



# LANDMARK USER INSTRUCTION

Mobile County's Landmark Web provides several ways to search recorded documents from 1813 to present. Our documents are indexed and can be searched (depending on time frame) by name, document type, book and page numbers, record date, instrument number and legal description

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## REGISTERING A LANDMARK ACCOUNT AND LOGGING ON

To search our records, you must have a user account.

If you have a user account, please skip to step 5 for log on instructions.

1. To create a Landmark account click the link below to navigate to the “Log On” screen.

<https://benchmark.probate.mobilecountyal.gov/LandmarkWeb/Account/LogOn>

2. Click the “Register New Account” button, circled in red in the image below:

**Mobile County**  
Official Records Search

Home Search Support Mobile County Fraud Alert

## Log On

Please enter your Email Address / User Name and Password.

**Account Information**

User Name

Password

Log On

I Forgot My Password **Register New Account**

3. Enter the required information, which is represented by the blue boxes, as well as the Turing Test answer, to prove you are not a robot. If you wish to fill out the non-required information, you may do so now as well. Then, click “Sign Up.” You will be redirected to the “Log On” screen.

## Register New Account

Account Information

E-Mail:

Confirm E-Mail:

Company Name:

First Name:

Last Name:

Password:

Confirm Password:

Phone:

Address Line 1:

Address Line 2:

City:

State:

Zip:

Email Purchases Receipts

How much is the sum?  
 $65 + 8 = ?$

- Next, you will need to verify your email. Log into your email account to find the email from "**Mobile County Landmark Web.**" This email will contain a blue link that says "Click here to validate." An example email is shown below. This link will redirect you to the "Log On" screen.

**Mobile County Landmark Web** <donotreply@probate.mobilecountyal.gov>  
to me ▾

Click this link to validate the account

[Click here to validate](#)

Once validated, a second email will arrive indicating your account is ready for use.

- Enter your email address in the box under "User Name." Enter your password in the box under "Password" and select the blue "Log On" button. This will direct you to the "Home Page"

## Log On

Please enter your Email Address / User Name and Password.

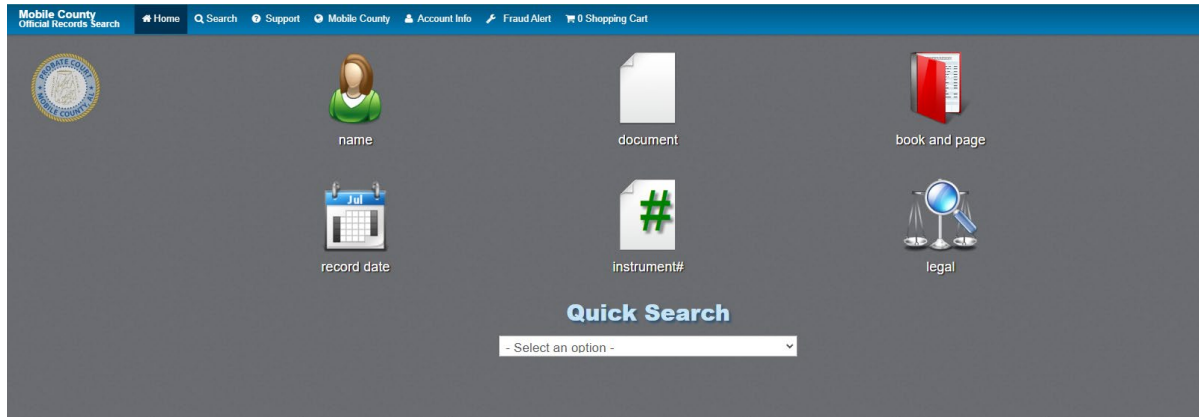
Account Information

User Name

Password

## THE HOME PAGE

The home page lists the search options provided. These include name, document, book and page, record date, instrument#, and legal. There is also a quick search option that allows you to find all documents that include a specific name. To begin searching documents, select one of the search options.

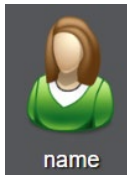


**Please note:** Once you select a search option a disclaimer will appear, please read it. If you accept the disclaimer select "Accept," and you will be directed to the search page. If you do not accept the disclaimer select "No," however, if you do not accept the disclaimer you will be directed back to the "Home" page and will not be able to continue until you "Accept" the disclaimer.

