

CIC REMOTE ACCESS

PRINTING

VERSION 6.0.01.001



This document will cover the features and functions available in the Remote Access Printing Portal (RAP). RAP allows you to view Register of Deeds’/Recorder’s document details and images. You may also print or download documents. Please check with the county’s Register of Deeds’/Recorder’s office for any usage documents or payment they may require.

Signing On

Navigate to the web address the County has given you. This may be a link directly to the RAP website or to their own website. Once you click on the RAP link, the sign-on screen will appear. Type in the credentials you were given by the County, and enter the security code. Press “Enter” or click the “Login” button.

 **RMIS Instrument Search Subscriber Access Log In**

Please enter your Subscriber Login ID and Password

Subscriber Login

Login ID:

Password:

User Validation

For user verification, please enter the number displayed into the box below.

 Note: If you cannot read the numbers in the above image, refresh the page to generate a new one.

Enter the Code shown above:

Disclaimer

The Finney County Register of Deeds Office presents the information on this web site as a service to the public. All official records are maintained in the Register of Deeds office. We have tried to ensure that the information contained on this web site is accurate. The Register of Deeds office makes no warranty or guarantee concerning the accuracy or reliability of the content at this site or at other sites to which we link. Assessing accuracy and reliability of information is the responsibility of the user. The Register of Deeds Office shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

The information obtained from the information on this web site can not be used for prohibited purposes as set out in the Kansas Open Records Act.

Please note that we have taken heightened security measures to protect Social Security Numbers, etc. Under the new security measures we will be able to identify everyone who logs onto the Recorded Document Search, which computer was used, and which document was viewed. Users must comply with the Kansas Open Records Statute, K.S.A. 45-230.

Please be advised that K.S.A. 45-230 provides:

*No person shall knowingly sell, give or receive, for the purpose of selling or offering for sale, any property or service to persons listed therein, any list of names and addresses contained therein, or derived from public records.

Any person who uses this information for the purpose of selling or offering for sale, any property or service to persons identified therein may be in violation of this provision and subject to a \$300 fine for each violation. Further, each and every person using this site, hereby certifies to the Register of Deeds that he/she is not using the web site for said purposes.

Client Information

By accessing this site, certain computer and web browser information may be collected and stored with above information.

Acceptance

By continuing, you agree to the terms outlined in the Disclaimer, and have read the excerpt from K.S.A. 45-230.

After the Login ID and Password are entered, the RMIS Instrument Search Criteria screen appears. You have several options to choose from when searching for documents:

- **Book and Page:** If you know the Book and Page or Document Number, you can use it to search.
- **Instrument Type:** If you are searching for a certain document type, it is best to put in a date range or other parameter to limit the number of results that are returned.
- **Dates Recorded:** Search by date the document was recorded.
 - **NOTE:** Documents take one day to upload into the system, so documents filed the day prior to your search may not be in the system.
- **Party Name:** Search by Party name.
 - **NOTE:** If you choose “Name Starts With,” the search results will return everyone whose name contains the sequence of letters entered.
- **Platted Property:** Search by Subdivision, Block, and/or Lot.
- **Unplatted Property:** Search by Section/Township/Range.

The screenshot shows the 'RMIS Instrument Search Criteria' web form. It is divided into four main sections:

- Instrument Criteria:** Includes fields for Book-Page, Instrument Type (dropdown), Instr. Type Code, Date Recorded (range), Mortgage Amt. (range), Receipt #, SVQ Number, and SVQ Exemption.
- Party Criteria:** Includes Party Name, Party Type (dropdown), and a checkbox for 'Name Starts With'.
- Platted Property Criteria:** Includes Subdivision (dropdown), Block, Lot/Unit (range), and radio buttons for 'Search All Lots', 'Search Even Lots', and 'Search Odd Lots'. It also has fields for 'Mates/Notes' and 'Parcel Pin #'.
- Unplatted Property Criteria:** Includes a grid for Section, Township, Range, and Quarter, with a 'Gov Lot' field below.

Once you’ve entered your search parameters, click the “Find Now” button at the bottom of the page. If you wish, you can choose some other options prior to pressing “Find Now.”

You can control the number of lines of information returned in the search results.

Search Options

Display one (1) party name per instrument(s) found.

Display all matching names for the instrument(s) found.

Display all party information per instrument(s) found.

