



North Dakota
NDRIN
Website
Documentation

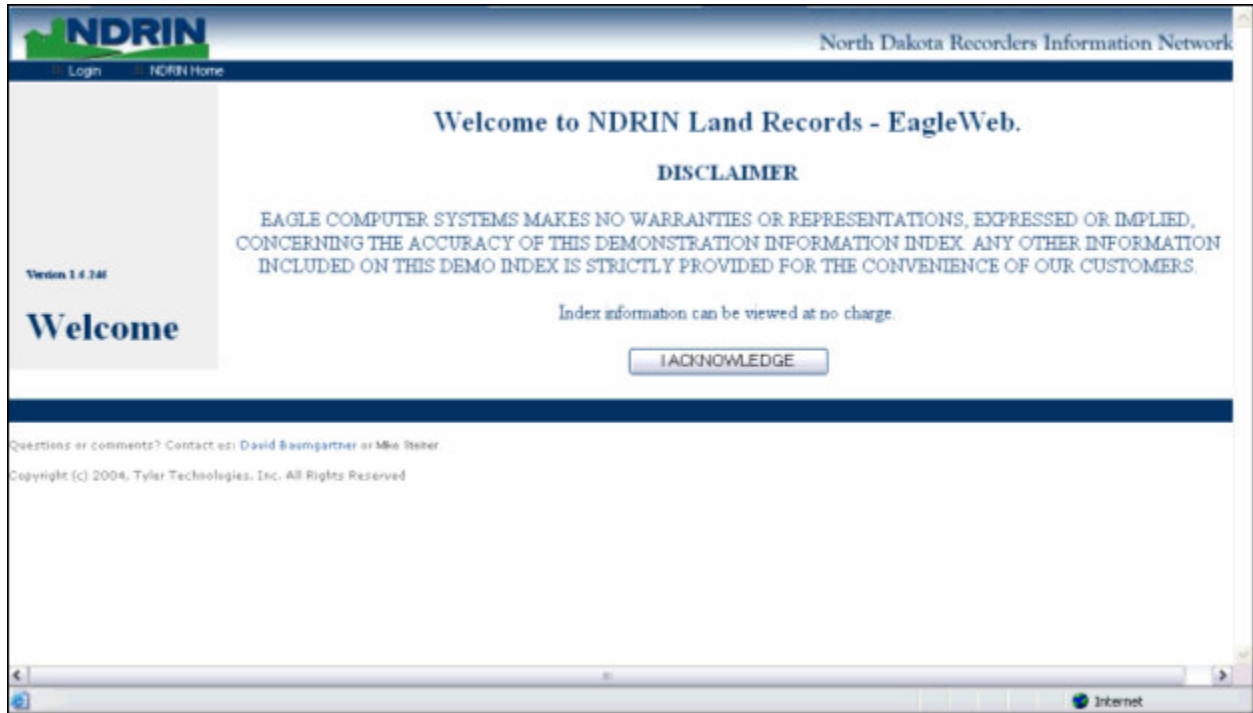
Table of Contents

- Table of Contents2**
- North Dakota EagleWeb3**
- Login Screen4**
 - Lost Password.....5*
- EagleWeb Header7**
 - Change Profile7*
 - Document Search.....7*
 - View Shopping Cart8*
 - Logout8*
 - NDRIN Home.....8*
- Record Search Screen.....9**
 - Counties9*
 - Document Type9*
 - Instrument Number10*
 - Book Page10*
 - Recording Date10*
 - Grantor11*
 - Grantee11*
 - Both.....11*
 - Subdivision.....12*
 - Legal/Plss Legal.....12*
- Search Results Screen.....13**
- Document View Screen.....14**
 - Preview14*
 - Find Related Documents.....15*
- Your Shopping Cart Screen.....16**
- Confirm Purchase Screen.....17**
- Receipt Screen18**
- Searching Syntax.....19**



North Dakota NDRIN Website

The NDRIN website is group of counties that have come together to send there electronic county documents to a central location for backup, microfilming, and a central place for the public to perform searches and view those documents.



Login Screen

From the **EagleWeb** disclaimer page, click the **I Acknowledge** button. You will be taken to the **Login** screen. You must be a registered user to perform any searches or view any documents.

NDRIN North Dakota Records Information Network

Login NDRIN Home

Please Login Below

This site requires you to be a registered member.
To become a registered member please contact David Baumgartner or Mike Steiner.

Either the login ID or password is incorrect. Please verify them and try again.