## NAME SEARCH

A name search can be used to locate records using a combination of a name, document type, and date range. There is an example image at the bottom of this section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

1. To perform a "Name Search," select the "name" icon.



2. Change the "Name\*" search method from "Starts With" to "Contains," as shown in the image below in box 2.
3. When searching a common name, it is suggested to enter last name followed by first name as shown in the image below in box 3. **NOTE: Do not use commas (,) or braces ({} ) as punctuation.**
4. To search within a specific time frame use the "Begin Date" and "End Date," as shown in the image below in box 4. **NOTE: Dates must be entered in "MM/DD/YYYY" format. For example, January 1, 2000 would be entered "01/01/2000"**
5. When satisfied with the search parameters select the blue "Submit" button as shown in the image below in box 5. This will return any document that contains the name in either the "Grantor(s)" or "Grantee(s)" field.
6. Use the column filters, as shown in the image below in box 6, to further improve results. Each column has a field above it to enter keywords to search current results.

**TIP: Less information returns more results. If you are unable to find a document using first and last name, try using last name only and use the column filter to search variations of the first name.**

**TIP: Organization names should be entered exactly as recorded.**



The screenshot displays the Name Search interface. The search criteria are as follows:

- Name: Smith John (boxed 3)
- Name\*: Contains (boxed 2)
- Begin Date: 01/01/1813 (boxed 4)
- End Date: 06/17/2024 (boxed 4)
- Submit button (boxed 5)

The results section shows a table with the following data:

#	Status	Search Name	Grantor(s)	Grantee(s)	Record Date	Doc Type	Doc Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	Add to Cart	V	SMITH JOHN	CROW ALEXANDER M SMITH JOHN	10/27/1903	DEED	D	0106	0150				1

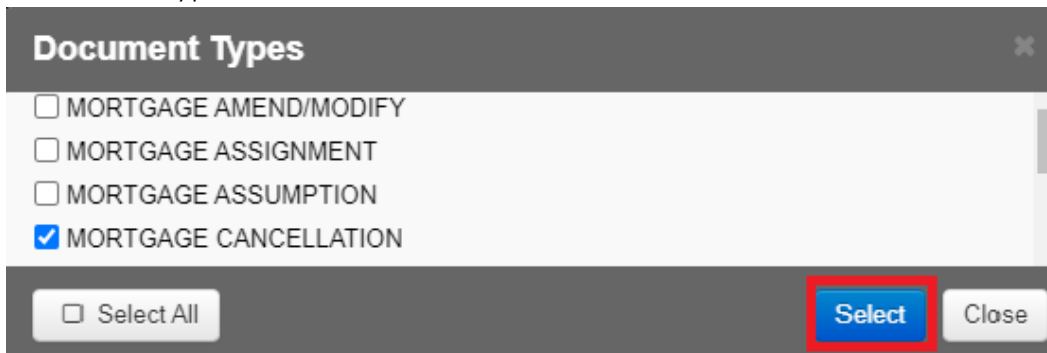
## DOCUMENT SEARCH

Search documents by Document Type (i.e., Deeds) and Date Range. There is an example image at the bottom of this section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

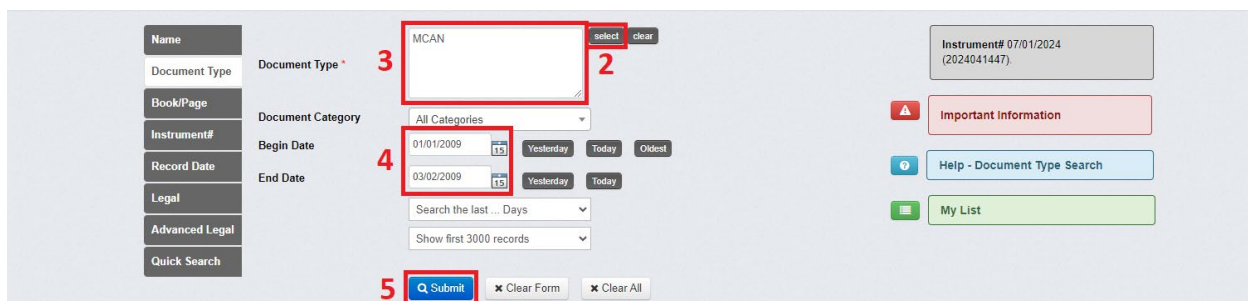
1. To perform a "Document Type Search," select the "document" icon.



2. Select "select," as shown in box 2 below, to choose the document type(s). Then, a new window will appear with options for document types. Once one or more document types are selected, click "Select" as shown below.

A dialog box titled "Document Types" with a close button (X) in the top right. It contains four checkboxes: "MORTGAGE AMEND/MODIFY", "MORTGAGE ASSIGNMENT", "MORTGAGE ASSUMPTION", and "MORTGAGE CANCELLATION". The "MORTGAGE CANCELLATION" checkbox is checked. At the bottom, there is a "Select All" button, a "Select" button (highlighted with a red box), and a "Close" button.

