Number or a combination of various parameters offers the option to pay for and receive copies using a variety of methods.

### Requesting Documents

#### *Performing Searches and Viewing Documents*

When accessing Landmark Web from a location outside of a Branch, copies of documents may be provided using Clerk e-Certify for Official Records, or by printing non-certified copies of documents from within the Landmark Web site. Begin by locating the desired documents using the steps below.

1. Select the applicable search criteria from the **options displayed (a)** on the landing page, utilize the

**Quick Search (b)** drop-down menu, or navigate to the **Search Tab (c)**.

The screenshot displays the search interface. On the left, a 'Name Search' section (labeled 'a') includes a dropdown menu and a text box with instructions: 'Use this search to locate your desired records using a combination of Name ("Smith, John"), Document Type (i.e., Deeds), and Date Range.' In the center, a 'Quick Search' section (labeled 'b') features two dropdown menus and a button: 'I want to see all documents with my name on them'. At the bottom, a navigation bar (labeled 'c') contains 'Home', 'Search', and 'Support' tabs.

2. Read the disclaimer that appears. Click the **Accept** button to continue.

**Disclaimer**

To provide the public with important information regarding the operations and services of the Clerk of the Circuit Court, the following web site has been compiled. Every effort has been made to ensure that the information contained is accurate and up to date; however, in our quickly changing environment, that is not always possible.

While the Palm Beach County Clerk's Office has attempted to preserve the accuracy of the online version of the Official Records Index, this index is not official and the clerk's Office will not be responsible for any inaccuracies that may be encountered. Users should remember that the index is merely a guide to the information contained within the records referenced and should not be relied on in making any decision or determination regarding the underlying document. The user is advised to search on all possible spelling variations of proper names, as well as other search criteria, to maximize search results.

The Clerk's Office shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein. Any person or entity using this information hereby releases the Clerk and its officers, agents and employees from any and all claims arising from the use of this site or the information contained herein.

The Clerk maintains all immunities provided by law including, without limitation, the limits of liability found in Section 768.28, Florida Statutes.

Communications made by e mail to this site will in no way be deemed to constitute legal notice to the Clerk of Circuit Court's office or any of its employees with respect to any...

**Accept** No



### Performing Searches and Viewing Documents (continued)

3. For a Name Search,

A. Enter the **Name** being searched for in the entry field in last name, first name format (**without comma**).

B. Set the date parameter (**Begin and End Date**) or select a time period from the “Search the last... Days” drop-down menu which will update the Begin and End Date fields.

C. Click the **reCaptcha** “I’m not a robot” checkbox and follow the instructions appropriately.

D. Click **<Submit>**.

4. The search results display below the search parameters.

Split View  
  Hide Results  
  Clear Results  
  Print  
  Export  
  Show all legal fields

Your Name Search for Name "smith, john", Book Type "", Document Types "", Begin Date "1/1/2021", and End Date "8/8/2022" returned the following results:

#	Status	Name	Direct Name	Reverse Name	Record Date	Location	Doc Type	Book	Book	Page	Instrument Num	DocLinks	Legal
1	V	SMITH JOHN M	SMITH JOHN M SMITH JORGETTE	MARKET GROUP LLC	01/07/2021	03.46.43.	NOTICE OF COMMENCEMENT	O	32072	01332	20210007234		H V PO
2	V	SMITH JOHN A JR	SMITH JOHN A JR	ADUBATO FRANK ADUBATO JOAN	01/12/2021	16- 21.46.43.	DEED	O	32090	01523	20210015888		SEAG SEAG COND
3	V	SMITH JOHN A JR	MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC HAMILTON GROUP FUNDING INC	SMITH JOHN A JR	02/10/2021	14.44.42.	SATISFACTION	O	32185	01968	20210064586	O 30264/1398	ARBO COND PH11 O 3026



### Submitting an External Request (continued)

To preview multiple results at once, click the plus sign icon in order to add the item to a list. All items are viewable when clicking the My List icon located on the right of the screen above the search results.

#	Status	Search Name	Dir
1	V	SMITH JOHN M	SMI
2	V	SMITH JOHN A JR	SMI

**My List**

- You have no selected documents

Clear Export Print

Viewer Confidentiality Request

**A**

Exports List Items with Search Result Details in an Excel Spreadsheet.

**B**

Removes all items from current list.