Search Options:

- **Display one party name per instrument(s) found:** The results will display one line of information about the document.
- **Display all matching names for the instrument(s) found:** The results will display all matching names for the instruments.
- **Display all party information per instrument(s) found:** The results will display all parties associated with the document. This setting brings back multiple lines in the results for the same document.

Once you click “Find Now,” your results will display, as shown in the following image:

Welcome Admin [Log Out](#)

RMIS Search Results

9 of 9 records found. Query: [tblInstr],[TCode] LIKE 'D,W'[[tblInstr],[RecDateTime] BETWEEN '1/1/2019 12:00:00 AM' AND '1/4/2019 11:59:59 PM']

Select	Details	Document Image	SVQ Image	Name	Document Type	Recorded On	Book-Page:	Legals	Parcel Number	Pin No	Consideration	SVQ No	Refer To Docs	Comment
<input type="checkbox"/>	View	View	View	Grantee-JAYNA L MORGAN	DEED-WARRANTY DEED	1/2/2019	337-23	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01- 02-				23782		LOTS 1 & 2 REQUEST#: 3483
<input type="checkbox"/>	View	View	View	Grantee-GREENE PROPERTIES LLC	DEED-WARRANTY DEED	1/2/2019	337-29	Subdivision:STEVENS, JA ADDN Blocks:34 Lots:02- 03-04- 05- 06-				23784		S 27' LOT 2 & ALL LOTS 3-6 REQUEST#: 3485
<input type="checkbox"/>	View	View	View	Grantor-DANIEL L BAILES	DEED-WARRANTY DEED	1/2/2019	337-32	Subdivision:MCALLISTER'S 1ST BROAD ACRES Blocks:01 Lots:06- 07- 08- 09-				23785		LOTS 6, 7, 8 & S 25' LOT 9 REQUEST#: 3487
<input type="checkbox"/>	View	View	View	Grantor-JUAN SEPULVEDA	DEED-WARRANTY DEED	1/3/2019	337-34	Subdivision:TOWNS RIVERVIEW SOUTH SUB CORR/TRACTS = BLOCKS Blocks:03 Lots:11D-				23786		LOT 11D
<input type="checkbox"/>	View	View	View	Grantor-GARDEN CITY FARM EQUIPMENT INC	DEED-WARRANTY DEED	1/3/2019	337-43	Subdivision:FARNSWORTH E A TRACTS Blocks:00 Lots:01- 02- 03- S-T-R:11-24-33W				23788		REQUEST#: 3490
<input type="checkbox"/>	View	View	View	Grantee-CINDEE SASSAMAN	DEED-WARRANTY DEED	1/3/2019	337-44	Subdivision:EAST CAMBRIDGE SQ PHASE TWO (BLK 1) Blocks:01 Lots:20-				23789		LOT 20
<input type="checkbox"/>	View	View	View	Grantee-DANNA R GREENLEE	DEED-WARRANTY DEED	1/4/2019	337-48	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-				23791		LOT 1 REQUEST#: 3492
<input type="checkbox"/>	View	View	View	Grantor-HARVEY J DEMEL	DEED-WARRANTY DEED	1/4/2019	337-56	S-T-R:7-23-32W						E/2 INCL. 12/5% MINERALS
<input type="checkbox"/>	View	View	View	Grantor-HARVEY J DEMEL	DEED-WARRANTY DEED	1/4/2019	337-57	S-T-R:11-24-33W						SW/4 INCL. 1/2 MINERALS

You may also filter your results or print the results screen. Check the boxes in the “Select” column next to the documents you would like to filter and click “Filter Selected.”

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RMIS Search Results

Filter Selected Print Results Search Again

9 of 9 records found. Query: [tblInstr],[TCode] LIKE 'D.W'[[tblInstr],[RecDate]Time] BETWEEN '1/1/2019 12:00:00 AM' AND '1/4/2019 11:59:59 PM'