3. If you already know the Document Type Code you may type it into the "Document Type\*" box. In the example below the search type is a "Mortgage Cancellation" which has a code of "MCAN" as shown below in box 3.
4. Narrow the search by selecting the dates you wish to search within, as shown below in box 4.
5. Once satisfied with the search parameters, select "Submit," as shown in box 5.
6. Use the column filters, as shown in the image below in box 6, to further improve results. Each column has a field above it to enter keywords to search current results, some examples are provided in the image below.

A screenshot of a search interface. On the left is a sidebar with filters: Name, Document Type, Book/Page, Instrument#, Record Date, Legal, Advanced Legal, and Quick Search. The main area has a "Document Type\*" field (box 3) containing "MCAN" with a "select" button (box 2) and a "clear" button. Below it are "Begin Date" and "End Date" fields (box 4) with date pickers and "Yesterday/Today" buttons. There are also "Search the last ... Days" and "Show first 3000 records" dropdowns. At the bottom are "Submit" (box 5), "Clear Form", and "Clear All" buttons. On the right, there is an "Instrument#" field, an "Important information" alert, a "Help - Document Type Search" button, and a "My List" button.

### Results

Returned 2,795 records of 2795

Hide Results Clear Results Print Export

Your Document Search for Document Types "MCAN", Begin Date "1/1/2009", and End Date "3/2/2009" returned the following results:

Displaying 100 records per page

First Previous 1 2 3 4 5 ... 28 Next

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	Add to Cart	V	REGIONS BANK	HAMMON	03/02/2009	MORTGAGE CANCELLATION	LR	6500	0011	2009012898	MORTGAGE BOOK: 6057 PAGE: 1602	1

## BOOK AND PAGE SEARCH

Search documents for all official records by Book and Page Numbers. There is an example image at the bottom of this section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

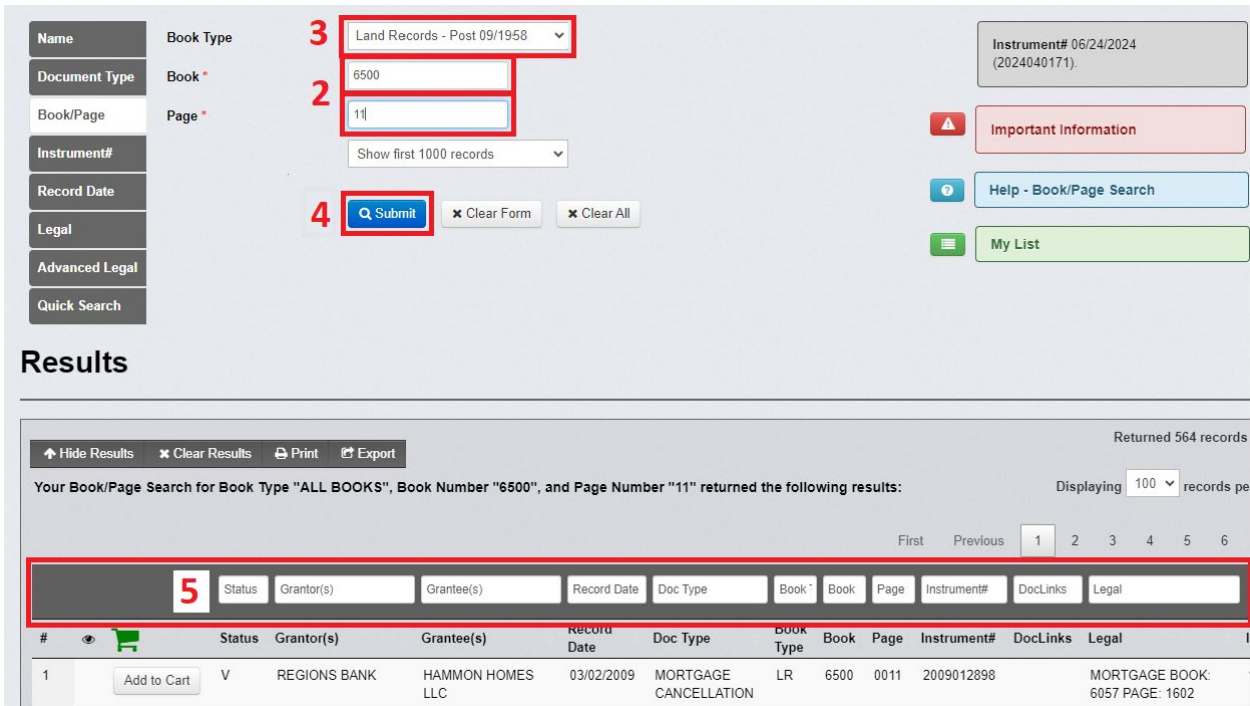
1. To perform a "Book and Page Number Search," select the "book and page" icon



2. Enter the "Book\*" number and the "Page\*" number as shown in the image below in box 2. Both of these fields are required.