**My List**

- NOC/32072/1332
- D/32090/1523

Clear Export Print

Viewer Confidentiality Request

Generates List items in separate webpage with Search Results Details

Generates side-by-side preview of documents in list in a separate webpage.

Creates Confidentiality Request Form.



## Purchasing Certified Copies of Documents

Certified Copies of Official Records may be purchased through e-Certify. A link to access the site to begin a request can be found in two areas. The website navigation toolbar **(A)**, and within the **Important Information – Landmark Web (B)** section of the Search Results page.

The screenshot shows the search results page for e-Certified Documents. The navigation toolbar at the top includes links for Search, Support, Palm Beach County, Palm Beach County Clerk, e-Certified Documents (highlighted with a red box and 'A'), and Property Fraud Alert. The search filters include Name, Party Type, Document Type, Book/Page, Consideration, Case Number, Instrument Number, Parcel ID, Record Date, Legal, Advanced Legal, Quick Search, Marriage, and Abstract. The search criteria are: Party Type: Both; Name: Starts With smith john; Book Type: All Books; Document Type: [select]; Document Category: All Categories; Begin Date: 01/01/2021; End Date: 08/08/2022. The search results section on the right includes an Instrument Number Verification box and an Important Information box. The Important Information box contains the text: 'For technical assistance click on Support. For other questions or to learn more about additional services such as FTP subscriptions and service requests, contact the Records Service Center at (561) 355-2932. Order e-Certified copies online.' The 'Order e-Certified copies online.' link is highlighted with a red box and 'B'. Below the Important Information box is a Help - Name Search button.

1. Click either link to navigate to the Clerk e-Certify website.
2. Select **Palm Beach County** from the County list drop-down menu.



4. Check **I understand and accept the Terms and Conditions** box.
5. Click **Continue Searching**.

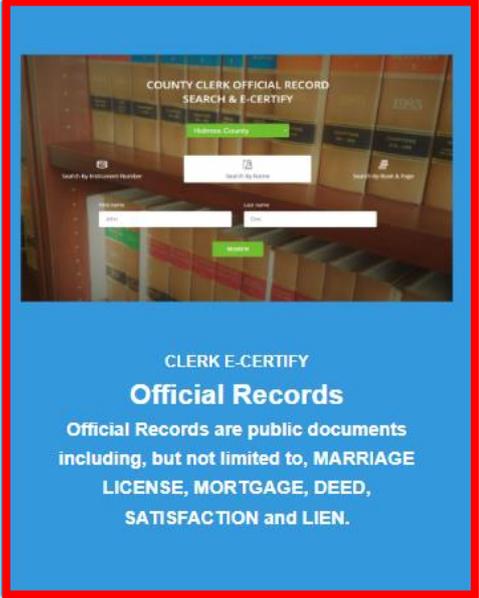
The screenshot shows the Terms and Conditions box and the Continue Searching button. A red box highlights the 'I understand and accept the Terms and Conditions' checkbox, which is checked. Below the checkbox is a green button labeled 'CONTINUE SEARCHING'.



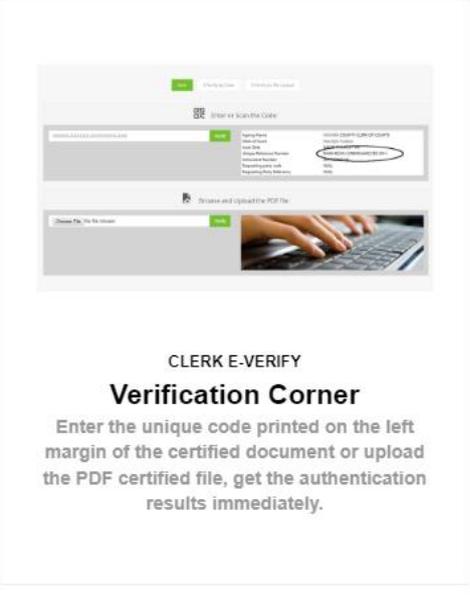
## Purchasing Certified Copies of Documents Continued

