

## Stay Informed on Document Recordings

[Subscribe to our free Document Alert service today](#)

### How does Document Alert work?

Document alert sends you an automated email alert any time a document is recorded in our office using your name.

### Is there a charge to use Document Alert?

There is no charge to sign up and receive emailed alerts. Document images may be viewed on [iDoc Market](#), for a subscription fee or users may request a copy of the document, at no cost, by calling, emailing, or visiting the Clerk and Recorder's office. Please provide document number listed in alert.

### Setting up an alert

#### Step 1

Go to [iDoc Market](#) and clicked on the shield under "Document Alerts."

#### Step 2

Login with an existing account or select "Click here to register for iDoc Market" and follow the prompts.

#### Step 3

Under "Manage your account," select "Document Alert" from the left menu.

#### **Step 4**

Select one or more counties offering Document Alert

#### **Step 5**

Choose Grantor or Grantee from the field dropdown and enter your information exactly as you want it to be searched. You can choose up to 5 criteria per alert.

*Example: "Smith, John" or "John Smith Family Trust"*

#### **Step 6**

Choose "save." Your information will appear under "Existing Alerts."

You can edit or remove your alerts at any time by clicking on the icons next to a saved alert.

**If you have any questions, or need assistance, please call our office at 218-327-2856.**