

STEPS FOR USING ONLINE PROBATE RECORDS SEARCH

There is no cost to view or print documents from our website as long as you create an account. See instructions below

Below are steps for a general name search in our records from 3/20/1975 to current.

See Number 8 below for steps locating records prior to 03/20/1975.

1. Visit www.tuscco.com and hover over ONLINE SERVICES, where you will see a dropdown menu. Click Probate Records Search
2. Accept TERMS AND CONDITIONS
 - a. Click box indicating you have read and understand the information on this page – a check mark should appear
3. Click BLUE CONTINUE button
4. SIGN UP NOW
 - a. First Time Users ONLY – Password must contain Upper Case Letter, Lower Case Letter, special symbol and a number
 - b. Follow all prompts
5. SIGN IN
 - a. Use email address
 - b. Use password
6. Once signed in, you will see the various types of documents where you can perform a search. See below for examples:
 - a. Click blue “SEARCH” button for type of document you are wanting to view
 - b. EX: PROBATE COURT, DEEDS, JUDGMENTS, etc.
 - c. You will see “BEGINS WITH” or “ALL NAMES” category – Type the names you wish to search
 - d. Last Name First Name (no punctuation between names). This will provide all documents on file for the provided name in the type of book. This field is not required if you prefer to use the case number, or for a broad search, you may enter just a last name only.
 - e. CASE TYPE: For Wills, click “WILL” and for Administration, click “ADMINISTRATION,” etc.
7. Once you see the file you are looking for, click the Green “VIEW” button
8. For HISTORICAL INDEXES, you will see “INDEX TYPE. Select DEED or whichever type of instrument you wish to search
 - a. On drop down menu for BOOK select the DATE you wish to view
 - i. Use **Direct** to search by seller
 - ii. Use **Reverse** to search by buyer