REGISTRATION INFORMATION

Please follow the steps below to sign up, download, install and test the software. After testing, monies must be placed on county(s) prior to performing searches.

INSTALLATION PROCEDURES

1. Go to www.lackawannacounty.org
2. Proceed to the Recorder of Deeds webpage
3. Choose "Landex Remote Application"
4. Click on Sign Up Now
5. Complete the sign-up form
6. Read agreement and submit information
7. Download software
8. Receive email with User ID
9. Download and install software
10. Start software
11. Run test searches on demo database
12. Return to www.landex.com/remote and add money to specific county(s).

For further information, please proceed to the Support/FAQ page.

Questions? Please call the OSS Information Line at (717) 274-5890 —Option#4 for Remote Support.

OPTICAL STORAGE SOLUTIONS, INC.

This program is operated, directed and administered by Optical Storage Solutions Inc. under the direct auspices of Lackawanna County. OSS is the supplier of the LANDEX – Land Record Image and Information Management System currently in use by the Recorder of Deeds Office.

PA Counties Currently Using LANDEX Remote

Blair	Luzerne
Bradford	Monroe
Bucks	Northampton
Carbon	Northumberland
Clearfield	Perry
Columbia	Somerset
Cumberland	Sullivan
Franklin (02/09)	Susquehanna
Lackawanna	Tioga
Lebanon	Washington
Lehigh	York

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Lackawanna County Recorder of Deeds
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Scranton, PA 18503
570-963-6775
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www.lackawannacounty.org

Lackawanna County Recorder of Deeds

Landex Remote Access

Online Records

Evie Rafalko McNulty
Recorder of Deeds

COUNTY INFORMATION

The Lackawanna County Recorder of Deeds Office is pleased to offer computer access to its official records database. The Lackawanna County database includes:
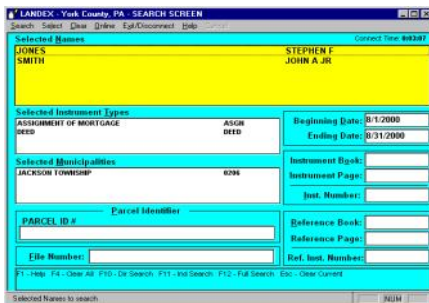
Index Data:	Images:
1976 to Present	1878 to Present

Prior documents can be researched in reverse order. The current deed should contain the recording information from the previously recorded deed on the property.

SEARCHING CAPABILITIES

Searches may be performed by any combination of the following fields. Information available and data layout will vary from county to county.

1. Name
2. Recorded date
3. Book and page number
4. Instrument type
5. Instrument number
6. Municipality
7. Reference instrument
8. File number, if available
9. Parcel Number, if available.

PAYMENT INFORMATION

After installing and testing the software, subscribers are required to establish and maintain a debit account balance. This is performed via the Add Money link on the web site. Your user ID and password is required each time money is added.

The cost is 10 cents for each minute the user is on-line and connected to the county and 5 cents for each page that is downloaded. All printing is performed to a local printer, therefore, there is no cost for prints.

A minimum of $25 is required per credit card transaction. This money may be placed on multiple counties as long as the total is at least $25. Account balances are never credited because of inactivity.

Credit card payment is accepted for immediate access. Payment in the form of a check may be submitted, but will take a few days to be processed.
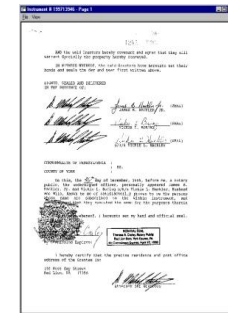
Account statements of connection time may be retrieved. The user must be connected to a county. Click on the Get Statement menu to produce the report..

www.lackawannacounty.org

Proceed to the link on the Recorder of Deeds Web Page

SEARCH INSTRUCTIONS

Functionality of the program is practically identical to the Landex Retrieval module in our office. Screen presentations may differ due to variations in subscribers' monitor sizes.

A Help manual is available from the main screen of the Landex Remote program. Prior to connecting to a county, click on the Help menu and then click on Contents. An entire manual is available with complete instructions on performing searches, printing reports, and viewing images.

Subscribers are recommended to perform some test searches on the demo database. This database allows 30 free minutes of connection time to learn how to perform a search.

SYSTEM

PC minimum computer configuration:

- Windows version 95 or higher
- 32 megabytes of RAM
- 10 megabytes of free hard disk space
- Connection to the internet via an internet service provider
- If the PC has a firewall installed, it may disable access to the county information. A port may need to be opened.