**TIP: Enter "1" in the page field to return all pages for that book.**

3. If unsure of the page number, changing the "Book Type" can limit results as shown in the image below in box 3.
4. When satisfied with the search parameters select the blue "Submit" button as shown in the image below in box 4.
5. Use the column filters, as shown in the image below in box 5, to further improve results. Each column has a field above it to enter keywords to search current results.



The screenshot shows the search interface with the following elements:

- Search Criteria:**
  - Book Type: Land Records - Post 09/1958 (labeled 3)
  - Book #: 6500 (labeled 2)
  - Page #: 11 (labeled 2)
  - Show first 1000 records
  - Submit button (labeled 4)
  - Clear Form and Clear All buttons
- Right Side Navigation:**
  - Instrument# 06/24/2024 (2024040171)
  - Important Information
  - Help - Book/Page Search
  - My List
- Results Section:**
  - Returned 564 records
  - Displaying 100 records per page
  - Navigation: First, Previous, 1, 2, 3, 4, 5, 6
  - Column filters (labeled 5): Status, Grantor(s), Grantee(s), Record Date, Doc Type, Book, Book, Page, Instrument#, DocLinks, Legal
  - Table with 12 columns: #, Status, Grantor(s), Grantee(s), Record Date, Doc Type, BOOK Type, Book, Page, Instrument#, DocLinks, Legal

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	BOOK Type	Book	Page	Instrument#	DocLinks	Legal
1	V	REGIONS BANK	HAMMON HOMES LLC	03/02/2009	MORTGAGE CANCELLATION	LR	6500	0011	2009012898		MORTGAGE BOOK: 6057 PAGE: 1602



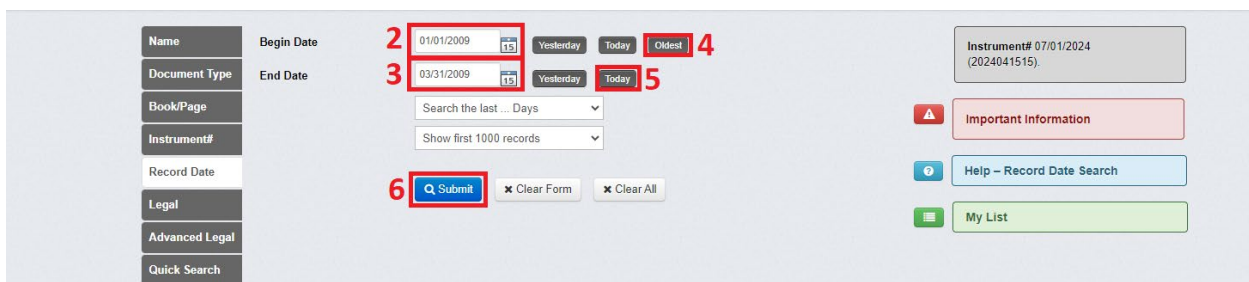
## RECORD DATE

Search documents by the date they were recorded. There is an example image at the bottom of the section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

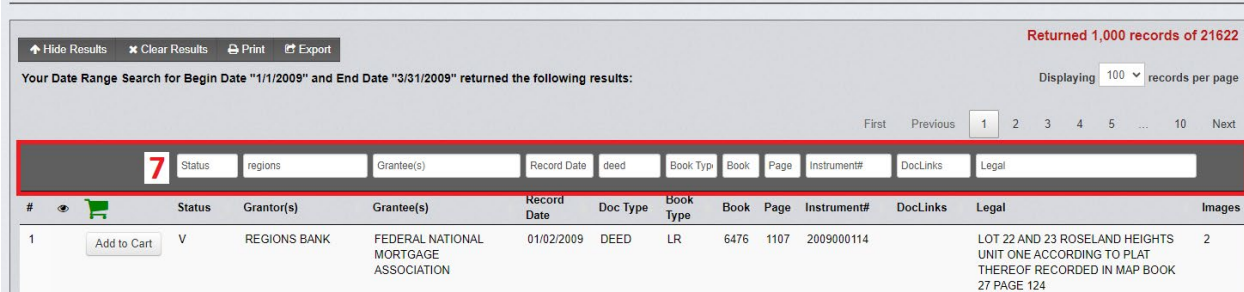
1. To perform a "Record Date Search," select the "record date" icon



2. Select a "Begin Date," as shown in the image below in box 2.
3. Select an "End Date," as shown in the image below in box 3.
4. To reset "Begin Date" select "Oldest," as shown in the image below in box 4.
5. To reset "End Date" select "Today," as shown in the image below in box 5.
6. Once satisfied with the result criteria, select "Submit," as shown in the image below in box 6.
7. Use the column filters, as shown in the image below in box 7, to further improve results. Each column has a field above it to enter keywords to search current results, some examples are provided in the image below.