Select	Details	Name	Document Type	Recorded On	Book-Page	Legals	Parcel Number	Pin No	Consideration	SVQ No	Refer To Docs	Comment
<input checked="" type="checkbox"/>	View	Grantee-JAYNA L MORGAN	DEED-WARRANTY DEED	1/2/2019	337-23	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01-02-				23782		LOTS 1 & 2 REQUEST#: 3483
<input type="checkbox"/>	View	Grantee-GREENE PROPERTIES LLC	DEED-WARRANTY DEED	1/2/2019	337-29	Subdivision:STEVENS, JA ADDN Blocks:34 Lots:02-03-04-05-06-				23784		S 27' LOT 2 & ALL LOTS 3-6 REQUEST#: 3485
<input type="checkbox"/>	View	Grantor-DANIEL L BAILES	DEED-WARRANTY DEED	1/2/2019	337-32	Subdivision:MCALLISTER'S 1ST BROAD ACRES Blocks:01 Lots:06-07-08-09-				23785		LOTS 6, 7, 8 & 5 25' LOT 9 REQUEST#: 3487
<input type="checkbox"/>	View	Grantor-JUAN SEPULVEDA	DEED-WARRANTY DEED	1/3/2019	337-34	Subdivision:TOWNS RIVERVIEW SOUTH SUB CORR/TRACTS = BLOCKS Blocks:03 Lots:11D-				23786		LOT 11D
<input checked="" type="checkbox"/>	View	Grantor-GARDEN CITY FARM EQUIPMENT INC	DEED-WARRANTY DEED	1/3/2019	337-43	Subdivision:FARNSWORTH E A TRACTS Blocks:00 Lots:01-02-03- S-T-R:11-24-33W				23788		REQUEST#: 3490
<input type="checkbox"/>	View	Grantee-CINDEE SASSAMAN	DEED-WARRANTY DEED	1/3/2019	337-44	Subdivision:EAST CAMBRIDGE SQ PHASE TWO (BLK 1) Blocks:01 Lots:20-				23789		LOT 20
<input checked="" type="checkbox"/>	View	Grantee-DANNA R GREENLEE	DEED-WARRANTY DEED	1/4/2019	337-48	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-				23791		LOT 1 REQUEST#: 3492
<input type="checkbox"/>	View	Grantor-HARVEY J DEMEL	DEED-WARRANTY DEED	1/4/2019	337-56	S-T-R:7-23-32W						E/2 INCL. 12/5% MINERALS
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RMIS Search Results

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3 of 9 records found.

Select	Details	Name	Document Type	Recorded On	Book-Page	Legals	Parcel Number	Pin No	Consideration	SVQ No	Refer To Docs	Comment
<input type="checkbox"/>	View	Grantee-JAYNA L MORGAN	DEED-WARRANTY DEED	1/2/2019	337-23	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01-02-				23782		LOTS 1 & 2 REQUEST#: 3483
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<input type="checkbox"/>	View	Grantee-DANNA R GREENLEE	DEED-WARRANTY DEED	1/4/2019	337-48	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-				23791		LOT 1 REQUEST#: 3492

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Click “Details” to see the document details. From this screen, you may also click “Display Image” to see the image associated with the document. You can also choose to start a new search or go back to results. **NOTE:** You may go directly to the document image by clicking in the “Document Image” column in your results.

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RMIS Detail Results for Instrument 337-23

[Print Friendly Version](#) [Search Again](#) [Back to results](#) [Display Image](#) [Dislay SVQ](#)

[←](#) [→](#)

General Information

Instrument Type	Book-Page	Receipt #	Indebtedness	Reception Date	Pages	Date Signed	Doc Date	Return Date
DEED-WARRANTY DEED	337-23	201900004	\$0.00	1/2/2019	2		01/02/2019	01/02/2019

Party Information

Party Type	Name
Grantor	JON K FORT
Grantor	PATSY A FORT
Grantee	JOSEPH M MORGAN
Grantee	JAYNA L MORGAN

Platted Parcel Information

Plat Code	Lot	Thru Lot	Block	Parcel	Note	Consideration	Control No.	Key No.	Pin No.	Metes & Bounds
HIGHLANDS EQUESTRIAN ADDITION	01		01							
HIGHLANDS EQUESTRIAN ADDITION	02		01							

Return Address

Return Address	Comments
FIRST AMERICAN TITLE INSURANCE 1100 SUPERIOR AVENUE, SUITE200 CLEVELAND, OH 44114	LOTS 1 & 2 REQUEST#: 3483

This index information is for search purposes only. You may request a copy or certified copy of any document listed from the Registrar of Deeds Office.

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RMIS Search Results

[Filter Selected](#) [Print Results](#) [Search Again](#)

3 of 9 records found.