Login

Login ID
county

Password

Login

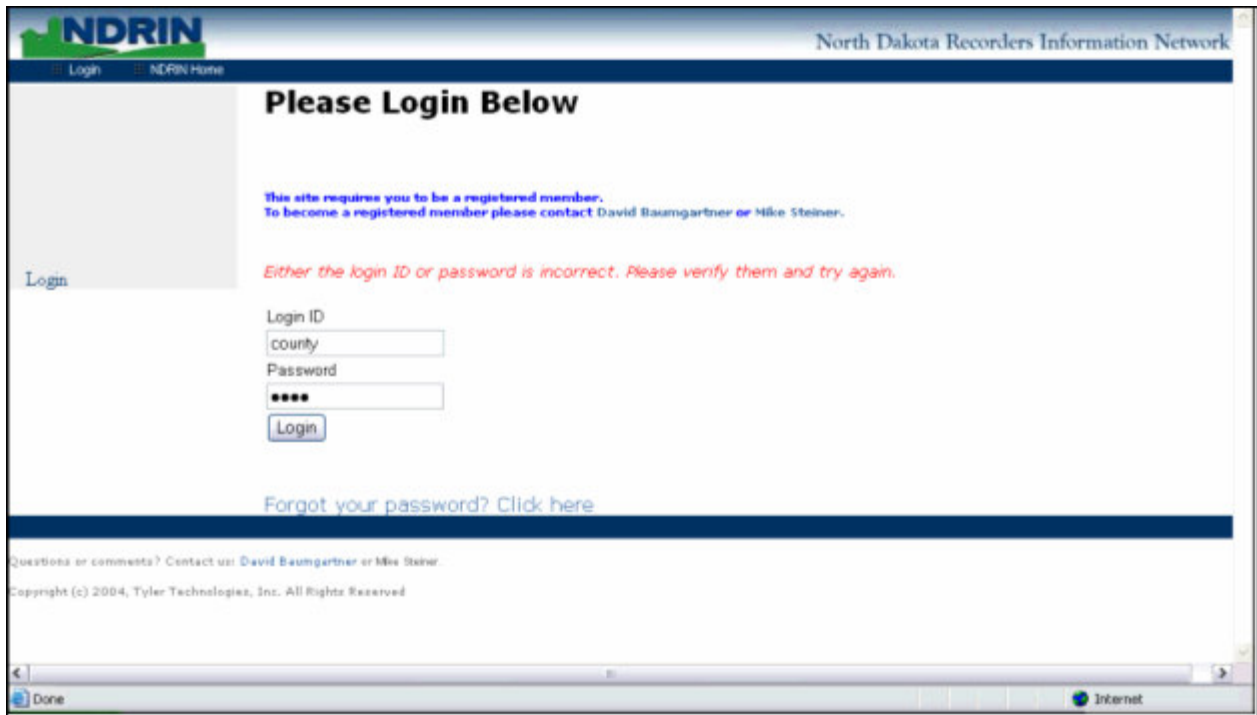
Forgot your password? [Click here](#)

Questions or comments? Contact us: [David Baumgartner](#) or [Mike Steiner](#).

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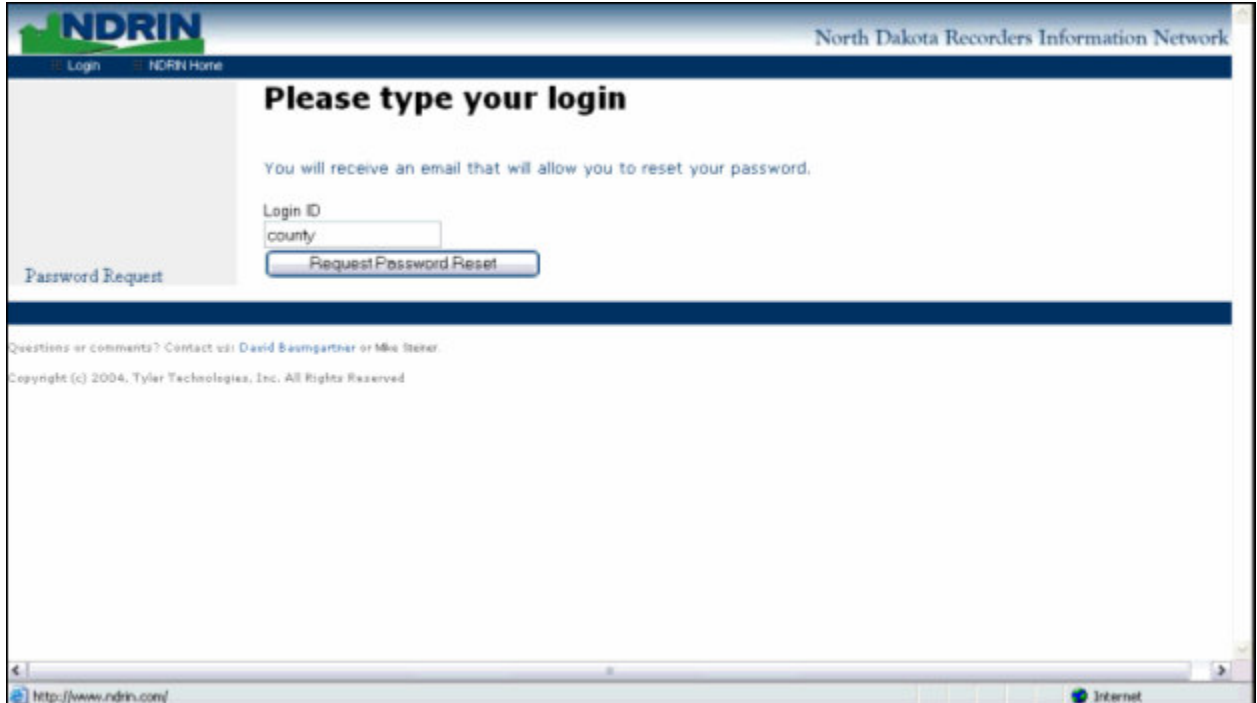
Enter your **Login ID** and **Password** and either click the Login button or hit **[Enter]**.