A screenshot of a search interface. On the left is a sidebar with menu items: Name, Document Type, Book/Page, Instrument#, Record Date, Legal, Advanced Legal, and Quick Search. The main area contains search criteria: 'Begin Date' with a date field '01/01/2009' (boxed 2) and buttons 'Yesterday', 'Today', 'Oldest' (boxed 4); 'End Date' with a date field '03/31/2009' (boxed 3) and buttons 'Yesterday', 'Today' (boxed 5); a 'Search the last ... Days' dropdown; and a 'Show first 1000 records' dropdown. At the bottom are 'Submit' (boxed 6), 'Clear Form', and 'Clear All' buttons. On the right, there is an 'Instrument# 07/01/2024 (2024041515)' field, an 'Important Information' alert, a 'Help - Record Date Search' button, and a 'My List' button.

## Results



Returned 1,000 records of 21622

Hide Results Clear Results Print Export

Your Date Range Search for Begin Date "1/1/2009" and End Date "3/31/2009" returned the following results:

Displaying 100 records per page

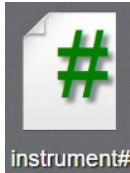
First Previous 1 2 3 4 5 ... 10 Next

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	V	REGIONS BANK	FEDERAL NATIONAL MORTGAGE ASSOCIATION	01/02/2009	DEED	LR	6476	1107	2009000114		LOT 22 AND 23 ROSELAND HEIGHTS UNIT ONE ACCORDING TO PLAT THEREOF RECORDED IN MAP BOOK 27 PAGE 124	2

## INSTRUMENT NUMBER SEARCH

Search documents by Instrument Number or Clerk File Number, both are a ten (10) digit number unique to the record. There is an example image at the bottom of the section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

1. To perform an "Instrument Number Search," select the "instrument#" icon

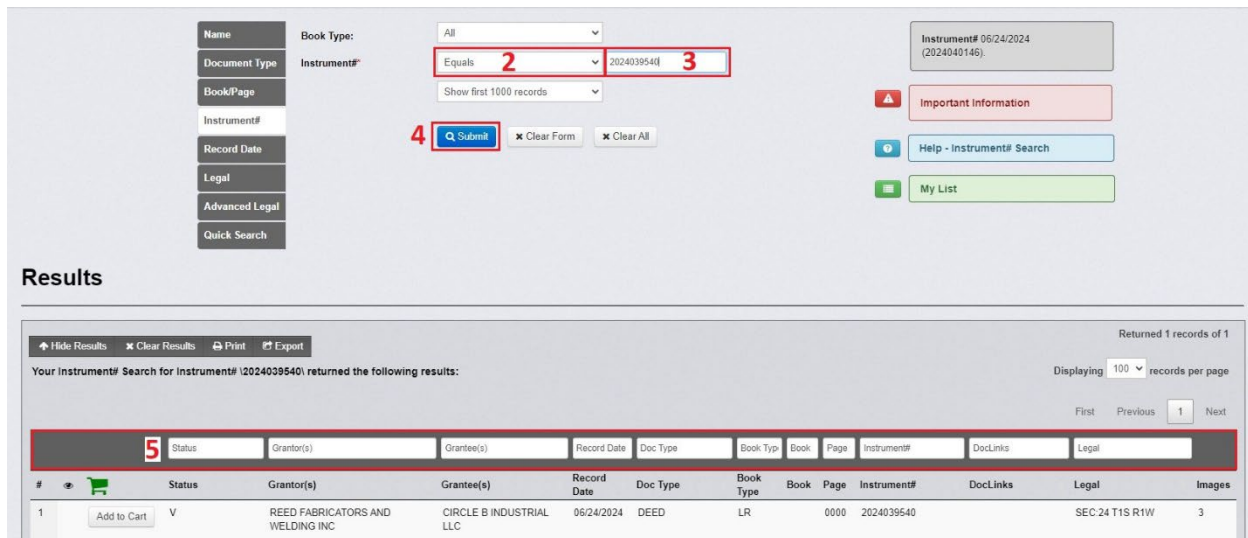


2. Change the "Instrument#\*" search method from "Greater Than or Equals To" to "Equals," as shown in the image below in box 2.
3. Enter the ten (10) digit instrument or clerk filing number, as shown in the image below in box 3.

