## Forms

# Abstract

The Abstract is a document that serves the same purpose as a certified copy of the parties' marriage license.   It contains the names of the bride and groom, the date of the marriage, the license number and the date that the license was recorded.  This document, when complete, will also bear the signature or the Deputy Clerk attesting to its authenticity.

The clerk, having selected “Abstract” from the menu under Reports, will be presented with a screen requiring the input of the license number for which the abstract is desired.



Having entered the license number, the clerk shall press either “Show Report” to preview the Abstract or “Reset” to enter a different number.   The initial selection of “Abstract” and use of the criteria fields is accomplished by moving the pointer/cursor over the desired field and clicking once with the left mouse button.  The “Show Report” and “Reset” buttons are used in the same manner.  The Abstract, once verified as correct in the preview, may be printed by moving the pointer/cursor over and clicking on the printer button in the preview screen.



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