If the **LoginID** or **Password** that you entered is incorrect, you will receive a red error message to that effect.



Lost Password

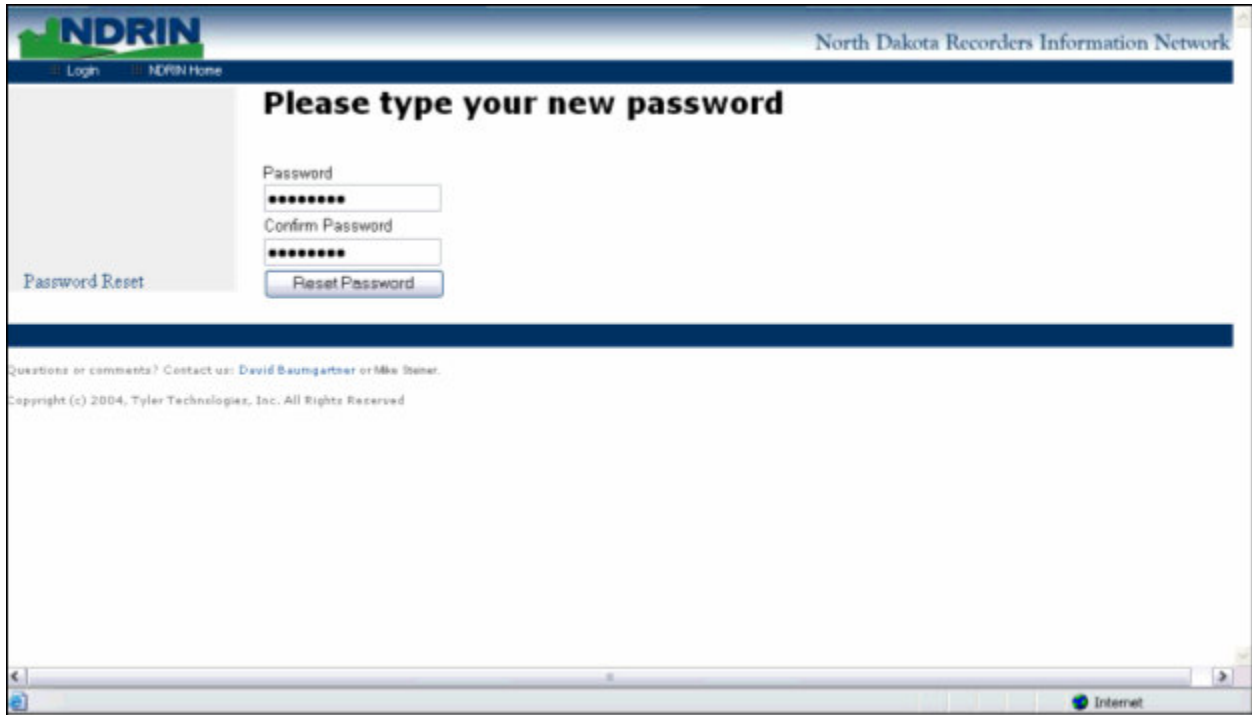
If you have forgotten your password, click the **Forget your password? Click here** link at the bottom of the **Login** screen. You will be taken to a screen where you will input your **Login ID**. Click the **Request Password Reset** button. You will be taken back to the **Login** screen.



Very shortly you will receive an e-mail which contains a link. Click on the link.



You will be taken to the **Password Reset** window. Type in your new password and confirm that same password, then click on the **Reset Password** button.



The screenshot shows a web browser window displaying the NDRIN (North Dakota Records Information Network) Password Reset page. The page has a blue header with the NDRIN logo on the left and the text "North Dakota Records Information Network" on the right. Below the header, there are links for "Login" and "NDRIN Home". The main content area is titled "Please type your new password" and contains two text input fields: "Password" and "Confirm Password", both filled with asterisks. A "Reset Password" button is located below the second field. On the left side of the form area, there is a "Password Reset" link. At the bottom of the page, there is a footer with the text "Questions or comments? Contact us: David Baumgartner or Mike Steiner." and "Copyright (c) 2004, Tyler Technologies, Inc. All Rights Reserved". The browser's address bar and status bar are visible at the bottom of the window.

You will be taken once again to the **Login** screen where you can proceed to login with your **Login ID** and your newly reset password.

You will also receive an e-mail confirming that you reset your password. "Your password was reset at Thu Dec 15 15:16:27 MST 2005 per your request."

NDRIN Web Header

The header at the top of the web page remains the same on almost every page, you will see five links: **Change Profile**, **Document Search**, **View Shopping Cart**, **Logout** and **NDRIN Home**.

