

January 12, 2012

## **Register of Wills Most Frequently Asks Questions**

1. **How to do a Name Search:**

- a. Enter the last name (space) and the first initial of the person you are searching, then **“ENTER”**.
- b. Once you have located the correct name, Double click to a display detail screen .
- c. To view images select **“Dockets”** (left hand side of page).
- d. **Double click** on the “docket” you would like to view.
- e. Once you have completed your inquiry, click on **“BACK”** to return to the docket (repeat the process if you need to view another image).

2. **How to go directly to an Estate if the File number is known:**

- a. **“TAB”** to or click within the first File Number field.
- b. Then type the **“YEAR”** (in the first box) and **“NUMBER”** in the second box. **“ENTER”**
- c. Now follow **“C”**, **“D”**, **“E”** above. (How to do the name search)