Select	Details	Name	Document Type	Recorded On	Book-Page	Legals	Parcel Number	Pin No	Consideration	SVQ No	Refer To Docs	Comment
<input type="checkbox"/>	View	Grantee-JAYNA L MORGAN	DEED-WARRANTY DEED	1/2/2019	337-23	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01-02-				23782		LOTS 1 & 2 REQUEST#: 3483
<input type="checkbox"/>	View	Grantor-JUAN SEPULVEDA	DEED-WARRANTY DEED	1/3/2019	337-34	Subdivision:TOWNS RIVERVIEW SOUTH SUB CORR/TRACTS = BLOCKS Blocks:03 Lots:11D-				23786		LOT 11D
<input type="checkbox"/>	View	Grantee-DANNA R GREENLEE	DEED-WARRANTY DEED	1/4/2019	337-48	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-				23791		LOT 1 REQUEST#: 3492

1

You can also export a CSV file or a zipped package of the results screen. A CSV file will export an Excel-like spreadsheet of instrument details. A package will export the images associated with the results of your search. When you click either button, you will be prompted to download the file to your computer.

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RMIS Search Results

Filter Selected | Print Results | Search Again

9 of 9 records found. Query: [tblInstr].[TCode] LIKE 'D,W'[[tblInstr].[RecDate] BETWEEN '1/1/2019 12:00:00 AM' AND '1/4/2019 11:59:59 PM']

Select	Details	Document Image	SVQ Image	Name	Document Type	Recorded On	Book Page	Legals	Parcel Number	Pin No	Consideration	SVQ No	Refer To Docs	Comment
<input type="checkbox"/>	View	View	View	Grantee-JAYNA L MORGAN]	DEED-WARRANTY DEED	1/2/2019	337-23	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01- 02-				23782		LOTS 1 & 2 REQUEST#: 3483
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<input type="checkbox"/>	View	View	View	Grantor-JUAN SEPULVEDA]	DEED-WARRANTY DEED	1/3/2019	337-34	Subdivision:TOWNS RIVERVIEW SOUTH SUB CORR/TRACTS = BLOCKS Blocks:03 Lots:11D-				23786		LOT 11D
<input type="checkbox"/>	View	View	View	Grantor-GARDEN CITY FARM EQUIPMENT INC]	DEED-WARRANTY DEED	1/3/2019	337-43	Subdivision:FARNSWORTH E A TRACTS Blocks:00 Lots:01- 02- 03- S-T-R:11-24-33W				23788		REQUEST#: 3490
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<input type="checkbox"/>	View	View	View	Grantee-DANNA R GREENLEE]	DEED-WARRANTY DEED	1/4/2019	337-48	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-				23791		LOT 1 REQUEST#: 3492
<input type="checkbox"/>	View	View	View	Grantor-HARVEY J DEMEL]	DEED-WARRANTY DEED	1/4/2019	337-56	S-T-R:7-23-32W						E/2 INCL 12/5% MINERALS
<input type="checkbox"/>	View	View	View	Grantor-HARVEY J DEMEL]	DEED-WARRANTY DEED	1/4/2019	337-57	S-T-R:11-24-33W						SW 4 INCL 1/2 MINERALS

