



## CourthouseUSA Parcel Search Quick Guide

Users of the Free Search:

**Personal Computer User** - When you click on the FREE parcel search a new web browser will open, click on I Accept the Disclaimer and you will see the map of the United States. Within a few seconds the county layer of all counties with data will begin to populate. Once the county layer is populated you will see a search box at the top right hand corner of the display area where you can search by county. If there is more than one county in the United States with that name, the listing will be displayed at the bottom of the screen and those counties will pulsate on the map. You can then select from the listing or on the target county on the map. Once the target county is selected a pop-up will be displayed and you can chose to zoom to shape from the pop-up. The outline of that county will be displayed and then you can begin zooming into that shape using the zoom feature at the center top of the display area or by using the wheel on your mouse. Continue to zoom in until you see the parcel layer displayed. Once the parcel layer is displayed you will see a search box again in the upper right of the display area. You can now search by the APN (Parcel Identification Number), Owner name or Address (Location/Situs Address).

If you need to search on another county you will need to zoom out to display more of the United States and once zoomed out far enough you will see the search box at the top right hand corner of the display area where you can then search for another county.

Once you are on the Parcel Search site click on the left side red arrows to open up the panel and at the bottom of that panel is an 'i', click on that icon and you will have access to the User's Quick Guide for the Parcel Search.

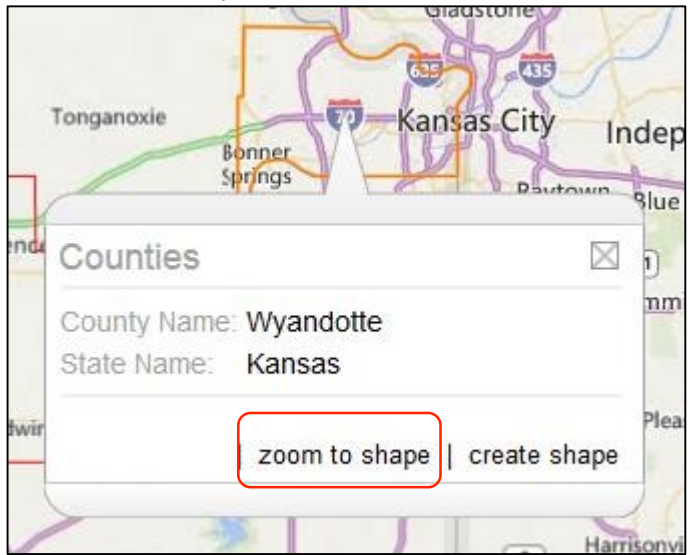
**Tablet and Phone User** – Once you are on the CUSA website and on the Parcel Lookup Page; click on the FREE button. The Parcel Search will open displaying the map. You must zoom in on the United States for the parcel layer to load. Continue as directed above.

1. Search by County name

The image shows a search interface with a dropdown menu on the left containing the word "Counties" and a downward arrow. To the right of the dropdown is a text input field with the placeholder text "Type a County Name". A magnifying glass icon is located at the end of the input field.

Type the County name in the box (not case sensitive). If there are more than one counties in the US by that name you will get a listing of those counties/states in the Query listing at the bottom of the screen. Select the desired county and the map will zoom to the full extent of that county with county boundary outlined and an information window with options.

2. Zoom in or out to an area.
  - a. Use the 'zoom to shape' in the information pop-up window
  - b. Use the wheel on your mouse to zoom in or out



- c. Use the Bing map slide bar feature located in the center top of the map area

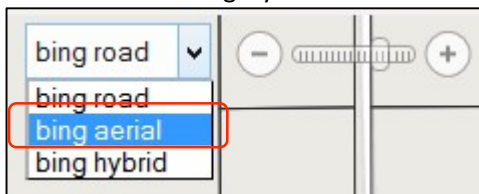


3. Locate a parcel by Parcel Identifier (APN), Owner Name or Address. Zoom in on the map and the parcel lines will begin to populate. Once you see the parcel lines you will see the box to search by APN, Owner or Address.



To perform a search for another county; zoom out on the map until the search box for counties is displayed.

4. Turn on Aerial imagery



- Perform a Query and select a Parcel.

Example: Search by name of Jones.

