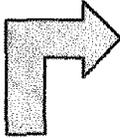


Regular System

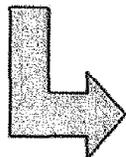
Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents



Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment



RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment



Time and number
># of docs
>TMK reference



CASHIERING

Ring up transaction and prepare receipts

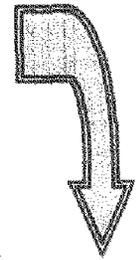


SCANNING and INDEXING



WILL CALL

Documents sorted and mailed/distributed to clients



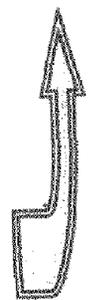
CASHIERING

Ring up transaction and prepare receipts



REVIEW

Review and Certification



Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance

301295

Regular System

Title Company & General Public documents

WILL CALL
Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.
Distributed

Title Company & General Public documents

Land Court

RECEIVING
Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment

RECEIVING
Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment

Time and number
># of docs
>TMK reference

CASHIERING
Ring up transaction and prepare receipts

SCANNING and INDEXING

CASHIERING
Ring up transaction and prepare receipts

Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance

WILL CALL
Documents sorted and mailed/distributed to clients

REVIEW
Review and Certification

301296

WILL CALL

(Pre Receiving)

- Will Call staff picks up mail from post office.
- Picked up and delivered (postal delivery/express) mail opened and separated into Land Court and Regular mail.
- Mail is delivered to respective sections.

PERSONNEL:

- Clerk III (SR08)
- Clerk IV (SR10)

301297

Regular System

Title Company & General Public documents

RECEIVING

- Check for recordability.
- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

- Time and number
- ># of docs
- >TMK reference

CASHIERING

Ring up transaction and prepare receipts

WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed

RECEIVING

- Check for recordability.
- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses.
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment

SCANNING and INDEXING

WILL CALL

Documents sorted and mailed/distributed to clients

CASHIERING

Ring up transaction and prepare receipts

REVIEW

Review and Certification

Title Company & General Public documents

Land Court

- Time and number
- ># of docs
- >TMK reference
- >Noted on info (CT)
- >New Issuance

301298

RECEIVING

LAND COURT: Documents that have been delivered to the Bureau and requires checking before it can be recorded.

The process of checking Land Court documents in a simplified version:

- Ensure names shown in documents are consistent to the information reflected in our certificates of title. Names must be in full, no initials
- Address of grantee/mortgagee/lessee is indicated.
- “Current” certificate of title is referenced in instrument
- If the Grantee/Mortgagee/Lessee is a corporation, must show state of incorporation and provide letter of good standing.
- With Release of mortgages
 - Check certificate to ensure party releasing has interest.
 - If releasing party differs from original mortgagee, check for assignments or change of name to validate parties authority to release mortgage.
- Original signature of parties
 - If documents are signed by a Power of Attorney, check for recorded POA.
- Proper notarial acknowledgement
 - Venue
 - Name of parties being notarized consistent with name under signature and in the body of the instrument.
 - Signature
 - Expiration date
 - Seal
- If document is a deed transferring title
 - Check conveyance tax certificate for completion
 - Note recording of conveyance on current certificate of title or on last conveying document if certificate has not been created.
- Note fees on first page of document and initial approval
 - Validate check is for the proper amount
 - Determine check not stale dated
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

301299

REGULAR SYSTEM: The process of checking Regular system documents in a simplified version:

- Ensure names shown in documents are consistent throughout the document in the body, under the signature line and notary acknowledgment.
 - Address of grantee/mortgagee/lessee is indicated.
 - Original signature of parties
 - Proper notarial acknowledgement
 - Venue
 - Name of parties being notarized consistent with name under signature and in the body of the instrument.
 - Signature
 - Expiration date
 - Seal
 - If document is a deed transferring title
 - Check conveyance tax certificate for completion.
- Note fees on first page of document and initial approval
 - Validate check is for the proper amount
 - Determine check not stale dated
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

DOUBLE SYSTEM: These are documents involving both Land Court and Regular System interests.

- Each section checks their part and forwards document to other section.
- If deficiencies cannot be corrected, a Rejection Form is completed and sent back to customer with documents.

