

## SEARCHING FOR PROBATE DOCUMENTS IN STARR

STARR is Arlington County Circuit Court's new probate records management system that enables users to search publicly available probate case information.

### ACCESSING STARR

STARR is available to the public at the kiosk workstations located in the Circuit Court and online from a web browser at the following URL:

<https://starr.arlingtonva.us>

Figure – Internet Explorer Address Bar with STARR URL



Kiosk users and Subscribers can view document images online. Guest users will not be able to retrieve document images unless they are accessing STARR from a County kiosk.

### LOGGING INTO STARR

#### KIOSK USERS

From a County kiosk workstation, click on the STARR icon to open the application. Your session will be authenticated automatically and take you directly to the STARR home page. From the home page, you will be able to search for publicly available probate records.

Figure – STARR Kiosk Icon



## SUBSCRIBERS

Using a web browser connected to the internet, navigate to the STARR home page (see URL above). Enter your STARR Username and Password. Press the 'Log On' button to authenticate into STARR. The first time you login to STARR you will have to reset your password.

**Link:** [STARR User Guide for Resetting Passwords](#)

Figure – STARR Log in Box

### Log In

Username

Password

Log On

[Forgot Password?](#)

## GUESTS

Using a web browser connected to the internet, navigate to the STARR home page (see URL above). Press the 'Search' button below the Search as a Guest label.

Figure – STARR Search as a Guest

### Search as a Guest

Search »

## SEARCHING FOR RECORDS IN STARR

Once you have logged into STARR, click on the 'Search' button to access the Search screen.

Figure – STARR Home Screen

Home

Search

LOG OUT

Search »

From the Search screen, you can enter one or more search parameters. Click on the 'Search' button to query STARR.

Figure – STARR Search Screen

DOCUMENT INFO

File #  Instrument #  Book  Page  Document Type

DATE RECORDED

From  To

DECEDENT

First Name  Last Name

FIDUCIARY

First Name  Last Name

PROPERTY

RPC  Street #  Street Name  Street Type  Street Direction  Unit

If your search retrieves any publicly available data, it will be displayed in the Matching Results section below the Search screen. Results are grouped first by Probate File Number and then by Document Type. The oldest records are displayed first. Depending on your monitor resolution, you may need to scroll down to see the Matching Results section.

Figure – STARR Matching Results Section

12 Search Results Page 1 of 1 Showing 50 Per Page ▾

FILE NUMBER	DATE RECORDED	DECEDENT	FIDUCIARY	RPC NUMBER
W35049	1/8/2015	WILLIAM EDWARD SMITH	JESSICA J. NIESEN	

## SEARCH TIPS

- ▶ No wildcards (e.g. \*) are necessary. By design, STARR will perform a “BEGINS WITH” search.
  - For example, if you search Last Name = Smith, STARR will display results for Smith, Smithson, Smithfield, etc.
- ▶ When entering search parameters in multiple fields, STARR will perform an “AND” search.
  - For example, if you search Last Name = Smith and First Name = P, STARR will display results for P\* Smith\*. The following are all search results that would match this search request
    - Patricia Smith
    - Paula Smith
    - Paul Smith
    - Priscilla Smithson
- ▶ Date search can be open ended.

- If both a From Date and a To Date are entered, STARR will display results that were Recorded between the two dates and will include records Recorded on both the From Date and To Date if they exist.
- If only the From Date is populated, STARR will display results that were recorded ON or AFTER the From Date that was entered.
- If only a To Date is populated, STARR will display results what were recorded ON or BEFORE the To Date that was entered.

## NAVIGATING MATCHING RESULTS

By default, the matching results are presented by Probate File Number. Given the current naming conventions, the oldest records are displayed first in groups of 50. Users can change the grouping size to 25, 50, or 100 by selecting the drop down located at the top or bottom of the Matching Results section.

Figure – STARR Record Count Selector (Expanded)



To navigate between groups, users can press the 'Next Page' or 'Previous Page' buttons located at the top and bottom of the Matching Results section.

Figure – STARR Matching Results Page Navigation Control



*Note: There is no way to sort or filter the matching results once the data has been retrieved. If your result set is too big, you can refine your search by entering additional search parameters.*

## VIEWING FILE DETAILS

Click the 'File Details' button to navigate from the Matching Results Section to the File Details screen. As an alternative to clicking the 'File Details' button, non-Guest users can also click on the 'View' link. This will load the File Details screen and take you directly to the corresponding document image.