6. Select the **Official Records** option.

### Welcome to Palm Beach County Clerk



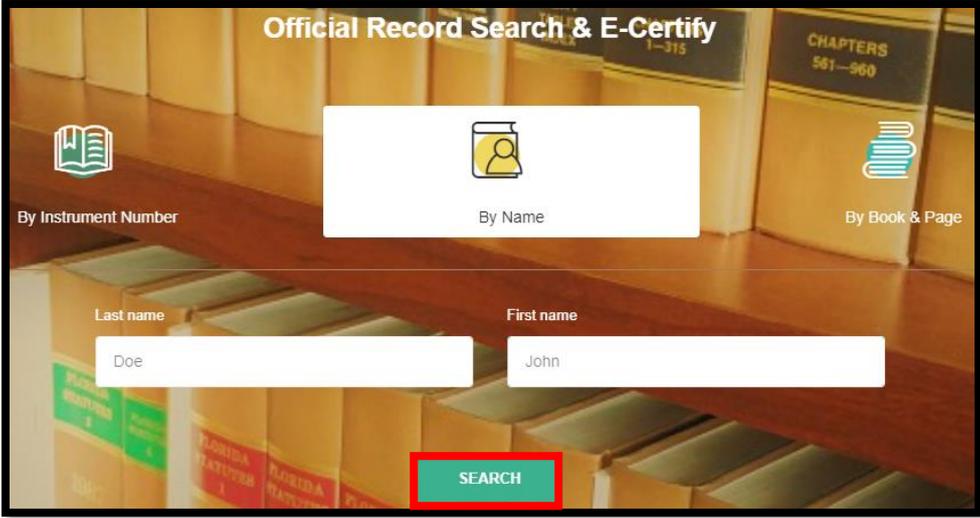
**CLERK E-CERTIFY**  
**Official Records**  
Official Records are public documents including, but not limited to, **MARRIAGE LICENSE, MORTGAGE, DEED, SATISFACTION and LIEN.**



**CLERK E-VERIFY**  
**Verification Corner**  
Enter the unique code printed on the left margin of the certified document or upload the PDF certified file, get the authentication results immediately.

7. Select a Search Criteria option (*Instrument Number, Name, or Book & Page*).

8. Click **Search**.



**Official Record Search & E-Certify**

By Instrument Number

By Name

By Book & Page

Last name

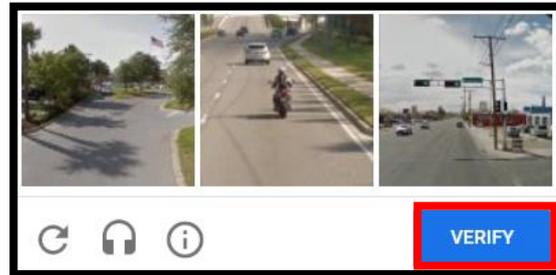
First name

**SEARCH**



## Purchasing Certified Copies of Documents Continued

9. If prompted, complete Captcha Verification and click **Verify**.



10. Locate the appropriate document from the displayed Search Results. To preview the document, click the PDF icon in the Action column.

Search Result for Official Records (2868)						
ACTION	INSTRUMENT NO.	RECORDED DATE	NAME	DESCRIPTION	BOOK NO.	PAGE
	3465913	10/4/1993	SMITH JOHN	LIS PENDENS	2430	2087

Details of the document display along with a Preview of the Official Record. If the selected document is the appropriate document, click **<Add to Cart>**.

### DOCUMENT SUMMARY

- Instrument No: 19750086381
- Document Description: FINANCING STATEMENTS (UCC'S)
- Recorded Date: 9/12/1975 12:00:00 AM
- Legal Description:
- Book No: 2456
- Page No: 583
- Total Page Count: 1
- Amount: \$0

### ABOUT THE GRANTOR/GRANTEE

Direction	Name
TO	DOMESTIC FINANCE CORP DEL BCH
FROM	SMITH LEE VANT & OLIVIA L

**Add document to the cart**

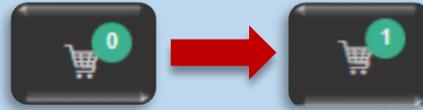
(The e-certified documents will not bear a watermark. Please wait until the image has finished loading and then add it to the cart.)

**ADD TO CART**

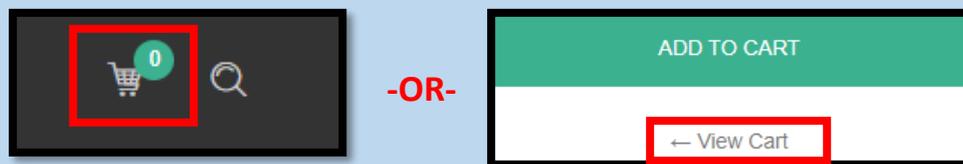


## Purchasing Certified Copies of Documents Continued

For each document added, the number of items increases in the Shopping Cart.