PERSONNEL:

- Receiving Clerk I – SR 17
 - Land Court (5)
 - Regular System (4)
- Receiving Clerk II – SR 19
 - Land Court (1)
 - Regular System (1)

301300

(PLEASE RETURN THIS FORM WHEN RESUBMITTING DOCUMENTS FOR RECORDATION)

TO:

FROM: State of Hawaii
Department of Land and Natural Resources
Bureau of Conveyances
P.O. Box 2867
Honolulu, Hawaii 96803

We cannot record your document(s) for the following reasons:

- The first page of a document must contain the following:
Top 3 1/2" must be reserved for Registrar's recording information.
The mailing address to whom the document should be returned, typewritten 1 1/2" from the left margin and not to exceed 3 1/2" per line.
Type of document; Grantor(s) name; Grantee(s) name and address; Tax Map Key #
Documents should be no larger than 8 1/2 x 11 inches and should be single-sided sheets of written text.
Document will not reproduce legibly under photographic or electrostatic methods.
Names of parties must conform throughout the document (body of instrument, signature line and notary page).
Names of individuals, signing in their individual capacity, must be typewritten stamped or printed beneath signatures.
Notarial acknowledgment required or incomplete.
No paper or materials can be secured or attached in a manner that may conceal any written text.
Notary/Party of interest needs to initial all changes (white-out), insertions (*) or deletions in instrument.
Authentication of foreign notary public required: Consulate/Apostille
Book and Page or Document number of not referenced in instrument or is incomplete.
Missing: Exhibit; Schedule; Self-addressed stamped envelope; Other
Financing Statement Item No. incomplete. Other:
Document(s) must include original signature(s). Signature of
Judgment requires reference to Tax Identification Number of party against whom judgment is filed or statement that information is not in the possession of the party seeking recordation.
Conveyance Tax Certificate: Not presented; Incomplete.
If using P-64B (Exemption from Conveyance Tax), Part I, send entire package to Tax Office for approval.
State of Hawaii Department of Taxation
Technical Review Office
P. O. Box 259
Honolulu, Hawaii 96809
Attention: Conveyance Tax Clerk
Phone: (808) 587-1577

Incorrect Fees
Conveyance Tax Fee \$
Recording Fee \$ for
Recording Fee \$ for
Certified Copy Fee \$ (\$1.00 per page) for
Miscellaneous Fee \$ for
TOTAL FEE DUE \$ Check payable to BUREAU OF CONVEYANCES.

(\$25.00 per document and \$1.00 for each page after 20 pages per system)

- Returning: Document(s); Check # for \$
Correct Certificate of Title (CT) not referenced in instrument(s).
Instrument does not contain or have endorsement of:
Full name of parties, no initials permitted;
Address of: Grantee(s); Mortgagee(s); Assignee(s); Debtor(s)/Secured Party.
Marital status of Grantees(s) required.
Individuals taking title, if married, must show full name of spouse. (No initials permitted)

- Corporate Grantee(s): Letter of good standing; State of incorporation; Corporate address.
Certificate of Title must be amended. Please complete the enclosed Petition to note: Marriage; Divorce; or Death.
Attach certified copy of marriage, divorce or death certificate to petition. Filing fee for Petition is \$32.00, \$1.00 for each exhibit and \$1.00 for certification. Check should be made payable to LAND COURT and mailed with Petition to:
LAND AND TAX APPEAL COURT,
777 PUNCHBOWL STREET
HONOLULU, HAWAII 96813-5093
Phone: (808) 539-4777

REMARKS:

301301

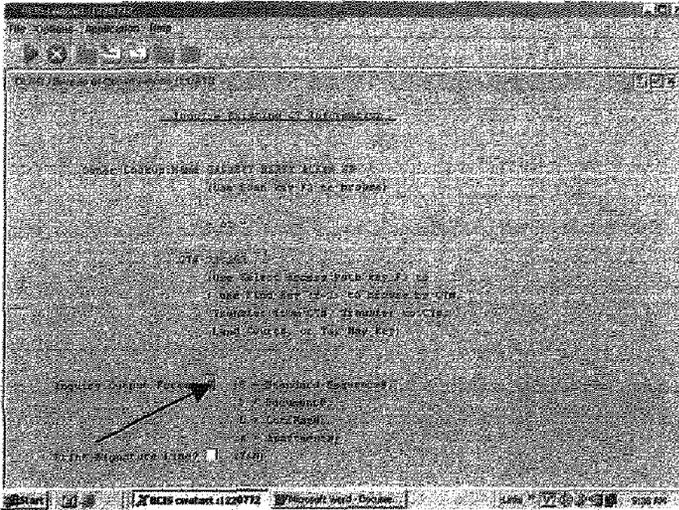
Date: September 17, 2006

Carl Watanabe -- (808) 587-0120

Visit our website, www.hawaii.gov/dlnr/bc for more information.

