

January 11, 2012

Index Books Inquiries Most Frequently Asks Questions

Births / Deaths / Inheritance Tax:

1. **How to do a File Search:**
 - a. **Double click** on the “**File**” you would like to view.
 - b. Start with the INDEX to find the page you need for the detailed information by putting an “X” on the index. Once you have located the name write down the number on the same line (so you can go into the detail book to find the information).
 - c. Hit the “BACK” button on the left side of your screen and go into “DETAIL” (“X”) and now find the page you are looking for.
 - d. Once you have completed your inquiry, click the “BACK” button, which will return you to the file list.

Index for Marriage Books /Marriage License Books:

1. How to do a File Search:
 1. Please select with an “X” the book (by year) you wish to view.
 2. Now put an “X” for either the Male or Female book **BY YEAR** you wish to search.
 3. Now go to the top of the General Index page and find the **FIRST** letter of the **LAST** name of the male (if you are in the male book) OR the **FIRST** letter of **MAIDEN** name of the female (if you are in the female book).
 4. You will go the page and search for the name you wish to view, **ONCE** you have **FOUND** it please write down the **NUMBER (#), YEAR, VOLUME** and **PAGE**.
 5. Close out this window and hit the “BACK” button on the left side of your screen.
 6. Now go to the **MARRIAGE BOOKS**, next you will have to find the **VOLUME**, then the **PAGE** or **NUMBER**. (In some cases their marriage records are in a numbering system or they can be located by a **PAGE** number.
 7. Once you have completed your search you can exit.

Old Will Books:

1. These books are used for **title research ONLY**.

Orphans' Court / Register of Wills:

(The index books are used if the last name could be spelled several ways)

The best way to search is using the Register of Wills / Orphans' Court 1878/1994 OR 1995 to Present

1. Mark the box with an "X" to select.
2. Next screen will up and please put an "X" in the box for the **YEAR** and **ALPHA** you are searching for.
3. Search by Last name, First, & Initial. (once you have found the **PAGE** next to the letter use the **PGDN** (page down key) on the left side of the screen.
4. Put an "X" for the page you are searching.
5. Once you have located the name write down the **NUMBER (#)** and **YEAR**.
6. Use the **EXIT** key (left side of screen) to go back to the **MAIN MENU**.
7. Go to Register of Wills / Orphans Court 1878 / 1994.