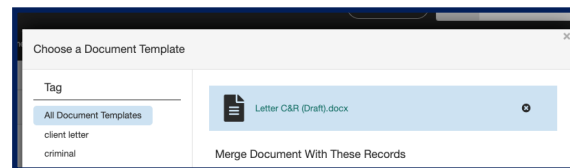
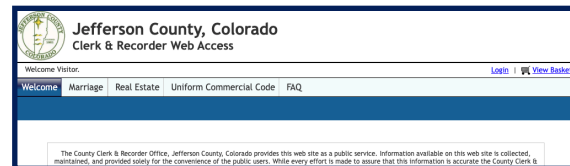


This is just a quick instructional guide on how to find and then record a deed. This guide will be based on the Jefferson County recording system but there's one for each county and the costs for each county may differ! You can also watch this guide here: [joneslawcolorado.com/dashboard](https://joneslawcolorado.com/dashboard)

## Steps to Follow

- Head to [this link](#) or click "C&R" in your browser bookmarks and log in using your login.
- Click on real estate and then search, and then enter the last, first name of the client. That's it!
- When recording a deed pay by the page & mail the document with a letter generated in MyCase.
- When you send off the deed for recording make a copy of each document you mail.
- That's that! Good job!



## Concluding Thoughts

If you google something like "[county name] clerk and recorder online recording" you'll find the correct site to search for records through! The types of deeds we look to for legal descriptions are warranty deeds, and quitclaim deeds. Deeds of Trust are not useful for that purpose. Important to remember as well, the C&R is human and so may have placed spacing wrong when filing the deed. Search several iterations of the name you are working with if nothing is coming up.