**NOTE: This format applies to documents recorded January 1, 1984 to present.**

4. When satisfied with the search parameters select the blue "Submit" button as shown in the image below in box 4.
5. Use the column filters, as shown in the image below in box 5, to further improve results. Each column has a field above it to enter keywords to search current results.

**NOTE: There should only be one result if using a specific instrument number.**



**Results**

Returned 1 records of 1

Displaying 100 records per page

First Previous 1 Next

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	V	REED FABRICATORS AND WELDING INC	CIRCLE B INDUSTRIAL LLC	06/24/2024	DEED	LR		0000	2024039540		SEC-24 T1S R1W	3

## LEGAL DESCRIPTION SEARCH

Use this search to locate your desired records using Legal Terms, Document Type, and Date Range. This is recommended for subdivision names and lot numbers. There is an example image at the bottom of the section. Each box has a number associated with it that corresponds to the instruction number that describes that feature.

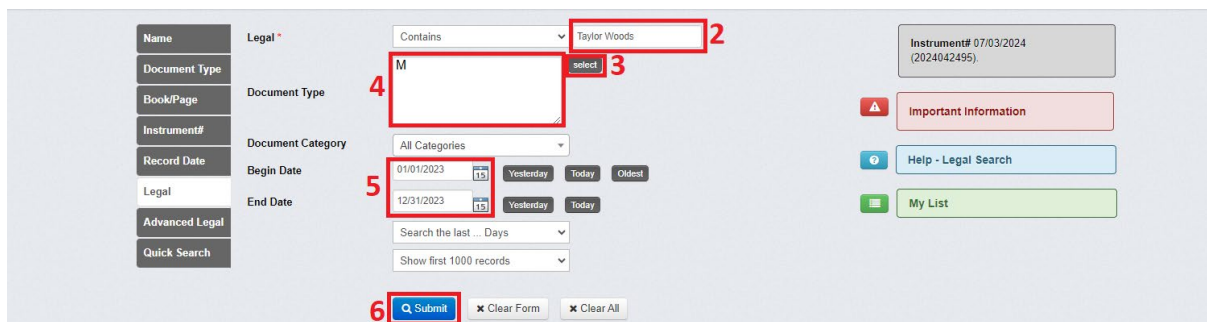
1. To perform a "Legal Description Search," select the "legal" icon.



2. In the "Legal\*" field, enter the subdivision name, as shown in the image below in box 2. This can be the entire name or just part of the name.
3. Select "select," as shown in box 3 below, to choose the document type(s). Then, a new window will appear with options for document types. Once one or more document types are selected, click "Select" as shown below.



4. If you already know the Document Type Code you may type it into the "Document Type" box. In the example below the search type is a "Mortgage" which has a code of "M" as shown below in box 4.
5. If desired, a "Begin Date," or an "End Date," as shown in the image below in box 5, can be entered to narrow results.
6. When satisfied with the search parameters select the blue "Submit" button as shown in the image below in box 6.
7. Use the column filters, as shown in the image below in box 7, to further improve results. Each column has a field above it to enter keywords to search current results.



### Results

Returned 6 records of 6

Your Legal Search for Legal "Taylor Woods", Document Types "", Begin Date "1/1/2023", and End Date "12/31/2023" returned the following results:

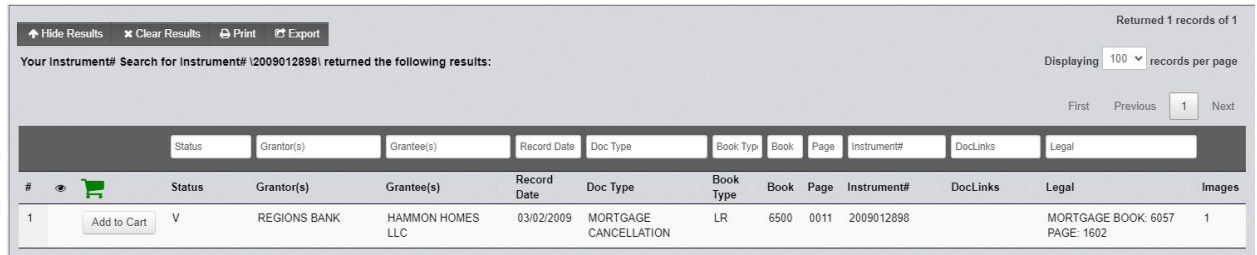
Displaying 100 records per page

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	V	POPE DAVID R HOBSON LETTICE N	PRITCHETT NICHOLAS M	02/16/2023	DEED	LR	0000	2023008124			L:50 SUB:TAYLOR WOODS PH:II BK:103 PG:123	2

## PURCHASING A DOCUMENT

Once the preferred document has been found it can be purchased for viewing.