Change Profile

Clicking on the **Change Profile** link will open the **Change Profile** page. Here you may change your personal information and view your account information.

NDRIN North Dakota Recorders Information Network

Change Profile Document Search View Shopping Cart Logout county NDRIN Home

Please Enter New Information Below

| | |
|--------------------------------|---|
| Login ID county | Old Password |
| Password | Confirm Password |
| First Name High Plains Tech | Last Name County User |
| Billing Address | Line 2 |
| City | State |
| ZIP Code | Email Address dbaumgartner@hplains.com |
| Phone 7013641280 | |

Change Profile

Clear Submit

House Credit Account Name
County Recorders Account
House Account Number
county

On the **Change Profile** screen, you can change your password by entering your current password in the **Old Password** field and then entering your new password into the **Password** and **Confirm Password** fields. You can also change your name, address, phone number or e-mail address.

Make your changes, then click **Submit** to submit or changes. Or click **Clear** to clear the screen.

At the bottom of the **Change Profile** screen you can see your **Account Name**, **Account Number** and your **Account Balance**.

Document Search



Clicking on the **Document Search** link will take you to a blank **Record Search** screen.

View Shopping Cart

Clicking on the **View Shopping Cart** link will open your **Shopping Cart**.

Logout

Clicking on the **Logout** link will log you out of NDRIN searching website and take you back to the **Welcome** screen.

NDRIN Home

Clicking on the **NDRIN Home** link will take you to the North Dakota Recorders Information Network home page.

Record Search Screen

There are many fields available to search from. You may use one field or a combination of fields to narrow down your search results.

The screenshot shows the NDRIN Record Search interface. At the top, there is a navigation bar with the NDRIN logo and the text "North Dakota Recorders Information Network". Below the navigation bar, there are links for "Change Profile", "Document Search", "View Shopping Cart", "Logout county", and "NDRIN Home". The main heading is "Enter search criteria." Below this, there is a paragraph of instructions: "To search over all counties, check the checkbox on the right and then enter the search criteria. To search over one or multiple counties, uncheck the box and select the counties of interest. Multiple counties can be selected by holding down the ctrl (or shift) button while making a selection." There is a "Counties" dropdown menu with the following options: Barnes County, Benson County, Bowman County, and Burleigh County. A checkbox labeled "Search over all Counties" is checked. Below the dropdown and checkbox are "Search" and "Clear" buttons. Further down, there are two input fields: "Document Type" and "Instrument Number". Below these is a "Book Page" section with a blue header and two input fields: "Book" and "Page". The browser address bar shows "http://www.ndrin.com/" and the Internet Explorer logo is visible in the bottom right corner.

Counties

All of the North Dakota counties are listed in alphabetical order in the **Counties** field. The default setting is to search over all counties. However, you may uncheck the **Search over all Counties** checkbox and choose which county or counties you wish to include in your search. Single-click on the county name to select the county. If you wish to choose multiple counties, hold down the [Ctrl] or [Shift] keys on your keyboard while clicking on the county names.

This screenshot shows the same NDRIN Record Search interface as the previous one, but with a different county selection. The "Counties" dropdown menu now shows Burleigh County, Cass County, Cavalier County, and Dunn County. The "Search over all Counties" checkbox is now unchecked. The "Search" and "Clear" buttons are still present. The rest of the interface, including the navigation bar and instructions, remains the same.

Document Type

To search by document type, enter all or part of the document type into the **Document Type** field. This field, much like the **Grantor** and **Grantee** fields, is a free form field, and, like the **Advanced** option described below, allows the use of wild cards. For more information on wild cards, please see the **Searching Syntax** section below.

Instrument Number

If you know the instrument number of the document you are looking for, enter it in the **Instrument Number** field. Because more than one county may use the same instrument number sequence, you may get more than one result.

Book Page

If you know the Book and Page of the document you are looking for, enter it into the **Book** and **Page** fields, respectively. Because more than one county may use the same book page number sequence, you may get more than one results.

The screenshot shows a search form with several sections:

- Recording Date:** Two input fields for 'Start' and 'End', each with a calendar icon to its right.
- Grantor:** An input field followed by a 'Search Type' dropdown menu set to 'Starts With'.
- Grantee:** An input field followed by a 'Search Type' dropdown menu set to 'Starts With'.
- Both:** An input field followed by a 'Search Type' dropdown menu set to 'Starts With'.
- Legal:** Three input fields for 'Subdivision', 'Lot', and 'Block'.
- Tract:** Two input fields for 'Tract' and 'Unit'.
- P1ssLegal:** An input field for 'Tract' followed by two dropdown menus for 'Sixteenth' and 'Quarter'.
- Section:** Three input fields for 'Section', 'Township', and 'Range'.

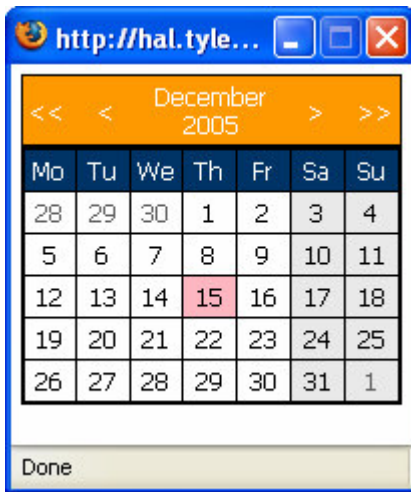
Recording Date

Narrow down your search by entering a single day or a date range in the **Recording Date** field.