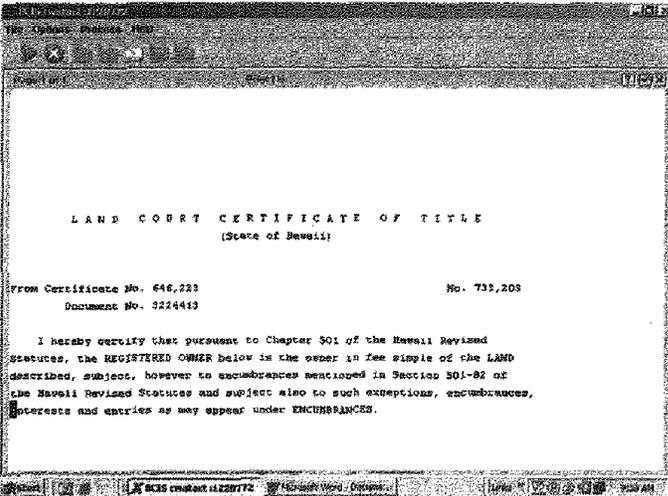
REJECTION FORM USED TO INDICATE DEFICIENCIES

Land Court Receiving



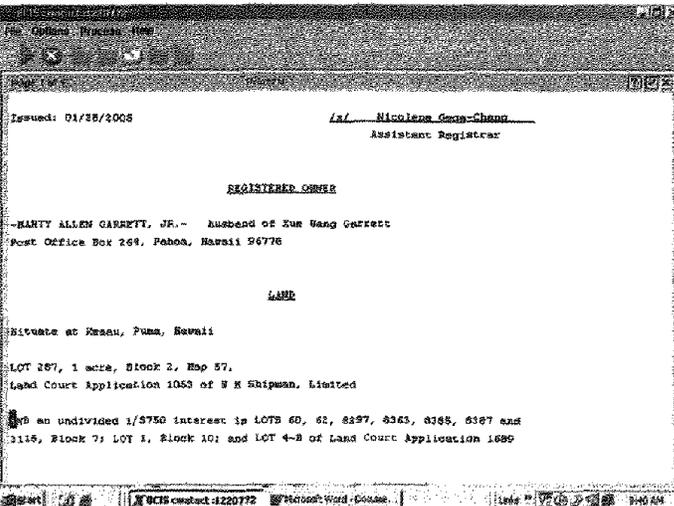
Set Inquiry Mode to "A" or "L" to establish search criteria

ENTER To continue



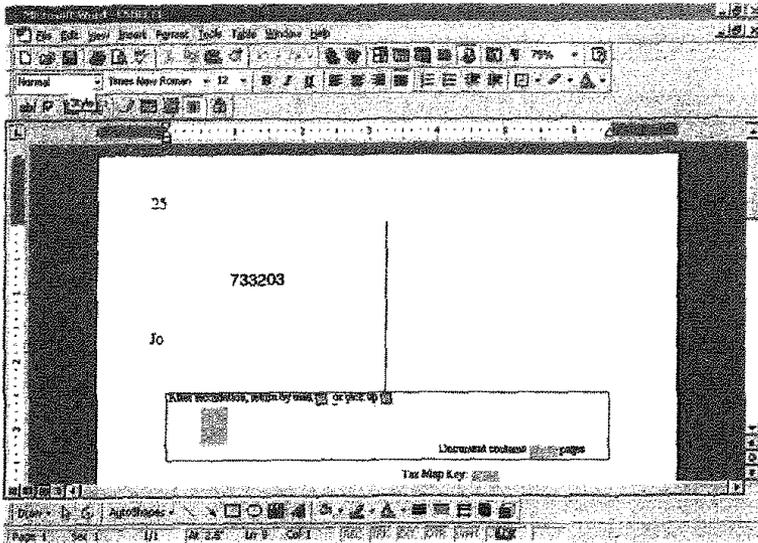
Certificate header appears

Page Down ▼



301303

Land Court Receiving



If information is valid, note certificate on first page, fee and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.

301305

LC Receiving Deed

TOTAL NO. OF PAGES: 5
 TRK: (1) 4-2-084-011
DEED
KNOW ALL MEN BY THESE PRESENTS:
 That **JUERGEN ROBERT WEINMANN** and **CHARLENE ETTA WEINMANN**, husband and wife, of Oconomowoc, Wisconsin ("Grantor"), for and in consideration of the sum of **TEN DOLLARS (\$10.00)** and other good and valuable consideration to Grantor paid by **CHRISTE ARMSTRONG**, wife of Edward Ray Stone, whose mailing address is 1282 Sahill Street, Hailua, HI 96734 ("Grantee"), receipt whereof is hereby acknowledged, do hereby give, grant, bargain, sell and convey all of that certain property more fully described in Exhibit "A" hereto attached and incorporated herein by reference, including any fixtures, appliances, furniture and/or items of personal property referred to therein, unto the Grantee as tenant in Severalty, her heirs and assigns forever.
 AND the reversions, remainders, rents, issues and profits thereof and all of the estate, right, title and interest of the Grantor, both at law and in equity, therein and thereto.
TO HAVE AND TO HOLD the same together with all buildings, improvements, tenements, rights, easements, hereditaments, privileges and appurtenances thereunto belonging
 Law Offices of

