Land Records (12 hours)

The intent of this two-day course is to explain the process of the statutes relating to the registration of property. Participants spend time studying legal descriptions and different types of conveyances, performing a tract platting exercise, and learning how to use the tract index by doing their own indexing of platted and unplatted land entries.

Credit Hours (12) count toward:

County Assessor Certification
County Clerk Basic Certification
County Treasurer Advanced II Certification

Testimonials from Participants:

- Really liked mapping the un-platted legals.
- Learning how to locate legal descriptions on a map
- Very interesting and informative class
- Loved hearing the history part—helps me to understand how the legal descriptions came about and why they are done the way they are
- Understanding types of instruments and legal descriptions.
- Enjoyed the hands-on exercises.
- Learning how section and townships are determined along base and meridian lines

Course Outline

I. History of Land Acquisition
II. Duties of the County Clerk
III. Filing Procedures
IV. Types of Conveyances, Ownerships, and Documents
V. Legal Descriptions
VI. Maps, Plats, and County Roads
   A. Filing
   B. What is Required
VII. Resources (Appendices) for Future Use
VIII. Practical Exercises