Figure – STARR Matching Results View & File Details Navigation

FILE NUMBER	DATE RECORDED	DECEDENT	FIDUCIARY	RPC NUMBER
<a href="#">W27889</a>	3/18/2003	PATRICIA C. SMITH	ANN COLETTE RAFTER, GLYNN ALAN SMITH, JOHN PAUL SMITH	24017007

DOCUMENT TYPE	INSTRUMENT #	DATE RECORDED	BOOK	PAGE	TEXT PAGES
List of Heirs		3/18/2003	36	461	1 <a href="#">View &gt;</a>
Affidavit of Notice		3/18/2003	36	471	1 <a href="#">View &gt;</a>
Exec Oath		3/18/2003	36	455	1 <a href="#">View &gt;</a>
Fact Sheet		3/18/2003	36	457	1 <a href="#">View &gt;</a>
Probate Info Form		3/18/2003	36	459	1 <a href="#">View &gt;</a>
Inventory		9/12/2003	41	578	1 <a href="#">View &gt;</a>
Will		3/18/2003	36	446	1 <a href="#">View &gt;</a>
Personal Bond		3/18/2003	36	453	1 <a href="#">View &gt;</a>
Statement Lieu		2/17/2006	61	2763	1 <a href="#">View &gt;</a>

[FILE DETAILS >](#)

From the File Details screen, users can view probate record index information, and view images (if using a kiosk or with a valid subscription). To perform additional searches or return to the Matching Results section, press the 'Back to Search Results' button.

Figure – STARR File Details Screen with Image Display (non-Guests only)

The screenshot shows the STARR File Details screen. At the top left is a 'Back to Search Results' button. Below it is a table titled 'DECEDENTS, FIDUCIARIES' with columns for TYPE, NAME, SUFFIX, TITLE, STREET, CITY, and STATE. The table lists Patricia C. Smith as the decedent and Ann Colette Rafter and Glynn Alan Smith as co-executors. To the right of the table is a document image with a UID barcode and the number 000003600461. Navigation buttons for 'Best Fit', 'Width', 'Actual Size', 'Prev Page', 'Next Page', and 'Print' are visible above the image.

## VIEWING DOCUMENT IMAGES

Kiosk users and subscribers can view Probate images from the File Details screen by pressing the 'View' button next to the corresponding Document Type.

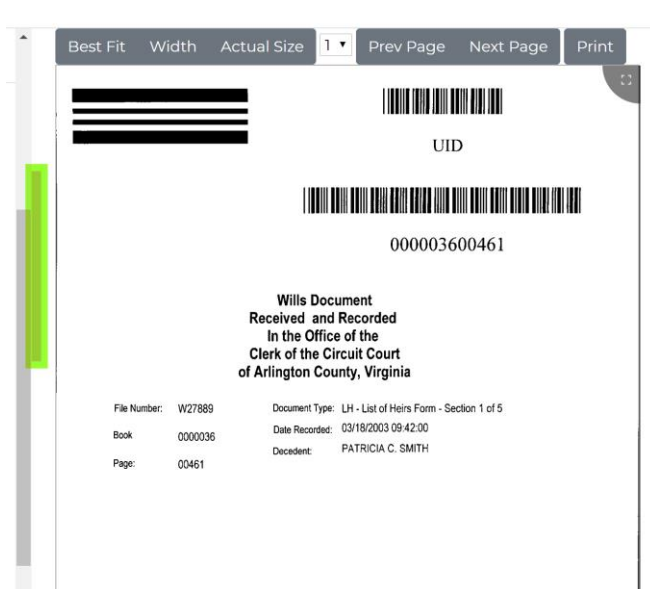
Figure – STARR File Details Screen Document Selector

▼ DOCUMENTS

DOCUMENT TYPE	DATE RECORDED	INSTRUMENT #	BOOK	PAGE	TEXT PAGES	
List of Heirs	3/18/2003		36	461	1	<a href="#">View</a>
Affidavit of Notice	3/18/2003		36	471	1	<a href="#">View</a>
Exec Oath	3/18/2003		36	455	1	<a href="#">View</a>

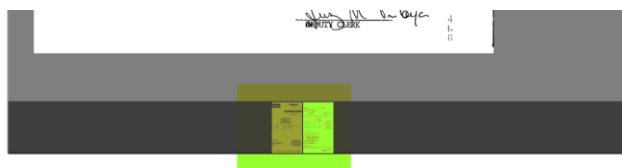
The Viewer is located to the right of the File Details. To set the width of the viewer, grab the resizer bar and move your mouse left (wider) or right (narrower).

Figure – STARR File Details Screen Image Viewer



Thumbnails for each page are available at the bottom of the viewer. Click any thumbnail page icon to navigate directly to a specific page.

Figure – STARR File Details Screen Image Viewer - Thumbnails



At the top of the viewer, the following features are available.

- ▶ Best Fit
- ▶ Width
- ▶ Actual Size
- ▶ Page Selector
- ▶ Previous Page
- ▶ Next Page
- ▶ Print

With the image viewer in focus, users can navigate the image with a mouse. To zoom in/out, use the center wheel on the mouse. To scroll up/down/left/right, left click (keep pressed) on the image and move your mouse to the desired section of the image.

To enlarge the size of the viewer to see more of the image, press the 'Full Screen' icon to expand the image viewer.

*Figure – STARR File Details Screen Image Viewer – Full Screen Icon*



From full screen mode, click the 'Dock' icon to return to the default mode where the image viewer is docked to the right of the File Details.

*Figure – STARR File Details Screen Image Viewer – Dock Viewer Icon*



*For additional information or assistance, please contact the Probate Office Monday through Friday between the hours of 8 a.m. and 4 p.m..*