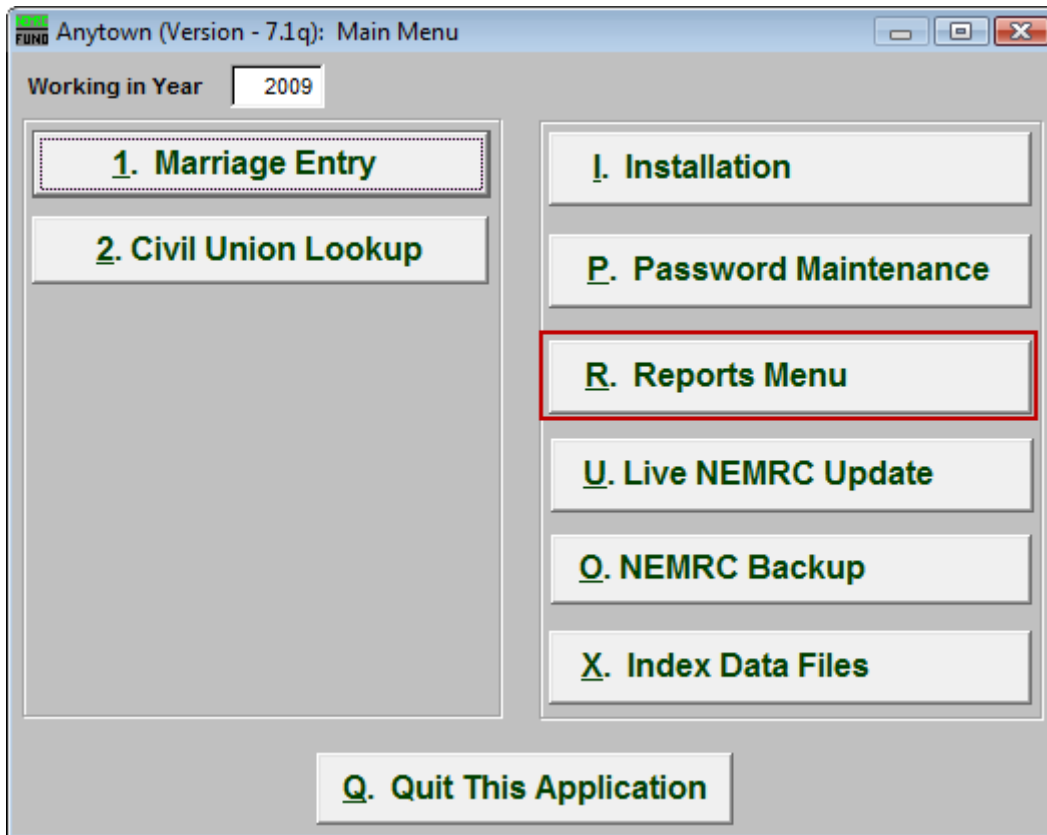


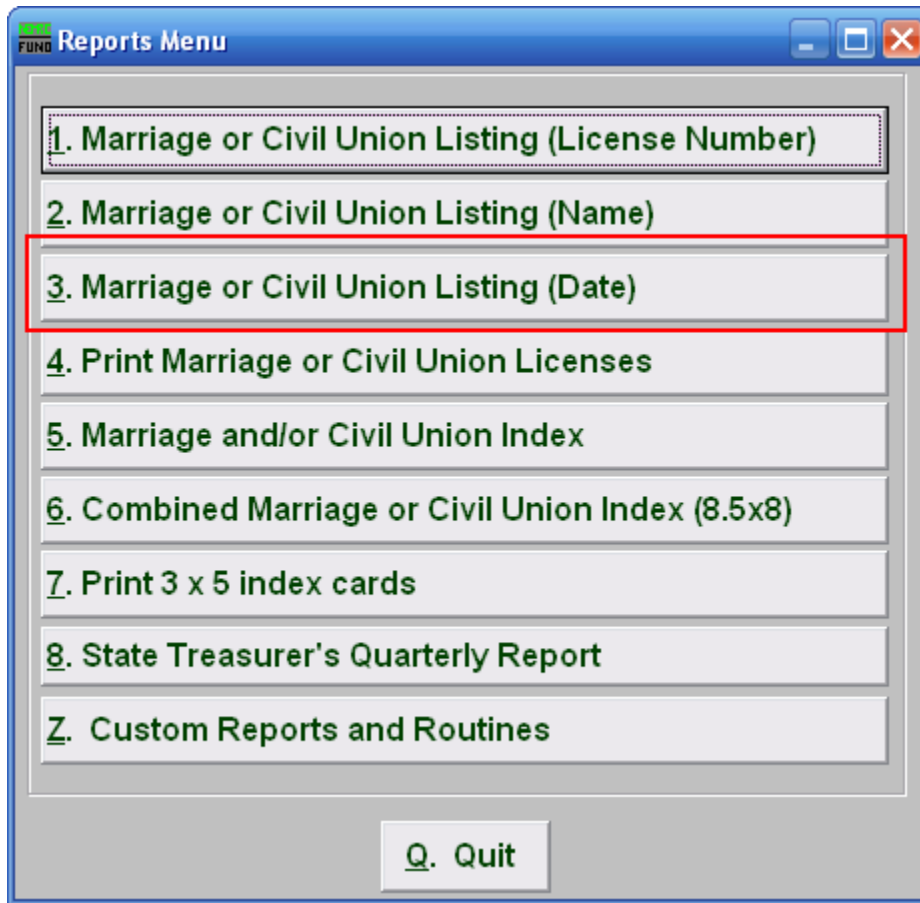
# Marriage Administration

## R. Reports Menu: 3. Marriage or Civil Union Listing (Date)



Click on “R. Reports Menu” from the Main Menu and the following window will appear:

# Marriage Administration



Click on “3. Marriage or Civil Union Listing (Date)” from the Reports Menu and the following window will appear:

# Marriage Administration

## Marriage or Civil Union Listing (Date)

Listing Report

1  Civil Unions  
 Marriages

Date Range (Blank for All) 2  to

3 Preview 4 Print 5 File 6 Cancel

1. **Civil Unions OR Marriages:** Click on the circle next to the Type you want the report to be on.
2. **Date Range (Blank for All):** Enter the date you wish to start with and the date you wish to end with. Leave blank for all.
3. **Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
4. **Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
5. **File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.