

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