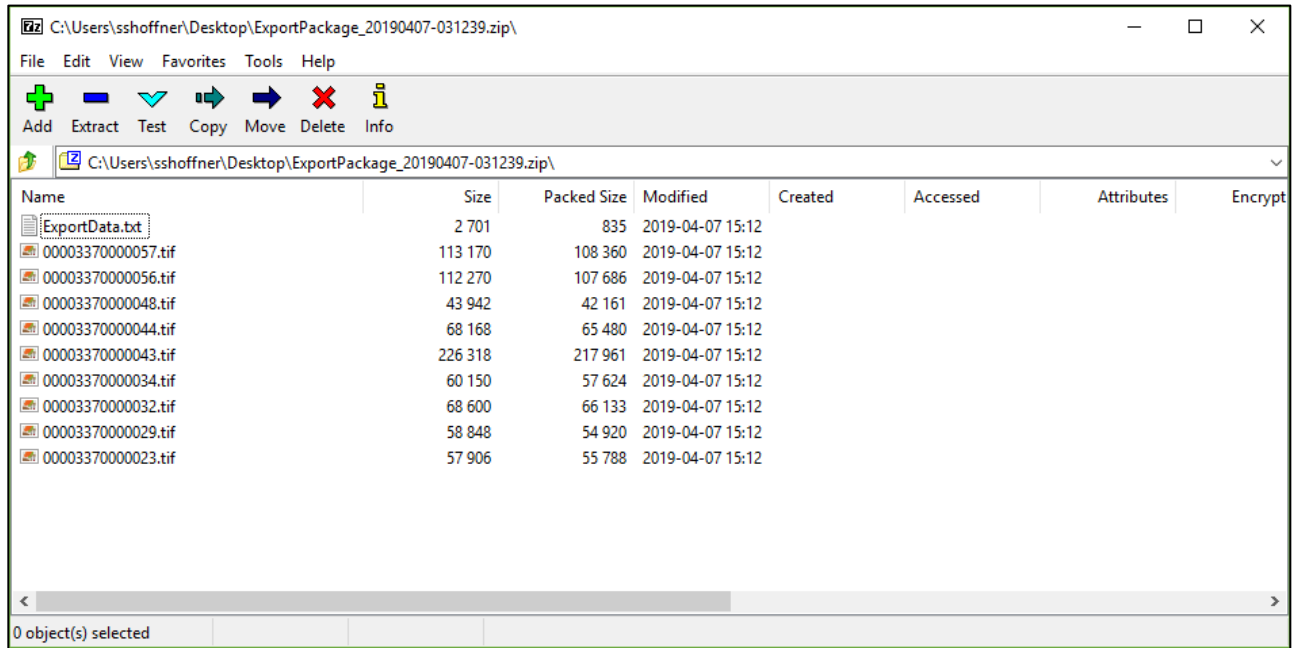
1

Export CSV File | Export CSV Package

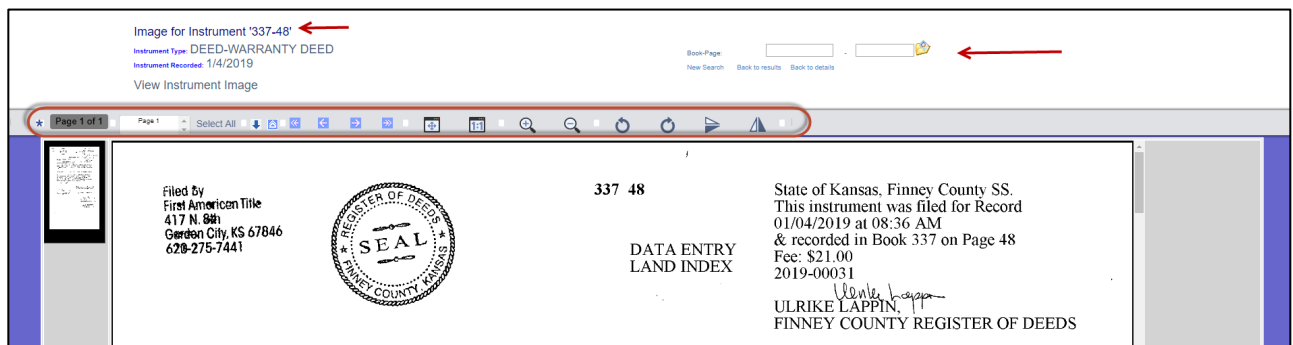
An example CSV:

