

The following steps are the instructions for using the tract index books and finding documents.

1. First you will need to go to the county's home page ([www.co.oneida.wi.us](http://www.co.oneida.wi.us)). Click on the link for GIS/Maps:



2. Click on the [Oneida County Manual Tract Index Pre 1997](#) link highlighted below:

## Land Records System – Maps & GIS

- Tax, Parcel, Permit, and Deed Search
  - [Ascent Land Records](#)
  - [Oneida County Parcel Search](#) (includes permit information)
- [Online Land Survey Maps & Misc Maps](#)
- [County Board Supervisory District Map](#)
- [GIS Data Download](#)
- [LiDAR Data Download](#)
- [RecordEASE Web](#) (online Register of Deeds land records access)
- [Grantor/Grantee Index Files](#) (There is a user guide PDF inside)
- [Oneida County Manual Tract Index Pre 1997](#)

3. You can search the tract indexes by **Township and Range** or by **Subdivision/Condo**.

The following Example will show how to search by **Township & Range**

For a parcel located in the NW ¼ of the NE ¼ in Section 25, Township 37 North, Range 7 East.

4. Use the drop down to select 37 for **Township** and 7 for the **Range** and then click on “Find All Records”

*Retrieve pre 1997 tract index by:*

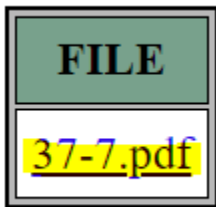
37 ▾ 7 ▾ Find All Records By Town & Range

Choose the Township and Range

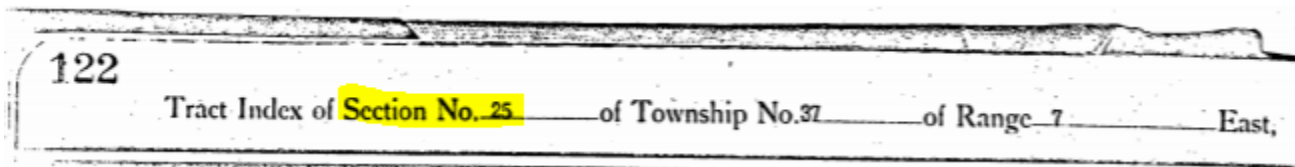
Find By Subdivision/Condo

Type the first few letters of the subdivision or condo or...leave blank to see all

5. Then click on the link to download the [37-7.pdf](#): This will take a few moments to load.



6. Scroll down the tract book pages until you find [Section 25](#), as shown below;



7. Then you will go to the Quarter-quarter or Government Lot that you are searching:



The following is an Example of how to search for a **Subdivision or Condominium**

- 1. Enter the first few letters of the subdivision or condo, or, leave this section blank and click “*Find By Subdivision/Condo*” to see the entire list.  
The following Example is located in; Lot 1, in Block A, of Sylvan Shores Subdivision

*Retrieve pre 1997 tract index by:*

35 ▾

9 ▾

Find All Records By Town & Range

Choose the Township and Range

sylvan

Find By Subdivision/Condo

Type the first few letters of the subdivision or condo or...leave blank to see all

- 2. After the results show, click on the Sylvan Shores.pdf file. This may take a few moments to load.

**File: sylvan**

FILE
<a href="#">Sylvan_Estates.pdf</a>
<a href="#">Sylvan_Oaks.pdf</a>
<a href="#">Sylvan_Shores.pdf</a>

- 3. Scroll to the Block and/or Lot for a subdivision, or Unit number for a condo. Each entry will show the Volume, Record and Page information.

Tract Index of the Plot of Sylvan Shores  
Recorded in Vol. 5 of Plat. page 76

Block	Lot	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page	Vol.	Record	Page
1.	✓	99	P	268	103	✓	464	119	min	81	119	min	85	52	m	249	113	D	441	149	min	193	149	min	4
		380	lot	168	461	D	786	741	D	739	741	m	740	743	m	15	843								
1.	✓	103	✓	464	119	min	81	113	D	441	149	min	193	149	min	485	166	D	186	115	m	237	217	D	3

Once you have identified the Volume and pages, you will need to set up an account for our online records system, RecordEASE in order to preview and purchase documents:

1. First you will need to go to the county's home page ([www.co.oneida.wi.us](http://www.co.oneida.wi.us)). Click on the link for GIS/Maps:




2. Click on the link for RecordEASE web:

# Land Records System – Maps & GIS

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3. **Create a new user account by clicking on “[New Credit Card Customer](#)”:**



**Oneida County, WI**

RecordEASE Web Access  
for best results, the 'Back' button should not be used.

Welcome - Please Login

**Login:**

UserName:

Password:

**[New Credit Card Customer](#)**

4. **You will receive an email with the link to log into the system. You will need to log in using the user name and password you just created. Then you will need to enter your credit card information.**
5. **At the home screen, click on “Search”:**

# Oneida County, WI

## RecordEASE Web Access

For best results, the 'Back' button should not be used.

Welcome PUBLIC

[Home](#)

[Search](#)

[Transactions/Money](#)

[Logout](#)

External Links

[RecordEASE - Web User Guide Oneida](#)

### Messages:

- Docs Verified Through  
Abstract: 3/2/2021

- [Daily escrow users click here](#) to print a Web Agreement

- [Daily escrow users click here](#) for Web Info Sheet

Docs Ver Thru

Abstract: 3/2/2021

6. You will have several options that you can use to search. Since you have the tract book, you will be searching by Book and Page, this is where you will need to enter the Volume/Book # and page # and click on "Search":

### Document Information

Doc Rec Date  to

Document Group

Document Name

Document Number  to

Documents Related to Doc#

Book  313 Page  551

Remarks/Notes

[Search](#)

[Clear All](#)

7. You will be able to preview the document by clicking "[View Image](#)". The image will appear, with a "Not Valid" watermark.
8. If you'd like to purchase a clean copy without the watermark, click on the "[Download Image](#)" button, select the pages you need and it will be charged to your credit card. The document will load as a pdf. You will be able to either save it to your computer, or print a clean copy.