You have two options for entering in dates.

1. First, each date field has a calendar icon to its right. Clicking on this icon will pop up a small calendar. When you first open it, it will default to the current day, as evidenced by the red box. The single arrows to the left and the right of the month and year will move you either ahead or back by one month. The double arrows to the left and the right of the month and year will move you either ahead or back by one year. You can navigate through the calendar and single click to choose the

date you desire.



2. Your second choice is to manually enter the date. You do need to enter slashes and the full four digits of the year (ex: 12/15/2005).

You may narrow the date range to a day, a week, a month, a year or whatever time frame you wish.

Grantor

To search by Grantor name, enter all or part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type BROWN CH, EagleWeb will return all documents with BROWN CH as the name (i.e. BROWN CHARLIE, BROWN CHARLES, BROWN CHARLOTTE, BROWN CHERYL, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Grantee

To search by **Grantee** name, enter all of part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type POTTER HA, **EagleWeb** will return all documents with POTTER HA as the name (i.e. POTTER HARRY, POTTER HAROLD, POTTER HALEY, POTTER HANNAH, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Both

The **Both** field is for those who either don't know whether the individual was the Grantor or the Grantee or who wants to search for all documents where the individual was either the Grantor or the Grantee.

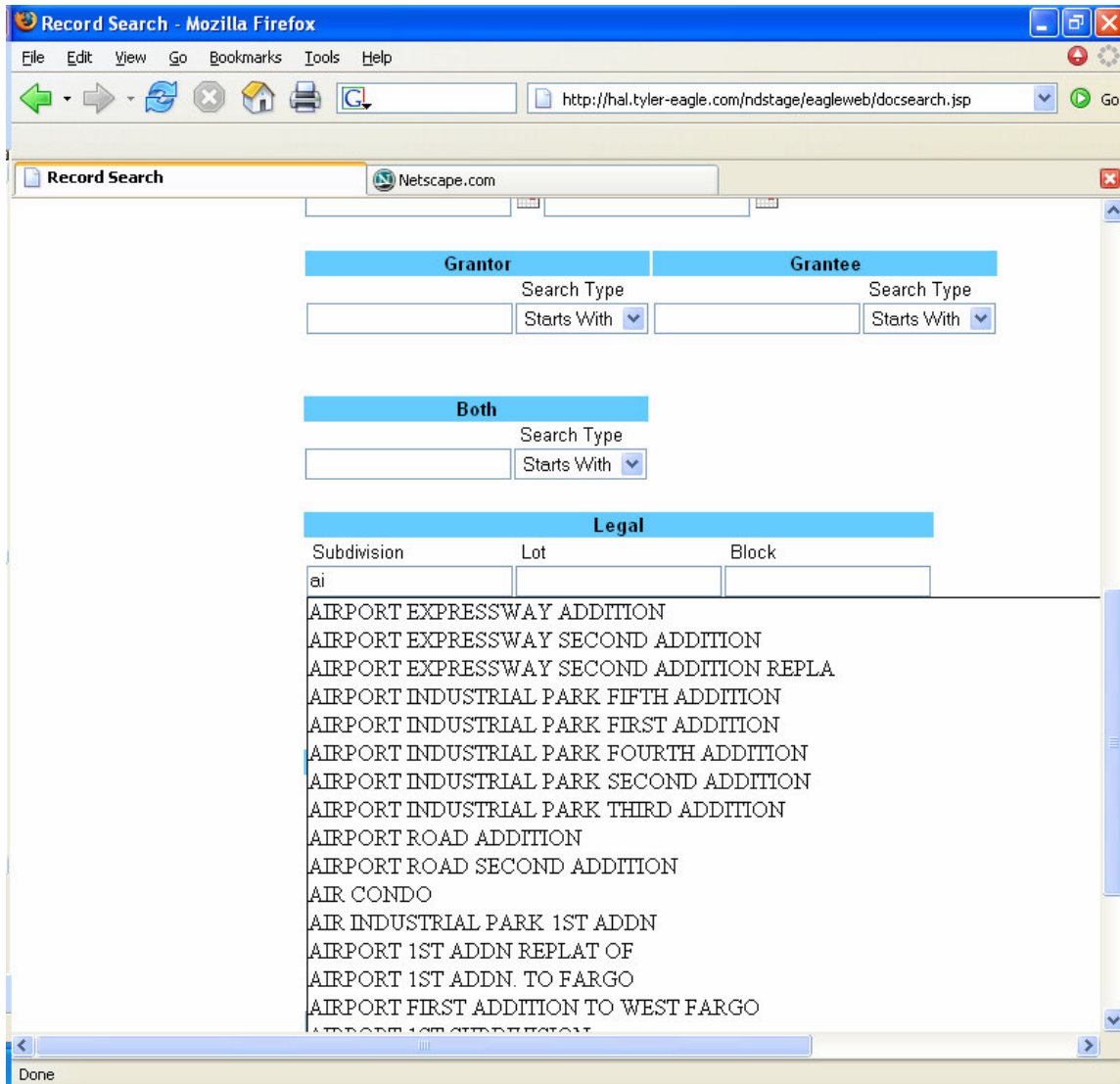
The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type KONG KI, EagleWeb will return all documents with KONG KI as the name (i.e. KONG KING, KONG KIMBERLY, KONG KIEFER, KONG KIRT, etc.).



