



The tract index is a collection of information dating from 1848 to 1994. In this guide, we will show you how to use the indexes so you can find the relevant information you're looking for.

## Getting Started

To begin, you're going to need a place to start from, or at least a place that is nearby. For an example, let's use:

123 S WASHINGTON AVE  
WAUKESHA, WI 53188

Take this address and head over to: [TAX.WAUKESHACOUNTY.GOV](http://TAX.WAUKESHACOUNTY.GOV)

The screenshot shows a web interface with four tabs: "Pay Options", "Tax Bill", "Tax Listing", and "Search". The "Search" tab is active. Below the tabs is a search box with the placeholder text "Enter Tax Key, Address or Name here:" and the address "123 S WASHINGTON" entered. To the right of the search box is a red "SEARCH" button.

Type the address into the search box above and then click the "SEARCH" button on the right.

The screenshot shows the search results page with a blue header labeled "RESULTS". Below the header, it says "1 result found." followed by the address "123 S WASHINGTON AVE" in bold. Underneath, it lists "Tax Key: WAKC1306048" and "2016 REAL Property Owner: HOA V & VAN T TRUONG". On the right side, there are two buttons: "LISTING" with a document icon and "BILL" with a dollar sign icon. A blue arrow points to the "LISTING" button.

You'll get a result box like the one above. Click on "LISTING".

The screenshot shows a blue header labeled "LEGAL DESCRIPTION". Below the header, the text reads "S48' LOTS 7 & 8 BLK A LEWIS' ADDN PT NW1/4 SEC 3 T6N R19E DOC NO 2741753".

In the listing, you'll see the "LEGAL DESCRIPTION". The part described as NW1/4 SEC 3 T6N R19E is what we will need to use here. Keep this information handy and proceed to the next page.

# Choose An Index

Since the legal description you got from above is described as being in Range 17 (R17N), you will be choosing a tract index from the "Range 17" accordion menu. Just click on the blue button and it will expand to show you the available volumes and date ranges contained therein. If you're legal description includes Ranges from 18, 19, or 20 then you'll select the corresponding Range and the process remains the same.

## Range 17

### Range 17

- 27 (JAN 1994-MAY 1994)
- 26 (JAN 1992-DEC 1993)
- 25 (JUNE 1990-DEC 1991)
- 24 (FEB 1989-MAY 1990)
- 23 (FEB 1997-1989)
- 22 (1985-1986)
- 21 (1982-1984)
- 20 (1979-1981)
- 19 (1977-1978)
- 18 (1974-1976)
- 17 (1971-1973)
- 16 (1968-1970)
- 15 (1964-1968)

# Tract Index

## North-West Quarter Sec. 3 T 6 Range 17 East.

| GRANTOR.           | GRANTEE.        | Bk. | Pa. | DATE.      | Cons.    | Inst. | Filed.     | DESCRIPTION.      |
|--------------------|-----------------|-----|-----|------------|----------|-------|------------|-------------------|
| United States      | Edwara Duchene  | 8   | 521 | Oct 20. 40 | 2nd 2.03 | Recut | 27 May 51  | 1/4 A 17 17a      |
|                    | Oliver Paquette |     |     | Oct 29. 40 |          |       |            | 1/2 A 17 90 3/4 a |
| Edwara Duchene or  | Edward Heisner  | 8   | 365 | Oct 13. 46 |          | Handy |            | 1/4 A 17          |
| Oliver Paquette or | L D Griffin     | 8   | 36  | Jan 7. 51  |          | Handy |            | 1/4 A 17          |
| Y D Griffin or     | Daniel Kretz    | 11  | 112 | Oct 2. 52  |          | Handy |            | 1/4 A 17          |
| David Hotell or    | Roger Helou     | 13  | 707 | Apr 15. 53 |          | Handy |            | 1/4 A 17          |
| Roger Helou or     | J L Busch       | 16  | 437 | May 24. 55 |          | Handy |            | 1/4 A 17          |
| J Busch or         | Martin Bremer   | 19  | 441 | Oct 11. 56 |          | Handy |            | 1/4 A 17          |
| Martin Bremer      | J D M Donato    | 15  | 93  | Oct 1. 56  | 820      | Handy |            | 1/4 A 17          |
| Edwara Duchene or  | John B Langley  | 18  | 32  | Feb 17. 58 | 372      | Handy | Feb 2. 58  | 1/4 A 17          |
| Edwara Duchene     | John B Langley  | 18  | 491 | Jan 25. 59 | 386      | Handy | Jan 25. 59 | 1/4 A 17          |
| Edwara Duchene or  | George Annadel  | 17  | 437 | 23 Feb 60  |          | Handy | 29 Feb 60  | 1/4 A 17          |
| Edwara Duchene or  | Roger St Helou  | 19  | 490 | 2 Feb 60   | 700      | Handy | 6 Feb 60   | 1/4 A 17          |
| Edwara Duchene or  | Roger St Helou  | 28  | 103 | 20 Dec 62  | 560      | HO    | 14 Aug 63  | 1/4 A 17          |
| Edwara Heisner or  | Edwara Duchene  | 21  | 466 | 25 Oct 57  | 103      | HO    | 15 Aug 64  | 1/4 A 17 17a      |
| Edwara Duchene or  | Hermitea Ramona | 25  | 178 | 13 Jan 64  | 1070     | HO    | 15 Jan 64  | 1/4 A 17          |

This is an example of the tract index you will use to search properties in Waukesha County between the years of 1848 and 1994. Most of this information was hand written so keep in mind, readability may vary. Using the legal you took from the previous step, open up the book which is in the date range you would like, and navigate to the legal description: NW1/4 SEC 3 T6N R17E

Note: all books contain all sections and all townships, the only important part in determining which book to grab is the Range number.

Here you see all the postings that took place in that specific quarter section during the selected time frame. The important information you'll mostly be looking at are as follows:

- Grantor** – person selling/transferring property
- Grantee** – person receiving the conveyance
- BK (Book)** – Volume number
- PG (Page)** – Page number
- Description** – What type of document it is

Using this information, you will be able to locate the document in our office vault.

We hope that this guide was helpful, if you have any questions please feel free to e-mail or call.

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