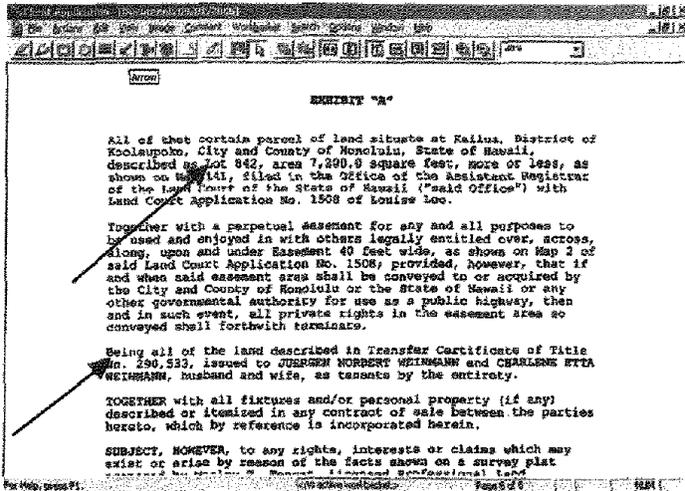
Deed is submitted for recording
 Verify full names being used. If initials are used, endorse full name.
 Verify address of grantee. If missing, endorsement allowed.
 Check for tenancy

LCATS Main Menu
 Click PF3 Inquire CT

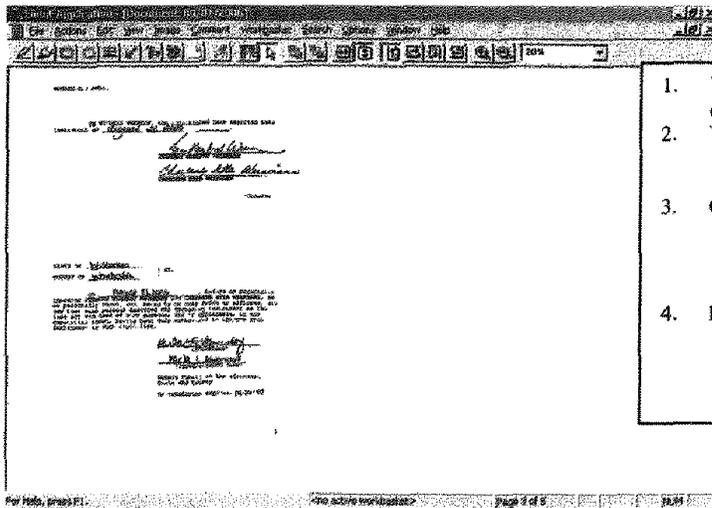
Type name of seller

301307

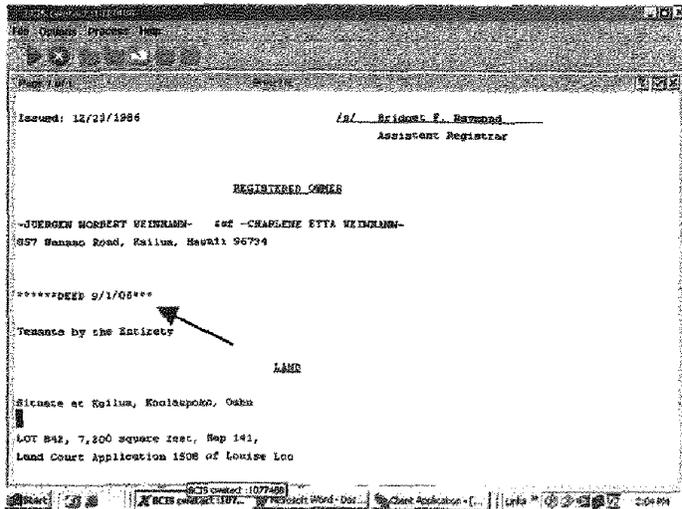
LC Receiving Deed



1. Confirm property transferred conforms to certificate information
2. Locate certificate of title reference and if not current or missing, endorse current certificate of title.