The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Subdivision

To search by subdivision, enter all or part of the subdivision name into the **Subdivision** field. Type fairly slowly. As you type, available subdivisions will appear in a list directly below the **Subdivision** field.



You may select from the list that appears or keep typing until you have typed in the complete subdivision name. Wild cards can also be used in this field. See the **Searching Syntax** section found below for more information on searching with wild cards.

Legal/PlssLegal

To search by any of the remaining **Legal** or **PLSS Legal** fields, simply enter the value into the field.

Once you have entered all of your search criteria, click the **Search** button to perform the search. You may use the **Clear** button to clear the screen. If you need additional searching help, click on the **Need help searching? Click here.** link.

Search Results Screen

The documents matching your search criteria will be returned on the **Search Results** screen.

The screenshot shows the NDRIN (North Dakota Records Information Network) search results page. At the top, there is a navigation bar with links for 'Change Profile', 'Document Search', 'View Shopping Cart', 'Logout admin', and 'NDRIN Home'. Below this, the page title is 'Document Search' and the search criteria is 'Search Results For=Cass County'. It shows '1000 of 372211 Total Hits, 21 Pages'. A 'Sort By' dropdown menu is set to 'Document Relevance'. A table displays two search results, each with a 'SELECT DOCUMENTS' checkbox.

| DOCUMENT TYPE | SUMMARY | SELECT DOCUMENTS |
|------------------------|--|--------------------------|
| Cass County 1000514 | <p>Instrument # 1000514 Recording Date: 12/05/2001 08:20:00 AM</p> <p>Grantor: MUELLER, CHRISTI J Grantee: FIRST MORTGAGE SERVICE INC</p> <p>Legal: TOWNE SQUIRE WEST #2 CONDO Lot 36, TOWNE SQUIRE WEST #2 CONDO Lot 43, TOWNE SQUIRE WEST #2 CONDO Lot 93 Document Type: MORTGAGE Document Date: 11/30/2001 12:00:00 AM</p> | <input type="checkbox"/> |
| Cass County 1000515 | <p>Instrument # 1000515 Recording Date: 12/05/2001 08:20:00 AM</p> <p>Grantor: FIRST MORTGAGE SERVICE INC Grantee: NORTH DAKOTA HOUSING FINANCE AGENCY</p> <p>Legal: TOWNE SQUIRE WEST #2 CONDO Lot 36, TOWNE SQUIRE WEST #2 CONDO Lot 43, TOWNE SQUIRE Document Type: ASSIGNMENT MORTGAGE Document Date: 11/30/2001 12:00:00 AM</p> | <input type="checkbox"/> |

At the top of the **Search Results** screen, you will see your search criteria. In this case, the only search criteria I entered, was Cass County in the county field.

Directly below your search criteria you will see the number of results and the number of pages. In this case, there are 2 results and both are shown on one page.

In the left hand column you will see a **Sort By** field with a drop down. You may choose how your search results are sorted. This field defaults to sorting by **Document Relevance** in **Descending** order, however, your other choices are: **Document ID, Document Type, BookPage, DocumentDate, DocumentType, Grantee, Grantor, InstrumentNumber, Legal, LegalDescription** or **RecordingDate**. Clicking on the arrow to the right of this drop-down will change the arrow from **Descending** order to **Ascending** order and back.

The **Search Results** screen will provide a summary version of the documents matching your criteria. This summary will include the County, the Instrument #, the Recording Date and Time, the Grantor, the Grantee, the Legal, the Document Type and the Document Date. The summary information should help you narrow down which document you actually want to look at. From the **Search Results** screen, you may do one of two things. You may either click on the instrument number to view the indexed information at no charge or you may select the document by clicking in the box and add that document to your shopping cart. You may select multiple



documents for purchase by checking all of the documents you want.

Document View Screen

Clicking on the document's instrument number will bring you to the **Document View** screen. Here you may view the document's indexed information at no charge. You may also **Preview** the image and **Find Related Documents**.

The **Document View** screen will display all indexed information about the selected document.