1. To purchase a document follow the steps outlined in step a **or** step b.
  - a. To add a document to the cart select "Add to Cart" as shown in the image below. Once selected the "Add to Cart" button will change to "In Cart" as shown in the second image below.

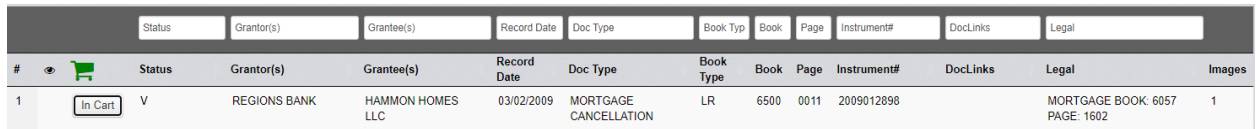


Returned 1 records of 1  
Displaying 100 records per page  
First Previous 1 Next

#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	V	REGIONS BANK	HAMMON HOMES LLC	03/02/2009	MORTGAGE CANCELLATION	LR	6500	0011	2009012898		MORTGAGE BOOK: 6057 PAGE: 1602	1

Buttons: Hide Results, Clear Results, Print, Export

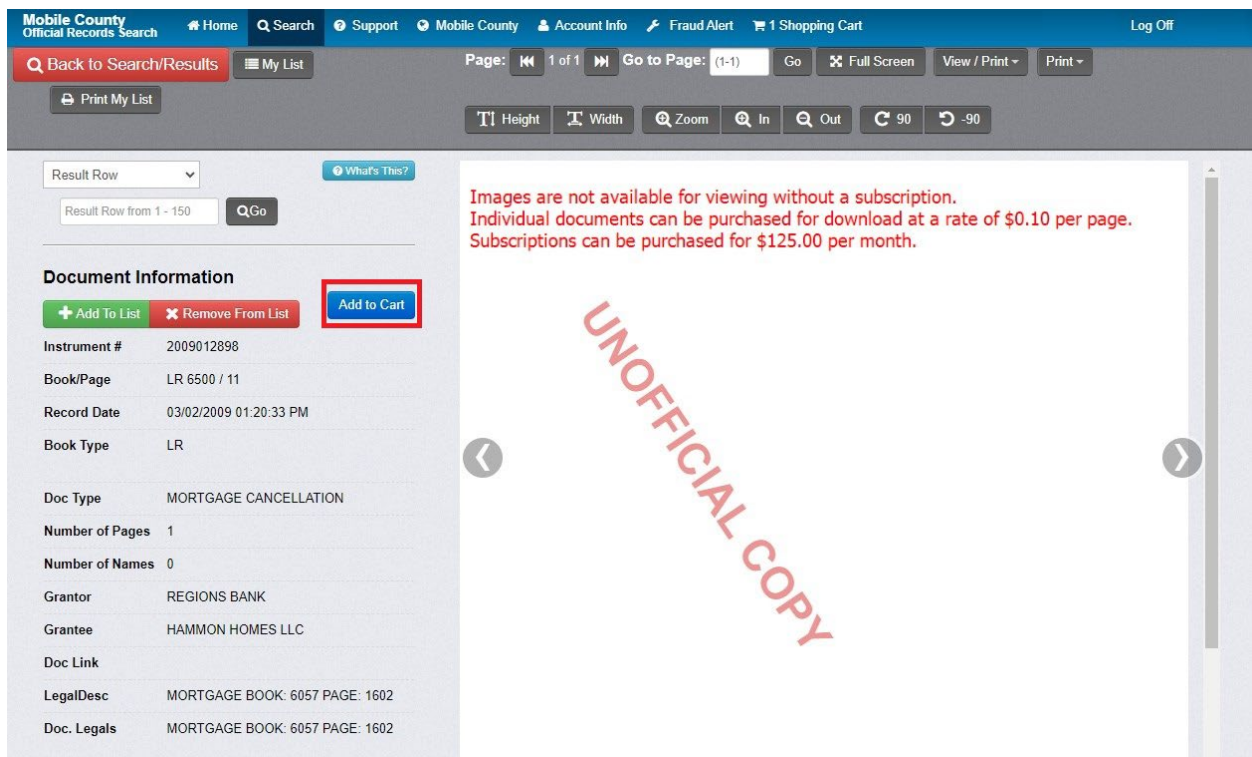
Your Instrument# Search for instrument# (2009012898) returned the following results:



#	Status	Grantor(s)	Grantee(s)	Record Date	Doc Type	Book Type	Book	Page	Instrument#	DocLinks	Legal	Images
1	V	REGIONS BANK	HAMMON HOMES LLC	03/02/2009	MORTGAGE CANCELLATION	LR	6500	0011	2009012898		MORTGAGE BOOK: 6057 PAGE: 1602	1

Buttons: Hide Results, Clear Results, Print, Export

- b. Select the preferred document, which will display a similar image to the one below. Select the blue "Add to Cart" button shown in the red box below.



