

Viewing Documents in RealTDM

The public view of RealTDM can be accessed by visiting:

<https://lee.realtdm.com/public/cases/list>

The screenshot shows a web browser window with the URL <https://lee.realtdm.com/public/cases/list>. The page header features the Lee Clerk of the Courts logo and a photo of Linda Doggett. The main content area is titled 'Cases Filters' and contains several search criteria:

- Case Status:** A dropdown menu labeled 'Select Case Status' with the instruction 'Select 1 or more...'.
- Case Number:** A text input field.
- Application Number:** A text input field.
- Party Name:** A text input field with the instruction 'Enter full/partial name'.
- Parcel Number:** A text input field.
- Sale Date:** A date range selector with 'From' and 'To' fields, and the instruction 'Date Format: mm/dd/yyyy'.

Below the filters are two buttons: 'Reset Filters' and 'Submit Filters →'. A message box below the filters reads: 'NO CASE FILTERS SELECTED! You have not selected any search criteria from the case filters above. Please define your search criteria and click "Submit Filters" to view case listings.'

1. Visit <https://lee.realtdm.com/public/cases/list>
2. Enter desired search criteria, click Submit Filters
 - a. Case number is most frequently used (case number = tax deed number)
 - b. Case status will return all cases with the selected status(es)
 - c. If Parcel Number is used, dashes and periods must be entered
 - d. If no results are returned, try broadening search criteria

If a case is associated with a sale date **prior to November 22, 2016**, a search must be conducted in OnBase (instructions can be found on the Tax Deed Sales page of LeeClerk.org)

3. Search results will display on the screen
4. Select desired case by clicking on description
5. Case details show in the following order:
 - a. Case Summary
 - i. Application Received Date (received by Clerk)
 - ii. Sale Date
 - iii. Publish Dates (publication in newspaper)
 - iv. Property Address
 - v. Legal Description
 - b. Associated Parties
 - i. Owners, agencies, lienholders, and applicant associated with the case
 - c. Case Documents
 - i. All documents created/received by Clerk for the case