Document Cass County - 1000515

| | | |
|---------------------|------------------------|------------------------|
| Document Type | Recording Date | Document Date |
| ASSIGNMENT MORTGAGE | 12/05/2001 08:20:00 AM | 11/30/2001 12:00:00 AM |
| Instrument Number | Book Page | Number of Pages |
| 1000515 | | 2 |

Grantor 1
FIRST MORTGAGE SERVICE INC

Grantee 1
NORTH DAKOTA HOUSING FINANCE AGENCY

Legal

| Legal | Legal Description | Legal Remarks | Parcel |
|-------|-----------------------------------|---------------|--------|
| | TOWNE SQUIRE WEST #2 CONDO Lot 36 | | |
| | TOWNE SQUIRE WEST #2 CONDO Lot 43 | | |
| | TOWNE SQUIRE WEST #2 CONDO Lot 93 | | |

Notes

Preview

Clicking on the **Preview** link will open the **View Document** screen. Here you will be able to view the document image with a watermark across it. You can view all pages and determine if you want to purchase the full document, part of the document or none of the document. You cannot print the images from this screen.

Change Profile Document Search View Shopping Cart Logout sswenson NDRIN Home

View Document
Purchase Document
Document Copy - \$11.00

Purchase single pages:
Enter a range or single pages.
(ex: 1-5, 7, 9)
Submit

OFFICE OF COUNTY RECORDER
State of North Dakota
County of Ramsey
I hereby certify that the within instrument was filed in this office for record on 09/02/2008 at 08:50 AM, and was duly recorded as Document Number 153583

Prepared by: Wells Fargo Financial, Inc.
601 Locant
Des Moines, Iowa 50309

Rates to: WELLS FARGO FINANCIAL NORTH DAKOTA, INC.
2400 8TH AVE SW, STE F5
JAMESTOWN, ND 58401

**MORTGAGE
SHORT-TERM MORTGAGE REDEMPTION**

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 9, 11, 16, 18 and 19. Certain rules regarding the usage of words used in this document are also provided in Section 14.

(A) "Security Instrument" means this document, which is dated 08/31/05, together with all Riders to this document.

(B) "Borrower" is BRADLEY ALAN EWENSON AND LEAH KATHRYN SWENSON, HUSBAND AND WIFE AS JOINT TENANTS

Borrower is the mortgagor under this Security Instrument.

(C) "Lender" is Wells Fargo Financial North Dakota, Inc. Lender is a corporation organized and existing under the laws of North Dakota. Lender's address is 2400 8TH AVE SW, STE F5, JAMESTOWN, ND 58401 and its post office address is 2400 8TH AVE SW, STE F5, JAMESTOWN, ND 58401. Lender is the mortgagee under this Security Instrument.

(D) "Note" means the promissory note signed by Borrower and dated 08/31/05. The Note states that Borrower owes Lender \$1,293,894 (U.S. Dollars) plus interest. Borrower has promised to pay this debt in regular Periodic Payments and to pay the debt in full not later than 09/26/13.

(E) "Property" means the property that is described below under the heading "Transfer of Rights in the Property."

(F) "Loan" means the debt evidenced by the Note, plus interest, any prepayment charges and late charges due under the Note, and all sums due under this Security Instrument, plus interest.

(G) "Riders" means all Riders to this Security Instrument that are executed by Borrower. The following Riders are to be executed by Borrower (check box as applicable):

Adjustable Rate Rider Collateral Rider Second Home Rider
 Balloon Rider Planned Unit Development Rider Other(s) (specify)
 1-4 Family Rider Biweekly Payment Rider

Done

To the left of the image, you will see the total amount due if you purchase the full document. You may also choose to purchase specific pages of the document by entering the page numbers, separated by commas, or a range of numbers. Click on the **Submit** button to add your selection to your shopping cart. Use the **Back** button on your browser to go back to the **Document View** screen without making any purchases.

Find Related Documents

You can choose to find **All related documents**, only those **Documents cited by this document** or only those **Documents citing this document**. Make your choice and then click the **Find** button. Those documents meeting your specifications will be listed on a new page. Clicking on the document will allow you to view the indexed information and preview the image for the selected related document.

Your Shopping Cart Screen

By choosing to purchase a document, whether by selecting it on the **Search Results** screen or clicking on **Submit** from the **Preview** screen, you add that document to your shopping cart. You can view the contents of your shopping cart at any time by clicking on the **View Shopping Cart** link in the header.

The screenshot displays the 'Your Shopping Cart' interface. At the top, the NDRIN logo and navigation links are visible. The main content area features a table with the following data:

| Item Type | Item Details | Price | Remove from cart |
|---------------|--|-----------------------------------|---|
| Document Copy | User Type Normal Pages 11 Document ID DOCC1000514-9 Web User ID admin Preview 01000514.001 | Price \$11.00 Subtotal \$11.00 | <input type="button" value="Remove from cart"/> |

Below the table, a red 'Total \$11.00' is displayed. A 'Checkout' button is located at the bottom of the cart area. A note states: 'Preview/View all items. (Documents can only be printed after purchase is confirmed.)'

Your shopping carts will detail the **Item Type**, **Item Details** and **Price** of all items in your cart, as well as provide you the opportunity to remove any items.

The **Item Type** will always be Document Copy. This is the only item available for purchase in the NDRIN system.

The **Item Details** will include your User Type, the document's number of pages, the Document ID and your Web User ID. It will also allow you to preview the document image one more time before purchase by clicking on the number to the right of the word Preview.