J	A	B	C	D	E	F	G	H	I	J
1	OrigDocumentId	IntUserVisible	IntDocumentTypeCode	IntDocumentTypeDesc	InstrID	PartyName	DocumentTypeDesc	RecordedOn	DocumentID	LegalDesc
2	337000023	TRUE	D,W	DEED-WARRANTY DEED	337000023	Grantee-JAYNA L MORGAN]	DEED-WARRANTY DEED	1/2/2019 0:00	0000337-000023	Subdivision:HIGHLANDS EQUESTRIAN ADDITION Blocks:01 Lots:01- 02-
3	337000029	TRUE	D,W	DEED-WARRANTY DEED	337000029	Grantee-GREENE PROPERTIES LLC]	DEED-WARRANTY DEED	1/2/2019 0:00	0000337-000029	Subdivision:STEVENS, JA ADDN Blocks:34 Lots:02- 03- 04- 05- 06-
4	337000032	TRUE	D,W	DEED-WARRANTY DEED	337000032	Grantor-DANIEL L BAILES]	DEED-WARRANTY DEED	1/2/2019 0:00	0000337-000032	Subdivision:MCALLISTER'S 1ST BROAD ACRES Blocks:01 Lots:06- 07- 08- 09-
5	337000034	TRUE	D,W	DEED-WARRANTY DEED	337000034	Grantor-JUAN SEPULVEDA]	DEED-WARRANTY DEED	1/3/2019 0:00	0000337-000034	Subdivision:TOWNS RIVERVIEW SOUTH SUB CORR/TRACTS = BLOCKS Blocks:03 Lots:11D-
6	337000043	TRUE	D,W	DEED-WARRANTY DEED	337000043	Grantor-GARDEN CITY FARM EQUIPMENT INC]	DEED-WARRANTY DEED	1/3/2019 0:00	0000337-000043	Subdivision:FARNSWORTH E A TRACTS Blocks:00 Lots:01- 02- 03- S-T-R:11-24-33W
7	337000044	TRUE	D,W	DEED-WARRANTY DEED	337000044	Grantee-CINDEE SASSAMAN]	DEED-WARRANTY DEED	1/3/2019 0:00	0000337-000044	Subdivision:EAST CAMBRIDGE SQ PHASE TWO (BLK 1) Blocks:01 Lots:20-
8	337000048	TRUE	D,W	DEED-WARRANTY DEED	337000048	Grantee-DANNA R GREENLEE]	DEED-WARRANTY DEED	1/4/2019 0:00	0000337-000048	Subdivision:CHAPPEL HEIGHTS FIRST ADDITION Blocks:04 Lots:01-
9	337000056	TRUE	D,W	DEED-WARRANTY DEED	337000056	Grantor-HARVEY J DEMEL]	DEED-WARRANTY DEED	1/4/2019 0:00	0000337-000056	S-T-R:7-23-32W
10	337000057	TRUE	D,W	DEED-WARRANTY DEED	337000057	Grantor-HARVEY J DEMEL]	DEED-WARRANTY DEED	1/4/2019 0:00	0000337-000057	S-T-R:11-24-33W

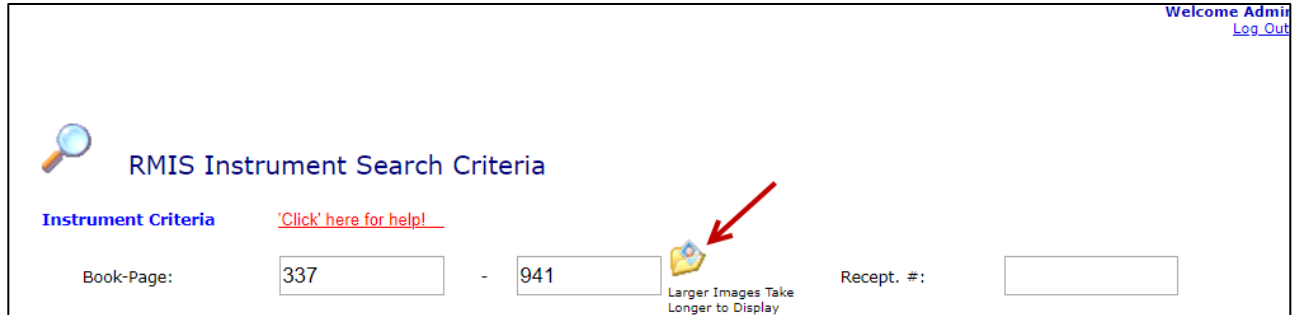
An example Package:




When you wish to view the image, click on the link in the “Document Image” column next to the document that you wish to view. The image will appear. The image view contains several controls that allow you to print, select pages, download, and/or manipulate the image (e.g. flip or mirror-image the document). On the left side of the screen are thumbnails of all the pages in the instrument. By using the book and page field at the top right of the screen, you may put in another book and page, click the yellow folder, and you will be taken to that image. You can also return to your results, go back to details, or search again.




You can also perform a direct-to-image search. Anywhere there is a small yellow folder icon, you can enter your search criteria and click the yellow folder to be taken directly to the document images. **NOTE:** This will not bring up any data entered into the system. It will merely bring up the image(s) associated with the document.



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 **RMIS Instrument Search Criteria**

[Instrument Criteria](#) [Click here for help!](#)

Book-Page: - 
Larger Images Take Longer to Display

If you have any issues, please contact the CIC Helpdesk at (800) 437-7457 and choose option 1 so that a support ticket can be entered for you. CIC Support Staff will be happy to help you resolve any issues or answer any questions you may have.