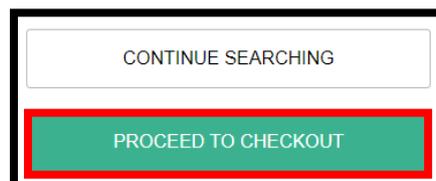
11. To check out items in the Shopping Cart, click the **Shopping Cart icon** at the top right of the screen, or the **← View Cart** Link below the Add to Cart button.



12. Enter the desired Quantity to populate the final total.

1 SHOPPING CART				2 CONTACT INFORMATION		3 PAYMENT & REVIEW	
DOCUMENT	STATUTORY FEE	SERVICE FEE	QTY				
 MORTGAGE Instrument #: 19680017425 Date: 8/17/2022 3:46:34 PM County: Palm Beach County Clerk	\$2.00	\$6.00	1		<b>SUMMARY</b> Order Total \$8.00 <i>* An additional processing fee will apply.</i>		
					<b>CONTINUE SEARCHING</b>		

13. Click **Proceed to Checkout**.





### Purchasing Certified Copies of Documents Continued

14. Enter the First Name, Last Name, Phone Number and Email of the customer purchasing the document(s).

First Name \*

Last Name \*

Phone Number

**\*IMPORTANT:** Enter a valid email address. Certified Documents will be sent to the email address entered on this form.

Email \*

Confirm Email \*

**ORDER SUMMARY**

1 item(s) in cart

Subtotal	\$8.00
Estimated Processing Fees	\$0.28
<b>Order Total</b>	<b>\$8.28</b>

**Frequently Asked Questions**

What payment methods can I use?

What if I am not the cardholder?

15. Click **I Agree, Proceed to Payment.**

**I AGREE, PROCEED TO PAYMENT**

16. Acknowledge the External payment provider reminder by clicking **OK.**

Amount:

Service Fee:

Grand Total:

[Click here to print your receipt](#)

You will be transferred to the credit card payment system to enter your credit card information. Once you have completed the payment process, please press "Return" to view and download your certified documents.



## Purchasing Certified Copies of Documents Continued

**Note: There is a 3.5% service fee added to the total of the transaction.**

### Payment Information

Clerk E-Certify :	\$24.00
<b>Variable Fee 3.5% :</b>	<b>\$0.84</b>
Total Payment:	\$24.84

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**Contact Info and Billing address** [Edit](#)

Email: customerone@gmail.com

Phone: 5613552996

Address : 205 N DIXIE HWY  
WEST PALM BEACH  
FL-33404  
US

[Cancel Payment](#)

17. Enter payment information and click **Continue**.

### Contact Information

Email  Phone

### Billing address

Country  Address

Address2  City

State  Zip

[Continue](#)



### *Purchasing Certified Copies of Documents Continued*

18. Click the relevant **Payment Method**.

The screenshot shows a white box titled "Payment Method" with a dark blue header. Below the header are two dark blue buttons with white text and right-pointing chevrons: "Credit Card" and "Google Pay".

19. Enter the payment method details and select the relevant payment details in order to submit payment.

The screenshot shows a white box titled "Payment Method" with a blue header. Below the header is a blue bar with a white chevron and the text "Credit Card". Underneath are three input fields: "Card number" with the value "1111 2222 3333 4444", "Expiry date" with the placeholder "MM/YY", and "CVC / CW" with the value "123". Below these is a "Cardholder name" field with the value "J. Smith". At the bottom is a blue button with the text "Pay with Credit Card".



## Appendix

### *E-Certified Documents Available through External Vendors*

The eRecording vendors have implemented a feature for their customers, enabling them to make electronic payments for and **receive electronically certified documents**. To utilize this service, customers must complete the registration process with the designated vendors to eRecord their documents.

#### Vendor's Contact Information

Simplifile's \* 800-460-5657 \* <https://simplifile.com>

EPN \* 888-325-3365 \* <https://goepn.com>

CSC \* 866-650-0111 \* <https://scglobal.com>

Note: The document type for eRecording may vary depending on the vendor.

## *Questions? Need help?*



### **LANDMARK WEB**

Give us a call  
SERVICE CENTER  
(561) 355-6720



### **ALL OTHER ISSUES**

E-Mail us

[erecordinfo@mypalmbeachclerk.com](mailto:erecordinfo@mypalmbeachclerk.com)