The **Price** is calculated based on the number of pages being purchased. You will see a **Total** for all documents being purchased at the bottom of the details.

To the right of each document being purchased is a **Remove from cart** button. You may click on this button to remove any document from your shopping cart.

Once you are satisfied with the items in your shopping cart, click on the **Checkout** button at the bottom to complete the transaction.

Confirm Purchase Screen

Once you have clicked on the **Checkout** button, you will be taken to the **Confirm Purchase** screen. The information on the **Confirm Purchase** screen is identical to the information on the **Your Shopping Cart** screen.

Once again it will provide the **Item Type, Item Details** and **Price** for all documents listed and provide one last opportunity to remove documents from your cart.

The **Confirm Purchase** screen also details your **Account Name, Account Number** and current **Account Balance**.

Once you are satisfied with the items in your shopping cart, click on the **Confirm** button. Click **Back** if you do not wish to confirm your purchase at this time. Once you have clicked the **Confirm** button, you cannot make any changes to your order.

Receipt Screen

Once you have confirmed your shopping cart purchase, you will be taken to the **Receipt** screen. The **Receipt** screen provides you a Receipt Number, the details of your order and your new Account Balance.

You will also be e-mailed a copy of the receipt. This e-mail will contain links to the document purchased, either individually or to all of them in the same file.

NDRIN North Dakota Recorders Information Network

Change Profile Document Search **View Shopping Cart** Logout admin NDRIN Home

This is your Receipt

House Credit Account Name
Test
House Account Number
Test
House Account Balance
\$102.00
Total
11.00
Receipt NumberWEB-191

| Item Type | Item Details | Price |
|---------------|--|--|
| Document Copy | User Type Pages Document ID Web User ID View Purchased Pages | Normal 11 DOCC1000514-9 admin 01000514.001 |
| | | Price \$11.00 Subtotal \$11.00 |

Total \$11.00

[Preview/View all items. \(Documents can only be printed after purchase is confirmed.\)](#)

The **Receipt** screen also provides you a link to **View Purchased Pages**. Click on this provided link (the document number) to view the document images you have purchased. Clicking on the link to **View Purchased Pages** will open the document in Adobe Reader. There is still a watermark across the top of the image, but you now have the ability to print the images.

Searching Syntax

The Advanced searching option uses the Lucene Search engine, which includes operators that will help the user enhance their search. These search tools are the same search tools used with popular Internet search engines. The following operators can be used in any field that has Lucene searching enabled.

Operators:

| | |
|---|---|
| AND | Ex: "United States" AND America will return only documents that have United, States and America in the field. |
| OR | Ex: "United States" OR America will return documents that have either United States or America in the field. |
| NOT | "United States" NOT America will return only documents that have United States, but not America in the field. |
| + | The "+" requires that the term after the "+" symbol exist somewhere in the field. Ex: +CHARLIE +BROWN – Will return only documents containing each name somewhere in the document. The names do not have to be next to each other. Could return a document containing CHARLIE CHAPLIN and JAMES BROWN.) |
| - | The "-" indicates that the words following the minus symbol are prohibited. (Ex: CHARLIE - BROWN - Will return documents containing the name CHARLIE but will not return documents that contain the name BROWN.) |
| <i>Note: Because a dash is used as a search operator, they should not be entered as a text character in any field.</i> | |

Note: Several terms entered into one field are automatically OR conditions. So United States is the same as United OR States.

Wildcard Searches:

- To perform a single character wildcard search use the "?" symbol. The single character wildcard search looks for terms that match that with the single character replaced. (Ex: CHRISTENS?N will return both "CHRISTENSEN" and "CHRISTENSON".)
- To perform a multiple character wildcard search use the "*" symbol. Multiple character wildcard searches looks for 0 or more characters. (Ex: JEFF* will return "JEFF", "JEFFREY", or "JEFFERSON")

*Note: You cannot use a * or ? symbol as the first character of a search, but they can appear in the middle or end.*



Grouping Terms:

- You may use parentheses to group clauses to form subqueries. (Ex: To search for either DENVER or COLORADO and MAP use the query (DENVER OR COLORADO) AND MAP. This makes sure that MAP must exist and that either DENVER or COLORADO must also exist.)
- Quotation marks can be used for grouping words into an exact search. (Ex: “MICKEY MOUSE” will return documents with MICKEY MOUSE found in the same field. It will not return documents if the names are separated (i.e. MICKEY M MOUSE or MICKEY MOUSEHEAD).)

Other Options:

- A dollar sign is used for a “sounds like” function. (Ex: CARLY\$ will return CARLY, CARLEY, CARLI, CARLIE.)
- A tilde alone performs a “fuzzy” search. (Ex: ROAM~ will return words that are similar in spelling to ROAM, such as FOAM or ROAMS.)
- A tilde plus a number performs a proximity search. This can be useful when there are instances of a name being recorded both with and without the middle initial. (Ex: “MARY MAXWELL”~1 will return all instances of MARY and MAXWELL being one word away from each other (i.e. MARY L MAXWELL or MARY ELIZABETH MAXWELL). Increase the number to increase the number of words between your search criteria.)