

Instructions and FAQ for SalesWeb

SalesWeb is the Orleans Parish Sheriff's Office's portal to retrieve information on properties for Real Estate and Movables.

1. You can search for a case or property using on one or more of the following search criteria:
 - a. Sales Dates
 - i. All Dates
 - ii. Scheduled Dates
 - iii. Sold Dates
 - b. Case #
 - c. Plaintiff
 - d. Defendant
 - e. Address
2. Click on the details button on the property if you want to view detailed information and statuses.
3. The property details page will display all the information on the property and the statuses which may be helpful in preparing for the auction.
4. You can view and print these attached case documents:
 - a. Mortgage Certificate
 - b. Judicial Advertisement
 - c. Conveyance Certificate
 - d. Ancillary Document
5. Account Summary Report Listing of fees and costs for the case is also available.

Instructions:

1. To get to the Property Inquiry via the Orleans Parish Sheriff's Office website.
 - a. Go to www.OPSO.us
 - b. Underneath the banner across the page, select Civil Division.
 - c. On the Civil Division page, Click the button labeled "Real Estate Sales List", or click on the menu item "Real Estate Sales List".
 - d. The SalesWeb website will be displayed.
2. Once on SalesWeb, or Property Inquiry, the user can begin their search and review.
3. Searching for properties:
 - a. One of the search fields must be entered in order to perform a search. If all fields are blank, you will receive an error message and then be requested to enter a search field.
 - b. The default is based on the "All" properties on the next Sales Date.

- c. Search by Sales Date (All, Scheduled or Sold Properties), Case #, Plaintiff, Defendant, and/or Address:
 - i. If an entire search field is known, you can enter the information into the search field to search for the individual property.
 - ii. If a partial search field is known, enter the partial information into the search field for a list of properties that may apply.
 - iii. A wildcard (%) can be used when entering partial information into the search field for a list of properties that may apply, e.g. enter **2016%**
 - d. After you have entered the search Criteria hit the **Search** button to perform the search you requested.
 - e. Or, if you would like to view “All”, “Scheduled” or just “Sold” properties, click on the radio button. The properties will be displayed automatically without clicking the **Search** button.
 - f. A list of properties will be displayed for you to choose from.
 - g. Select the property to go to the Details Page by double clicking anywhere on the line item.
4. Viewing the properties Details.
- a. The Properties Details page displays all the information on that Property.
 - b. There is a Report Link in the upper right corner to give the user the ability to print an Account Summary of the case and property.
 - i. To print a report, click on the link.
 - ii. The document will open up as a PDF to be printed if needed.
 - iii. Then follow the printing standards of your browser.
 - c. The Properties Detail page has been broken down into the following sections:
 - i. Property Details – Case #, title, assigned to, attorneys, and Writ.
 - ii. Documents – Viewable and printable documents concerning the property.
 1. To view the documents, click on the [Click to view](#) link to the right of the document you wish to view.
 2. The document will open in a PDF format for viewing on a separate tab. You can now print or save the document.
 - iii. Appraisals – The different appraisals that were requested during the history of the property.
 - iv. Status History – Defaulted to the most recent status; the **Expand** arrow is provided to see the entire Status History of the property.
 - d. To return to the Search page, click the **Back** button.

Frequently asked questions: Please see the Brochure located on the www.OPSO.us website.