1. Verify names under signature conform to certificate and body of deed.
2. Verify proper party is signing off.
 - a. If instrument is being signed by Power of Attorney, check POA file to verify authority.
3. Check notarial acknowledgment for:
 - a. Venue / acknowledgment complete
 - b. Properly signed by notary
 - c. Expiration and seal
4. If initials are used, endorse FULL name of party.



Under PFI, pull up certificate to note recordation of the deed

When certificate if accessed, the conveyance information will be reflected on the screen.

301309

LC Receiving Deed

Form P-644
REV. 09/05

STATE OF HAWAII—DEPARTMENT OF TAXATION

DO NOT WRITE OR STAPLE ON THIS OFFICE

CONVEYANCE TAX CERTIFICATE
(Please Type or Print)

PART I
1. TAX MAP KEY INFORMATION:

LOT	PLAT	PARCEL	CTR NO.

ISLAND _____ APT. NO. _____

2. NAMES OF PARTIES TO THE DOCUMENT:
SELLERS / TRANSFERORS / GRANTORS, ETC.

PURCHASERS / TRANSFEREES / GRANTEE(S), ETC.

Review conveyance tax certificate for completeness and acknowledgment

Form P-645
REV. 03/06

STATE OF HAWAII—DEPARTMENT OF TAXATION

DO NOT WRITE OR STAPLE ON THIS OFFICE

EXEMPTION FROM CONVEYANCE TAX
(Please Type or Print) **DO NOT STAPLE**

Before completing this form, please read the Instructions for Form P-644 and Form P-645. To obtain the instructions, go to the Department of Taxation's website at www.dtax.hawaii.gov or call the Department's Public Request Line at 808-702-1400 or 1-800-235-7829 (toll-free).

1. TAX MAP KEY INFORMATION:

2. NAMES OF PARTIES TO THE DOCUMENT:
SELLERS / TRANSFERORS / GRANTORS, ETC.

25 lf
25 ct

290533
N

to

Document contains 2 pages

Text Map Key

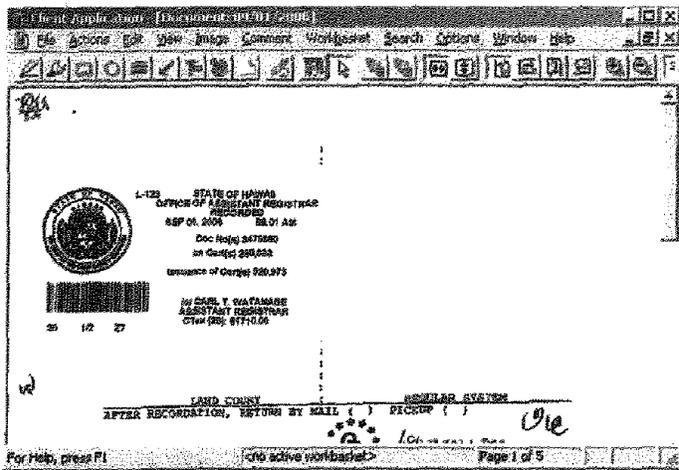
If information is valid, note certificate on first page, indicator for new issuance, fee and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.

301310

LC Receiving Deed



Labels printed and
affixed to document

301311

Regular Receiving Deed

01/17/08

After Reconduction, Return By: Mail () PickUp (X) To: **REGISTRATION 105-307504-VK**
REG TITLE #

7 REGS
 TIME: (1) 9-4-164-605
 94-1033 Maunaloa Street
 Waipahu, Hawaii 96797

WARRANTY DEED

THIS DEED, dated April 7, 2006, by and between TROY ERIC OLSON and JEANNE MYONG JIN CHUNG, husband and wife, (hereinafter collectively referred to as the "Grantor"), and GREGORIO VIDAL FAMILIA and RACHELE MARIE FAMILIA, husband and wife, both whose address is 1147 Ala Napunani Street, #501, Honolulu, Hawaii 96818, (hereinafter collectively referred to as the "Grantee"),

WITNESSETH:

That for and in consideration of the sum of TEN DOLLARS (\$10.00) and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant, bargain, sell, convey, and transfer unto the Grantee:

All of that certain real property described in Exhibit "A," attached hereto and

Deed submitted for recording

Check for address of Grantee

Notary Public for the State of Hawaii

[Signature]
[Signature]

Public Seal

Notary Public for the State of Hawaii

1. Verify name in the body of the instrument, under the signature and in the notarial acknowledgment are the same.
2. If being signed by POA, no need for verification.
3. Check notarial acknowledgment for:
 - a. Venue/acknowledgment complete
 - b. Properly signed by notary
 - c. Expiration and seal

EXHIBIT "A"

All of that certain parcel of land situate at Honolulu, Ewa, City and County of Honolulu, State of Hawaii, more particularly described as Lot 23, area 3,760 square feet, more or less, as shown on File Plan 2286 recorded in the Bureau of Conveyances of the State of Hawaii.

