



1. What is a Doc Alert?

Doc Alert is a free notification service that alerts subscribers each time a document is recorded with their name on it in the participating County Land Records office. The subscriber must enter an email address to receive alerts.

2. How much does it cost?

Doc Alert is a free service provided by your County Land Records office.

3. How many subscription names can I enter?

Doc Alert allows for up to 5 subscriptions per day. Subscribers needing to monitor multiple properties, businesses, or trusts can use the same email address for multiple subscriptions. It is strongly recommended when creating subscriptions to focus on the most relevant names, as monitoring an excessive number of names may become less practical or effective.

4. Can I enter more than one name at a time?

No. You must create separate subscription entries for each individual name (personal or business). For individuals who share the same last name, such as a married couple, it is recommended that you create a subscription for each individual.

5. I own multiple homes and/or property in several different counties; will one subscription entry in one county cover me for all counties?

No. You must subscribe to each county individually. The Doc Alert system is managed county by county. Visit the home page of Doc Alert (<https://docalert.ecclix.com/>) to see the full list of participating counties. If your county is not currently participating in this program you can still express interest in beginning this program in your county by contacting us at cs@smllc.us.

6. My first name is often spelled many ways; how should I enter it?

Doc Alert will only report back any exact name matches that are found. If a subscriber is concerned about inaccuracy of results due to variation of name spelling, you may enter a separate subscription for each possible name variation. For example, with a name such as Steve, Stephen, or Steven, a separate subscription can be created for each name variation to remedy any potential misspellings on land records.

7. My last name is very common; will I receive notification alerts that could possibly belong to someone else?

It is very possible to receive an alert that may actually pertain to another individual





with the same last name (and first name) as you. It is best to make sure the name information entered on the subscription is spelled correctly. ***Contact your local County Land Records office for assistance if you suspect the notification does not pertain to you.***

8. My name is John Smith Junior (Jr.), how would I enter that into the subscription form?

The entry form allows subscribers to include a suffix; however, it is recommended to you create two individual entries, one with a suffix and one without. For subscribers that wish to include a middle name, the same suggestion applies.

9. My last name, business name, or trust name is spelled differently on occasion; how should I enter it?

Compounded surnames are a common example of spelling variations. For example, the last name "Du Bois" may at times be spelled with a space in it (Du Bois) and at other times with no space (DuBois). Doc Alert removes any spaces within a name before performing the search. Users may choose to subscribe using a name with and without spaces, but the results will remain the same.

10. My last name, business name, or trust name contains a special character; how should I enter it?

Names including a special character, such as "O'Malley" may include a special character or a space between letters. Doc Alert removes any special characters within a name before performing the search. Users may choose to subscribe using a name with and without spaces, but the results will remain the same.

11. I am a business owner and would like to be notified of any records pertaining to my business, how should I enter my business name?

Business names should be entered exactly as the business name is spelled. Examples provided below:

ABC Business Corporation

ABC Business Corp.

There may be times that the County Land Records office has indexed these names differently. For example, the use of an abbreviation may be entered on a land record. "ABC Business Corporation" could possibly be indexed as "ABC Business Corp". In this scenario the name match would occur only if you have created a subscription with the business name "ABC Business Corp". If your business name could potentially contain variations similar to this, it is recommended that you create an additional subscription entry for that variation.





12. My property is part of a Trust, how should I enter my trust name?

Trust names should be entered exactly as the trust name is spelled. Examples provided below:

JOHN JONES REVOCABLE TRUST
JOHN J JONES REVOCABLE TRUST
JOHN JONES LIVING TRUST

There may be times, however, that the county may possibly index these trust names differently. For example, "JOHN H SMITH 2020 TRUST" could possibly be indexed as "JOHN J JONES TRUST". In this scenario the name match would occur only if you have created a subscription with the trust name "JOHN J JONES TRUST". If your trust name might have similar variations, it is highly recommended to create an additional subscription entry for each variation.

13. What if my name or email addresses changes? How do I update my subscription with this new information?

If your email addresses change, you may subscribe again using your new email address to continue receiving notifications.

14. How long does my name remain on the notification list?

Your subscription will remain active indefinitely as long as your county Land Records Office participates in this program.

15. What information is provided on a Doc Alert notification?

The alert notification will contain the following information: The name of the party who recorded a land record containing the name entered on subscription and the county in which the land record was recorded.

