



Site Guide

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What You Can Do with TexasFile



Oil and Gas:

- Access latest leasing and conveyance documents
- Locate mineral interest ownership
- Prove ownership with deed records
- Quickly build chains of title and division orders



Legal:

- Search Statewide for real property assets
- Quick lien search
- Use deeds records to locate owners and create probates



Title and Real Estate:

- Quickly build title reports
- Locate liens
- Use our Title Plants for advanced features



Surveyors:

- Access plats in select counties
- Quickly build title reports and prove ownership
- Find Right-of-Ways and Easements



Banks and Capital Providers:

- Create prospective client list
- Verify title opinions
- Monitor assignments and releases with other institutions



Mineral Ownership:

- Access mineral appraisal data to locate mineral owners
- Create targeted mailing list with Excel rolls
- Bulk pricing availability

Registration

An Easy 1 -2 -3

1. Create your user name, email address and password
2. Tell us how you heard about TexasFile and click to stay on our email list
 - a. You'll get special offers, the latest news on new data, and free credits
3. Confirm your email address
 - a. You'll receive a welcome email from jason@texasfile.com
 - b. Confirm your email address in the email from support@texasfile.com
 - i. Be sure to check your spam or junk folders

Searching

Helpful Hint: Be sure not to make search terms too restrictive

Name Searching

- a. Before performing your search, check out the coverage page to see what dates we will cover in the county of interest.
 - a. Access by clicking "Coverage" and Selecting your State
- b. Enter in any entity or person's name in the search bars titled: NAME
- c. Individuals' names should entered: LAST FIRST
- d. *New: enter in both a grantor and grantee at the same time*

Texas: Childress County Clerk Records Search County Info

Name/Number Legal/Ref

Name: Smith John Grantor | Jackson Ed Grantee Search

Instrument: Number + Search

Book: All Books (default) | Volume: Volume | Page: Page + Search

Start Date: 2014-01-02 | End Date: 2018-08-31

Instrument Type:
 ABANDONMENT
 ABSTRACT
 ABSTRACT ASSIGNMENT
 ABSTRACT OF JUDGEMENT
 ACCEPTANCE
 ACKNOWLEDGEMENT
 ADDENDUM

Multi-Add Inputs: + Search

Figure 1: Search grantor and grantee at one time

Instrument Number; Book, Volume, Page Searching

- a. Enter in an instrument number in the field titled: **INSTRUMENT NUMBER**
 - a. Not getting results? If the instrument number is structure like 2013-1234, try leaving off the year and entering: 1234
- b. Place volume and page numbers in the fields titled: **VOLUME** and **PAGE**
- c. *New: search multiple instrument numbers and volumes and pages at once*
 - a. Enter in the first instrument number
 - b. Click the green 'plus button' to add that number to the search
 - c. Continue entering in as many instrument numbers as needed

The screenshot displays the 'Texas: Childress County Clerk Records Search' web application. At the top right, there is a 'County Info' button. Below the title, there are two tabs: 'Name/Number' (selected) and 'Legal/Ref'. The 'Name/Number' tab contains several search sections: 1. 'Name' section with fields for 'Name' (Smith John), 'Grantor' (dropdown), 'Name' (Jackson Ed), and 'Grantee' (dropdown), with a 'Search' button. 2. 'Instrument' section with a text input field containing '345' and a 'Search' button. 3. 'Book, Volume, Page' section with a 'Book' dropdown (All Books (default)), 'Volume' and 'Page' text input fields, and a 'Search' button. 4. 'Multi-Add Inputs' section at the bottom, showing two added inputs: 'Number: 123' and 'Number: 234', with a 'Search' button. To the right of the main search area, there are 'Start Date' (2014-01-02) and 'End Date' (2018-08-31) fields, and an 'Instrument Type' list with checkboxes for ABANDONMENT, ABSTRACT, ABSTRACT ASSIGNMENT, ABSTRACT OF JUDGEMENT, ACCEPTANCE, ACKNOWLEDGEMENT, and ADDENDUM.