Together with a nonexclusive easement for vehicular access over, across, along and upon Lot 184 and 185 of the Royal Kunia Subdivision, Site 5, as shown on File Plan Number 2286 (the "Roadway Lots"), from time to time for access to a public road. Reserving to (Original) Grantor, however, the right to relocate said access to such other location as (Original) Grantor may from time to time designate in writing by reconduction of any instrument designating the relocation of such access (without necessity of amending this deed). Provided, however, that in the event that any portion or all of the Roadway Lots or other designated access areas are conveyed to the State of Hawaii or City and County of Honolulu, or any other appropriate governmental authority, said easement as to the area so conveyed shall immediately terminate.

Together also with an easement for maintenance purposes over Easement "23", containing an area of 400 square feet, more or less, over and across Lot 26, as shown on File Plan No. 2286, as set forth in Declaration of Restrictive Covenants (Zero Lot Line) dated April 3, 2001, recorded in said Bureau of Documents No. 2001-046363.

Verify exhibit describes Regular System property.

301312

Regular Receiving Deed

Form P-644 (REV. 2008) STATE OF HAWAII - DEPARTMENT OF TAXATION
CONVEYANCE TAX CERTIFICATE
 (Please Type or Print)

DO NOT WRITE OR STAPLE IN THIS SPACE

1. TAX MAP KEY INFORMATION:

LOT	PLAT	PARCEL	QR ID

ISLAND _____ APT. NO. _____

2. NAMES OF PARTIES TO THE DOCUMENT:
 SELLERS / TRANSFERORS / GRANTORS, ETC. _____
 PURCHASERS / TRANSFEREES / GRANTEE(S), ETC. _____

Review conveyance tax certificate for completeness and acknowledgment

Form P-648 (REV. 2008) STATE OF HAWAII - DEPARTMENT OF TAXATION
EXEMPTION FROM CONVEYANCE TAX
 (Please Type or Print)

DO NOT WRITE OR STAPLE IN THIS SPACE

1. TAX MAP KEY INFORMATION:

2. NAMES OF PARTIES TO THE DOCUMENT:
 SELLERS / TRANSFERORS / GRANTORS, ETC. _____

25

to

Document Outlets

If information is valid, note fee on first page, and initial to indicate acceptance.

Check and verify check for fees.

Attach check to document and forward to have labels prepared and affixed.

301313

Regular Receiving Deed

STATE OF HAWAII
BUREAU OF CONVEYANCES
RECORDED
APR 13 2008 09:50 AM
Doc No: 2008-070858

STATE OF HAWAII
BUREAU OF CONVEYANCES
REGISTRAR OF CONVEYANCES
CTax (No): 8888.50

20 1/2 28

LAND COURT SYSTEM
REGULAR SYSTEM

After Recording, Return By: Mail ()
REGORIO, RACHELE FAMILIA
94-1033 MYABLE ST
WAIKANAHI HI 96797

REG-ESCROW # 105-309304-3A
REG-TITLE #

7 PAGES
TRK: (1) 9-4-164-06

Page 1 of 7

Labels printed and affixed to document.

301314

Double System Recording

LAND COURT SYSTEM
 Mailed by () Mail (X) Pickup to:
 Old Republic Title & Escrow of Hawaii
 Pacific Guaranty Center
 723 Bishop Street, Suite 2600
 Honolulu, HI 96813

REGULAR SYSTEM
 0002010467
 This document has 8 pages.
 1/23/10

KAANAPALI BEACH VACATION OWNERSHIP PROGRAM DEED

This deed is dated as of **JANUARY 17, 2008**. It is made by and is binding on:

"SELLER" - West Maui Resort Partners, L.P., a Delaware limited partnership.

"YOU" - LILLIAN MARIE KONCECZY and RAYMOND KONCECZY, WIFE AND HUSBAND
 Your address is c/o 104 Kaaupali Shores Place, Lahaina, Maui, Hawaii 99761

1. **TRANSFER OF OWNERSHIP INTEREST TO YOU.** In return for your purchase in this deed and for money or other valuable things received from you, the Seller transfers for in legal fees, "grants, conveys, sells and conveys" the following property (the "Property") to you:

1. An undivided Ownership Interest in the Kaaupali Beach Vacation Resort - condominium project (the "Condominium"). The Ownership Interest is as

For Help, press F1. <no active workbook> Page 1 of 8

Current Practice

1. Sections check respective portion and turns it over to the other, i.e. Regular will do first check and send over to Land Court to check Land Court portion.