CUSA API	Sales Price	Land Value	APN	APN2	Assessment Year	Bathrooms	Bedrooms	Building Area	Construction Type	County	Improved Value	Lot Size	Market	Land Market
CUSA API	\$		00-00-00-2305-000-000					0	0	Madison	\$			
CUSA API	\$		15-1S-10-1253-024-000					0	0	Madison	\$			
CUSA API	\$		28-1N-09-4531-001-000					1451	0	Madison	\$			
CUSA API	\$		00-00-00-3759-000-000					4140	3	Madison	\$			
CUSA API	\$		00-3N-08-3350-000-000					0	0	Madison	\$			
CUSA API	\$		08-2N-09-3204-000-000					1456	0	Madison	\$			
CUSA API	\$		30-2N-08-3294-001-000					0	0	Madison	\$			

What you can do from here:

- Use slider bar to slide right for additional data information
- Click on APN number to zoom to that parcel. The information window will open and the parcel will be highlighted. From this window you have repeated options to

CUSA API – open Mini Report

Zoom to shape

Create shape

**Parcels** ✕

CUSA API: CUSA API

APN: 31-03483.000-3662

County: Madison

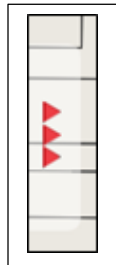
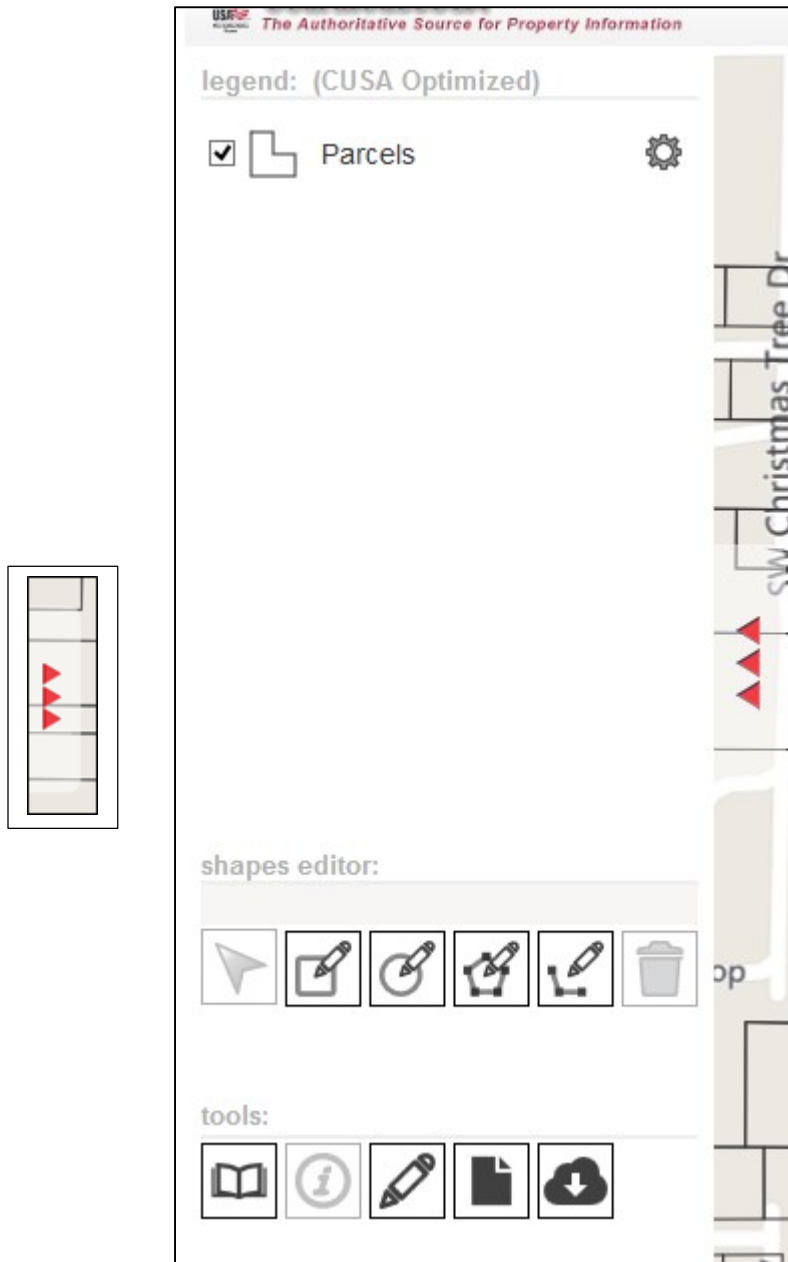
State: OH