Figure 2: Multi-add inputs

Legal Description Searching

- a. Click the "Legal/Ref" Button to reach the legal description searching page
- b. Choose from a drop down of attributes including: Section, Abstract, and Block
- c. Enter in the number or name of the desired attribute
 - a. Avoid using dashes or other characters

Texas: Childress County Clerk Records Search

[County Info](#)

Name/Number
Legal/Ref

Legal Search

Section ▼ 13

Select ▼ Select field(s) you wish

Block ▼ 5

Select ▼ Select field(s) you wish

Search

Start Date 📅 2014-01-02

End Date 📅 2018-08-31

Instrument Type

- ABANDONMENT
- ABSTRACT
- ABSTRACT ASSIGNMENT
- ABSTRACT OF JUDGEMENT
- ACCEPTANCE
- ACKNOWLEDGEMENT

Reference Search

Legal, acreage, lien amount or reference doc. 🔍

Search

Figure 3: Legal Description Search

Plat Searching

- a. Available in select counties
 - a. Go to Search -> Plat Maps to see available data
 - b. View the Texas Coverage page and look for the green map icon
- b. Search by subdivision name, instrument number or volume and page

Statewide Search

- c. Use this to search all counties on TexasFile at once.
- d. Click "Search" and then "Statewide Search" and enter a name
- e. A Statewide Search is \$5.00 per search





Quick Search Tips

- f. Search by date:
 - a. Limit the date range to 30 days or less
 - b. Put a * in the INSTRUMENT NUMBER FIELD, click search
- g. Select the desired instrument type before search to narrow results
 - a. Select multiple, if desired

Search Results and Filtering

Customize your Results


Search Results Action Icons:

-  - Purchase
-  - Preview
-  - Add to Cart
- 

- Add to MyFile

 - Report a Document Issue

Select your Preferred View

- After performing your search results, use the result view icons  to choose your preferred view:
- Set your favorite view as your default. Every time you perform a search, the results will default to this view. Click the gear icon on the right of your search results:

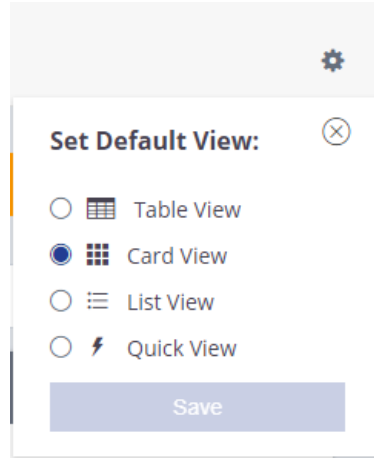



Figure 4: Select your Favorite Search Results View

Filtering

- Too many results? Try using our filter bar on the left side of your results to narrow them down.
- Filter by a name, instrument type or user-entered text
- Want to filter by date? Select your desired date range *before* performing your name search

Refine Your Search:

Filter Matches —

Filter for exact matches 

Names +

Types +

Go to County +

Clear
Update

Figure 5: Filters




Purchasing

Why You Are on Site, Anyway

Adding Funds

- a. Before adding funds, you need to add your credit card. You only need to do this the first time.
- b. Once you have added your card, you need to purchase funds
 - a. Go to My Account -> Add Funds
 - b. Funds can be added in pre-determined amounts, or, you can add the specific amount you need

Document Purchases

- a. Click the  icon to purchase a document
- b. Click the  icon preview the entire document
- c. Click the check mark next to a document and add it to your cart. Or, click the  icon.
 - a. Documents purchased through the cart will be downloaded in a zip file.
 - b. Your cart can be viewed at any time by clicking My Account, Cart.

Search Results Purchases

- a. You can print out the search results index in two ways
 - a. PDF – Select PDF from the “Export Search Results As” menu
 - b. Excel – Select Excel from the “Export Search Results As” menu
- b. Exporting search results is 10 cents per records. So, printing 10 results would be \$1.00.

The screenshot displays the 'Texas: Childress County Clerk Records Search' interface. At the top, there is a search bar with 'New Search' and a 'County Info' button. Below the search bar, there are navigation icons and a 'Sort By:' dropdown menu set to 'Date filed desc.'. There are two orange buttons: 'Add to Cart' and 'Add to MyFile'. On the right, there is a '90 Records' indicator and an 'Export Search Results' dropdown menu set to 'PDF', with an 'Export' button. The main content area shows three record cards. The first card is for a 'Deed' with 8 pages for \$0.00. The second card is for a 'Memo' with 3 pages for \$0.00. The third card is for a 'Warranty Deed' with 4 pages for \$0.00. Each card lists details such as Date Filed, Number, Book/Vol/Pg, Grantor, Grantee, and County Type.