Special Project Unit

1. Documents are checked in its entirety and a review is made of BOTH interest.

DOUBLE SYSTEM

LAND COURT SYSTEM
 L-296 STATE OF HAWAII
 OFFICE OF ASSISTANT REGISTRAR
 RECORDED
 FEB 07, 2008 09:01 AM
 Doc No(s) 2268143
 on Cert(s) 771,382
 Instance of Cert(s) 781,876
 BY CARL T. WATANABE
 ASSISTANT REGISTRAR
 CTA-110; 818-25
 20 1718 25 R876

REGULAR SYSTEM
 R-876 STATE OF HAWAII
 BUREAU OF CONVEYANCES
 RECORDED
 FEB 07, 2008 09:01 AM
 Doc No(s) 2008-026354
 BY CARL T. WATANABE
 REGISTRAR OF CONVEYANCES
 20 1718 25 L296

1501123-EVW Program Deed-NM

For Help, press F1. <no active workbook> Page 1 of 8

Current Practice

1. Sections label their own portion and turns it over to the other, i.e. Regular will prepare and affix Regular System label and send over to Land Court to prepare and affix Land Court labels.

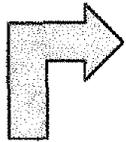
Special Project Unit

1. No labeling is done and checked documents are sent to receiving to be labeled as described in Current Practice

301315

Regular System

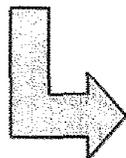
Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents



Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment

Time and number
># of docs
>TMK reference

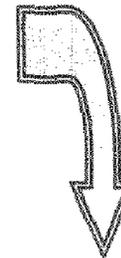


CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts



Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification

301316

LABELING

(Time and Numbering Function)

Creating and affixing labels are done by the receiving clerks of the specific sections as well as other staffers identified for this task.

- Take document and program label information based on information provided on first page of the instrument and conveyance tax form.
- Print labels on Zebra label printers
- Affix labels to appropriate document.

After documents are labeled, given to Cashiers to ring up.

PERSONNEL: This function is performed by the Receiving Clerks in each section.

799774

Return By Mail To:
TOAN DORAN
3465 WAIALAE AVE FL 4
HONOLULU, HI 96816



Satisfaction

America's Servicing Company #:1100110662 "DORAN" Lender ID:703001/115681314 Honolulu, Hawaii
MERS #: 100122200001501862 VRU #: 1-888-679-8377

KNOW ALL MEN BY THESE PRESENTS that, for value received, MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION owner of the beneficial interest under a certain Mortgage, whose parties, dates and recording information are below, does hereby acknowledge that it has received full payment and satisfaction of the same, and in consideration thereof, does hereby cancel and discharge said Mortgage.

Original Mortgagor: TOAN DO DORAN, UNMARRIED, AS TENANT IN SEVERALTY
Original Mortgagee: MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION
Dated: 03/09/2005 Recorded: 03/15/2005 in Book/Reel/Liber: N/A Page/Folio: N/A as Instrument No.: L3240689 / in Honolulu County, Hawaii

Current Certificate of Title is 799774

Original CT #: 738384

Property Address: 91-121 KANEANA ST #12B, EWA BEACH, HI 96706

IN WITNESS WHEREOF, said holder, by the officer duly authorized, has duly executed the foregoing instrument;

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. AS NOMINEE FOR BNC MORTGAGE, INC., A DELAWARE CORPORATION
On April 25th, 2006

By: 
DION CHESSAR, Assistant Secretary

301318

75
75 49

674391
N

w

After recordation, return by mail or pick up

Ronald M. Tochioka
5221 Hartford Way
Westminster, CA 92683

Document contains 6 pages

Tax Map Key: (2) 4-4-14-3

Deed into Trust

301319

Before Time & Numbering 8:02 (Mail):

- Make sure all the 8:01s are Time & Numbered
- Put on fillers (releases or single documents) – approximately 5 to 10*.
- Be aware when the time has changed (especially if you leave your desk)

Before Time & Numbering 8:01 (Title Company Prechecks):

- Make sure someone has bumped the system to start the next day (look for “Precheck” sign among the Land Court Receiving Clerks)
- Put on fillers (releases or single documents) – approximately 10-20*.
- Do **NOT** Time & Number any Issuance documents until advised.
- Do **NOT** Time & Number any Land Court Orders (LCO) until **after** the counter has closed (3:29pm). Make sure the counter person does **NOT** have any customers first.