FIPS: 39097

zoom to shape | create shape

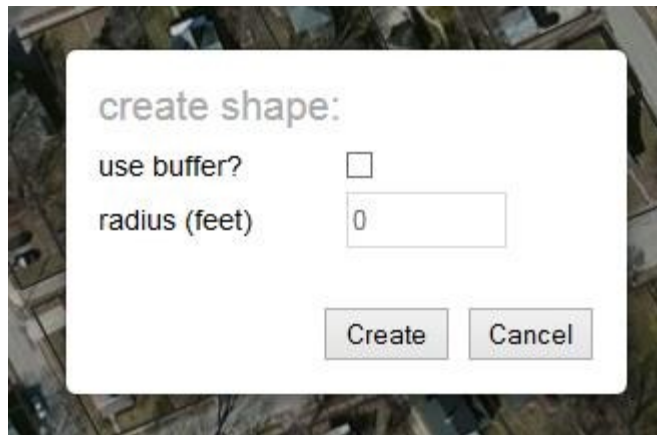
- Click on the CUSA API to view a Mini Report
- Click on APN parcel number to zoom to that parcel
- Move query listing from view by clicking on the 'red arrows' at top of query listing
- Create shape
- Clear query listing
- Save your project for future reference tool located in left panel
- Download query results tool located in left panel