Figure 6: Exporting Search Results

Mineral Ownership Data

Locating Producing Mineral Interest Owners

Interest Search

- a. Search by owner name, operator, and lease name to see interest owners in 175+ Texas counties
- b. \$0.25 for a county search, \$5.00 for Statewide Mineral Search
- c. *New: use post-search filters including owner type designation, appraised value, and interest type*

Crockett County Mineral Search:

Search: SMITH OPERATING AND MGMT CO

Year	Type	%	Owner	Owner Type	Operator	County
2018	R	70%	SMITH OPERATING AND MGMT CO	C	Smith Operating & Management Co	Crockett
			Lease Name: SINCLAIR CLAYTON "10" W#6 Lease Number: 82295	Legal Description: GC&SF BLK 1 A4646 Acreage: 0		Appraised Value: \$6,460.00
2018	W	70%	SMITH OPERATING AND MGMT CO	C	Smith Operating & Management Co	Crockett
			Lease Name: SINCLAIR CLAYTON "11" W#4 Lease Number: 82416	Legal Description: GC&SF BLK 1 SEC 11 Acreage: 327.69		Appraised Value: \$6,720.00

Figure 7: Mineral Owner Search Results

Bulk Ownership Rolls

- a. Download county ownership rolls in Excel format
- b. Owner names and addresses are parsed for easy use
- c. *New: bulk pricing options now available instead of exclusively per county pricing*

Locate the mineral search by going to Search -> Mineral Data and select your county.

Statewide Search

250 Counties – 1 Click

Click Search -> Statewide Search to access the Statewide Search page. Simply enter a name and click search.



This \$5.00 search yields results from all counties in which the entered name is found.

Perfect for finding unknown assets or records.


Account Management

History, Team Account and More

History

- a. Click the  to view PDF receipts for all credit card transactions and paid activity on the site.
- b. Download previously purchased documents, search results and mineral rolls by clicking the  icon.
- c. Export your history to an Excel document for easy reporting

Team Accounts

- a. Access team account menu by clicking My Account -> Members
- b. Invite new members by clicking the Invite New Members button
- c. Allow the member accounts to access same pool of funds, simplifying accounting
 - a. To do this, click Enable
- d. Manually transfer funds to a member account by, first, entering a value and clicking the  icon.
- e. All members of the team will share purchases to eliminate duplicate purchasing

Inviting Members

- a. Inviting users without a previously existing TexasFile account can be done through the Member Management view.
- b. Potential members with existing TexaFile accounts need to email into support@texasfile.com to be placed on the team.



MyFile

TexasFile's runsheet solution

To create a MyFile runsheet, click My Account -> MyFile -> Create New MyFile.

You will be able to add documents from your search results to this MyFile for safe keeping, eliminating the need to duplicate searches. Documents can be purchased from your MyFile.

You can add a document(s) to a MyFile two ways:

1. Click the check box next to the document desired, and click 
2. Simply click the  button next to the desired document.

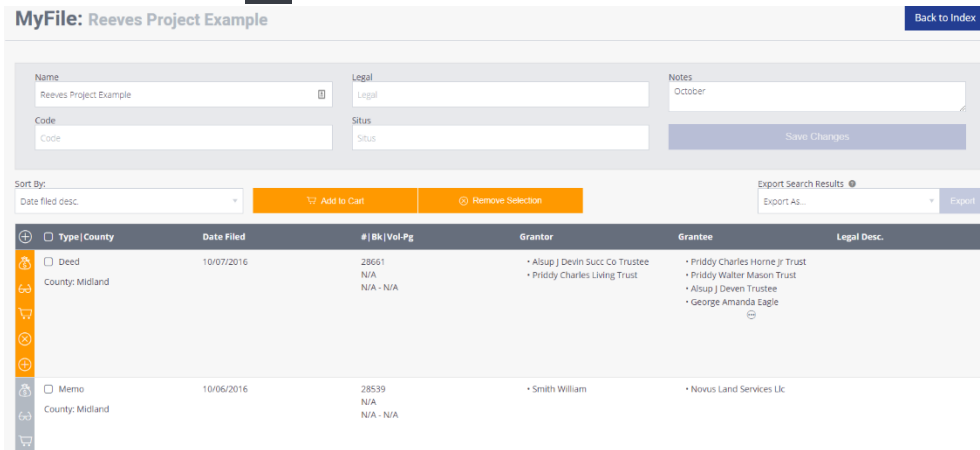


Figure 8: MyFile View

Contact

Let Us Hear from You

At TexasFile, we pride ourselves on customer service. Feedback is important to us, so let us know how we are doing.

We've incorporated many avenues of contact into the site but if you want to get a hold of us, use the phone number and email address below.

Hours: 8:00 AM – 5:00 PM

Phone: 214-705-6400

Email: Support@TexasFile.com