



# Commonwealth of Massachusetts

Berkshire Middle District Registry of Deeds

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Register of Deeds

## REGISTERED LAND DOCUMENTS BECOME PERMANENT RECORDS AT THE REGISTRY OF DEEDS

Go online and check the status of your recordings, update titles, or research properties at the Commonwealth's website:

[www.masslandrecords.com](http://www.masslandrecords.com)

For our registry, choose "Berkshire Middle" on the map of Massachusetts or use the drop-down menu. All documents may be downloaded and printed free of charge.

### Locate:

- All **Common Records** indices and documents are available online
  - Documents recorded August 8, 1761 through June 27, 1969 can be found by searching under **Unindexed Property** (see attached instructions)
- All **Registered Land** documents from April 24, 1997 through present are available online.
  - Additional miscellaneous Registered Land Documents are available by using the default 1/1/1901 as the "from" date of recording.

### **Recorded Land Plans:**

All Plans are available online and can be searched by Name, Surveyor or Street. For plans recorded in:

- **Plats:** Insert in the Book Field – "P" plus letter of Plat (i.e. A, B, C, etc.) and the Plan number into the Page Field, then click "search"
- **Lettered Drawers:** Insert in the Book Field – "D" plus letter of drawer (i.e. A, B, C, etc.) and the Plan number into the Page Field, then click "search".
- **Older Drawers, such as Drawers 1 – 268:** Insert in the Book Field "D" plus the number of the Drawer (i.e. D1, D2, etc.) but leave the page field blank, as there are several Plans per Drawer and you want to pull all for that Drawer to find the one that you need.
- **Books and Pages:** Insert in the Book Field – "B" plus the Book number (i.e. B337, B347 etc.) and the page number into the Page Field, then click "search".
- **Book 417's:** Insert 417 plus the letter, if any- (no spaces – no dashes) (i.e. 417a, 417b etc.) and the Plan number in the Page Field.
- **County Commissioner Plans:** See attached instructions

### **Registered Land Plans:**

All Plans are available online and can be searched by Plan reference or Street.

- To Search by Plan Reference: under "search criteria" for Registered Land Plans, select "Court Case Number Search." If the Plan reference is 2052-A, input just 2052 as there may be several others for the number such as B, C, D, etc.

**\*\*\*You MUST disable pop-ups for our site in your computer's settings before you are able to download any documents for viewing/printing. There are instructions for this on our home page.**

**Document Searching:**

- The more specific you are in your search, the narrower your results will be.
- To broaden your search results, input the least information as possible (last name only.)
- If searching the property owner, you will want to search the Grantee Index.
- If you are searching for who sold a property, search Grantor Index.
- If you are looking for other documents and are not sure check both; Grantor/Grantee Index.
- **Under "Search Criteria"** there are several options to choose from:
  - **Name Search:** This option is used if you know the property owners name.
  - **Book Search:** This option is if you know the Book and Page Number.
  - **Document Search:** This option is if you know the Document Number.
  - **Property Search:** You can search by the Street Name in a specific town. Only use the street name. Do not include the words Street, Avenue, Road, etc.
  - **Recorded Date Search:** You can search a document that was recorded within a particular date range. "Advanced Search" will narrow your results not only to the date range, but also the document type and specific town.

Once you find what you are looking for, it will show up on a split screen with the line items on the left. You can select what you need on the left by clicking anywhere it's underlined. Once you make your selection, the indexing information will appear on the right hand side of the screen. There will be two tabs on the right above the indexing information- one will say "View Image"...select that tab to see the document image.

If you are done searching and are ready to print, select "print document" (to the right of the "view image" tab) and follow printing instructions. If you have other searching to do, you can add the document to your "Basket" and continue searching. When complete, exit from the viewing window and click on "Basket" at the top of the screen, select what documents you would like to print and follow the printing instructions. This also applies to any and all Plans.

**If you need assistance using MassLandRecords, please call our Registry during our office hours  
Monday through Friday, 8:30 a.m. – 4:30 p.m, at (413)443-7438.**

## **Instructions for using the Unindexed Document Search (Phone Book Search) on www.masslandrecords.com:**

### Grantor/Grantee Indexes:

These are loaded from 1761-1969

#### ➤ Under Search Criteria

- “Recorded Land”
- “1952-1969 Grantor Index” or “1952-1969 Grantee Index”
- Select Grantor or Grantee Index that includes year searching
- Enter as much as full last name or as little as one letter
- Select “Search”
- Select name that precedes the name you are searching if your name does not appear
- Write down book and page of the documents you need to find
- Proceed to Unindexed Books instructions below

### Unindexed Books 1-876:

#### ➤ Under Search Criteria

- “Recorded Land”
- “Unindexed Property Search”
- Enter book and page
  - If your document continues onto the next page, you will also need to enter that page number in the “page” field to see entire document, one page at a time
  - If you wish to view the entire book you can enter only the book number
- Select “Search”

**County Commissioner Plans & Books on  
www.masslandrecords.com**

**COUNTY COMMISSIONER PLANS**

In order to search Plans use the following codes:

**CCC – County Roads**  
**CCS – State Highways**  
**CCM – Miscellaneous Drawers**

- In Search Criteria, under Plans, select Book (Year) Search;
  - Enter the code from the above referenced list that you wish to view and then click Search.
  - The last line item on the last page will be an Index by town for those plans, click to highlight this row and click the “View Images;”
    - Write down the DOCUMENT # from the index you wish to view, then close image;
    - Now back in the search list find the “Doc. #” that coordinates with the number from the index, click that row and click “View Images;”
      - From here you will need to use the arrows on the top left to find your specific plan

*Or, to search by a specific City/Town:*

- In Search Criteria, under Plans, click Name Search;
  - Enter the City/Town to be searched (**Example: Dalton Town, Pittsfield City, etc.**) then click Search;
  - Click to highlight the line you wish to view and then the “View Images” tab;
    - From here you will need to use the arrows on the top left to find your specific plan

**COUNTY COMMISSIONER BOOKS**

- In Search Criteria, under “Plans” select Book/Year;
  - In the Book/Year field enter **CCB** then click Search.
  - This will bring up the entire list of all the books that have been scanned in. Click to highlight any line and it will bring up the indexing of that book on the right side of your screen.
    - The Description field will detail the time period and what is included in each Book.
  - Once you have found the book needed click on the “View Images” tab (most books have an index at the beginning of the book);
  - The entire book will pull up. You can put the page you want in the top left box “1 of \_\_\_\_” and then hit enter, or use the arrows next to that box;
    - The page numbers are not in order due to the indexes. Check the margins on the actual documents for your page.
    - Use caution when printing! Be sure to enter the page you want in “Select Pages” or the entire book will print.