Mobile County Official Records Search

Home Search Support Mobile County Account Info Fraud Alert 1 Shopping Cart Log Off

Back to Search/Results My List Page: 1 of 1 Go to Page: (1-1) Go Full Screen View / Print Print

Print My List

Result Row: 1 - 150 QGo

Document Information

- + Add To List
- ✖ Remove From List
- Add to Cart**

Instrument # 2009012898

Book/Page LR 6500 / 11

Record Date 03/02/2009 01:20:33 PM

Book Type LR

Doc Type MORTGAGE CANCELLATION

Number of Pages 1

Number of Names 0

Grantor REGIONS BANK

Grantee HAMMON HOMES LLC

Doc Link

LegalDesc MORTGAGE BOOK: 6057 PAGE: 1602

Doc. Legals MORTGAGE BOOK: 6057 PAGE: 1602

Images are not available for viewing without a subscription. Individual documents can be purchased for download at a rate of \$0.10 per page. Subscriptions can be purchased for \$125.00 per month.

UNOFFICIAL COPY

2. Once the document has been added to the cart, select "Shopping Cart" at the top of the window, as shown below.



- Review the cart and select the checkbox next to "I have reviewed my cart and I am ready to check out" as shown in the image below in box 3.

**NOTE: The fee per page is \$0.10 per page. The example document has two (2) pages, so the fee is \$0.20.**

- Select "Pay By Credit Card"

Mobile County Official Records Search Home Search Support Mobile County Account Info Fraud Alert 1 Shopping Cart Log Off

### Shopping Cart

Contents

Document Type	Pages	Copy Fee	Total Fee	Description	Instrument#	Book #	Page #	Remove
D	2	\$0.20	\$0.20	DEED	38	511		Remove

Total: \$0.20

3  I have reviewed my cart and I am ready to check out

4 [Pay By Credit Card](#) [Continue Shopping](#)

- Enter your credit card information and select "Pay by [card type]" which will match the card type selected as shown in the image below.

**NOTE: There is a credit card convenience fee of 5% added to each transaction.**

### Credit Card Checkout

Amount: 0.20 Credit card convenience fee of 5.000%. Total Amount: \$0.21

Card Type: AMEX

Card Number: 12345678912345678 Expiration Month: 01 Jan Expiration Year: 2025 CVV: 123

First Name: John Last Name: Smith Phone Number: (251) 574-6094

Email Address (Receipt Address): youremail@email.com Confirm Email Address: youremail@email.com

Zip Code: 36602

[Pay By AMEX](#) [Return To Cart](#)

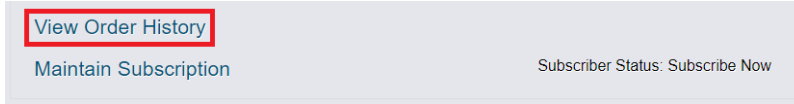
- A receipt will be emailed to the email given.

## VIEWING PAST ORDERS

1. Select "Account Info."



2. Select "View Order History."



3. Select an option to search the date range, within the last 2 days, 7 days, 14 days, or the last year.

**Information Message(s):**  
Search By Order Id

Search for Order Id

From 03/29/2024 To 06/27/2024 Search Date Range Search Last 2 Days Search Last 7 Days Search Last 14 Days Search Last Year

Show 15 entries

4. Find the document you wish to view and select "View." This will show you the full document in a new tab.

Order Id	Document Type	Pages	Fee	Description	Instrument#	Book #	Page #	Cashier Date	View	Download	Print
579026	LR	2	\$0.20	DEED	2018004337	7598	170	2024/04/04	View	Download	Print

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

5. You can also download and print the document from this screen.

Order Id	Document Type	Pages	Fee	Description	Instrument#	Book #	Page #	Cashier Date	View	Download	Print
579026	LR	2	\$0.20	DEED	2018004337	7598	170	2024/04/04	View	Download	Print

Showing 1 to 1 of 1 entries

First Previous 1 Next Last