6. Tools – click on left side red arrows to open up panel on left to access shapes editor and tools.

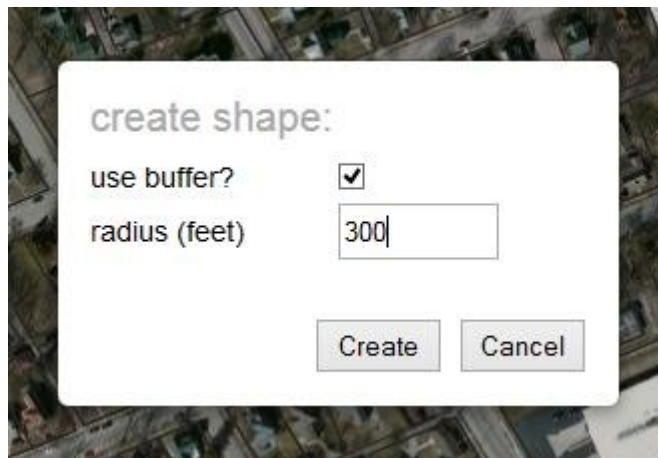


a      b      c      d      e

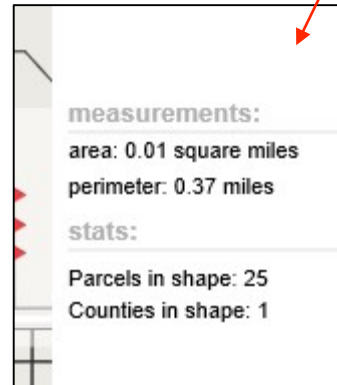
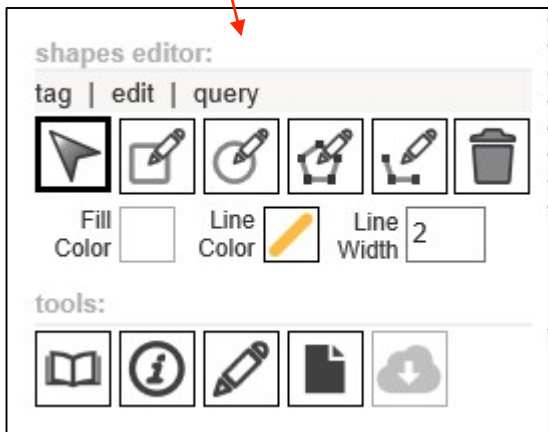
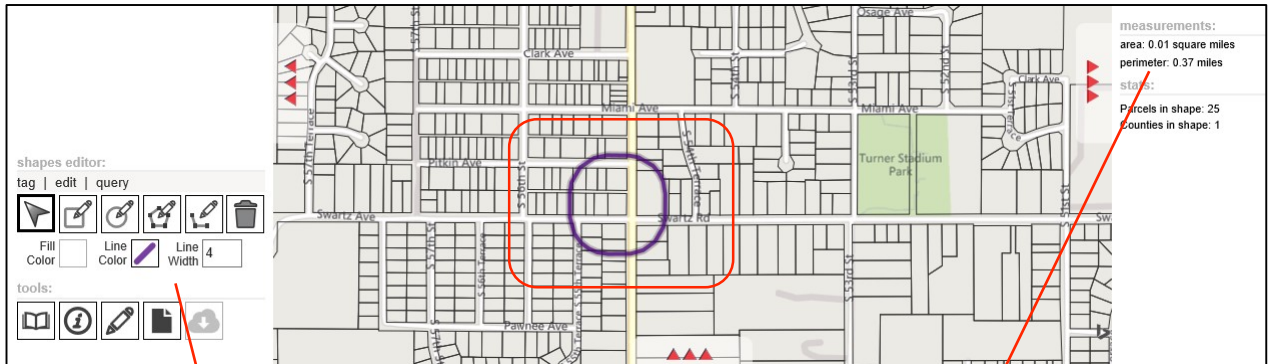
- a. Open rolodex to add / remove catalog layers to your map
  - b. Set identify mode active
  - c. Open shape editing tools
  - d. Save project for future reference
  - e. Download last query results
7. Create shape – create a buffer
- a. After selecting target parcel click on ‘create shape’ in the information window. The create shape window will open.



Click on ‘use buffer?’ to activate the buffer. Enter radius number in feet.



The buffer will show on the map, the left panel will open with all tools available and the right panel will open giving you information on the result of the buffer.



b. Shape editor tools – these tools will be displayed once you chose to create a shape.



Tag – click on Tag and name the shape

Edit – edit the active shape with digitizer

Query – query the active project layer with the active shape



1      2      3      4      5      6

1. Click on shape to select and edit
  2. Click to activate tool, draw a rectangle by clicking on the map and dragging to an extent
  3. Click to activate the tool, draw a circle by clicking on the map at the center and dragging the radius
  4. Click to activate the tool, draw a polygon by clicking on the map for each vertex
  5. Click to activate the tool, draw a polyline by clicking on the map for each vertex
  6. Click to activate the tool, click on trash can and then click on shape to erase it
8. Settings Panel – click on wheel icon to open up the Settings Panel.



When the Settings Panel opens you will have the following options:

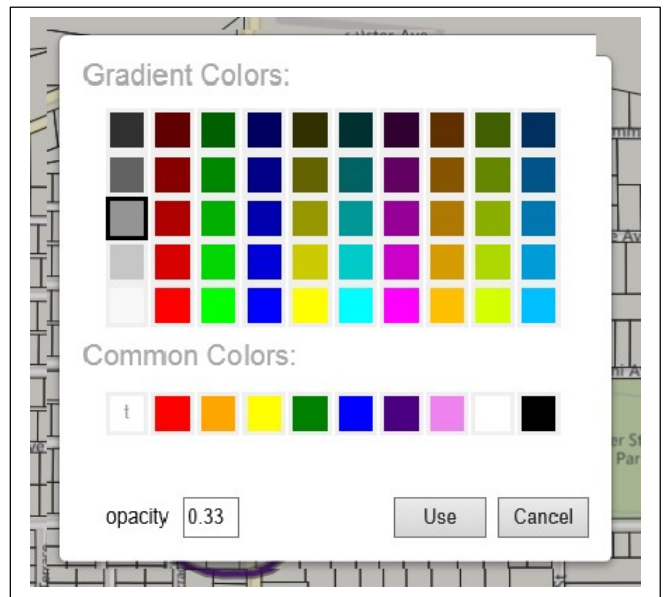
a. Symbology



Fill Color – fill the shape with selected Color

Line Color – change the line color

Line Width – change the line width



b. Classifications

Classifications ▼

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Color Column:  ▼

Statistics on add class

c. Filters

Filters ▼

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Filter Column:  ▼ X

add filter