Projects:

- Make sure to check the Document and Certificate Issued amount before a set is processed.
(NOTE: (1) missed Document or Certificate Issued will take time to fix)
- Make sure a “filler” is put in between each set. This will help to fix the set in case a document was missed before it had been processed.

* Fillers are put on in case we forgot to Time & Number something for 8:01, if the counter goes over the amount of document numbers that were saved for the day OR if we need to replace pulled documents.

301320

TIME & NUMBER DOCUMENTS

PCIS Checkmate 372986

File Options Application Process Help

Land Court Automated Title System (LCATS)

Enter / Update CT and Encumbrance	1	Enter / Update Reg. Firm Names	14
Enter New Encumbrance	2	Inquire Registered Firm Names	15
Inquire CT	3	Print CT (blank paper)	17
Enter / Update P/A File	6	Print CT (blank/LCAT's copy)	18
Inquire P/A File	7	Print Draft	20
Enter / Update Trustee File	8	Copy CT Utility	21
Inquire Trustee File	9	Code Table Menu	22
Enter / Update Firm Name Change	10	Cash Register Menu	23
Inquire Firm Name Change	11	System Menu	24
Enter / Update Misc/Notebook	12	Document Menu	25
Inquire Misc/Notebook	13	Enter / Update TEMP Firm Name	31

Press END to exit LCATS

MLK LNR 1/03/00

CLICK HERE

PCIS Checkmate 372986

File Options Process Help

REGISTER SYSTEM

MAIN MENU

Cash Register (R)	1	Cash Register (D)	4
Cash Register (L)	2	Cash Register (H)	5
Cash Register (S)	3	Cash Register (T)	6

OTHER FUNCTIONS

End of Month Processing	8
File Maintenance	10
System Functions	11
Combined Register Menu	12
Labels Menu	13

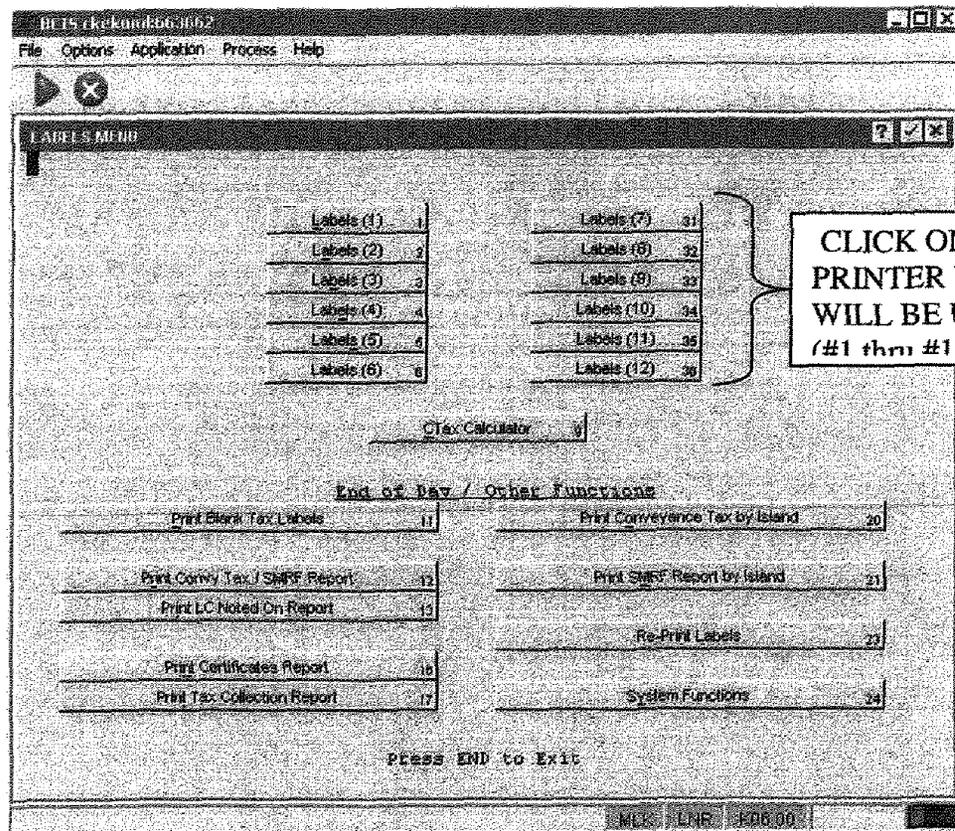
press END to exit

MLK LNR 1/03/00

CLICK HERE

301321

TIME & NUMBER DOCUMENTS



Land Court uses Printers:

#1 – (Counter)

#4 , #5, #7 & #10

Regular uses Printers:

#2 – (Counter)

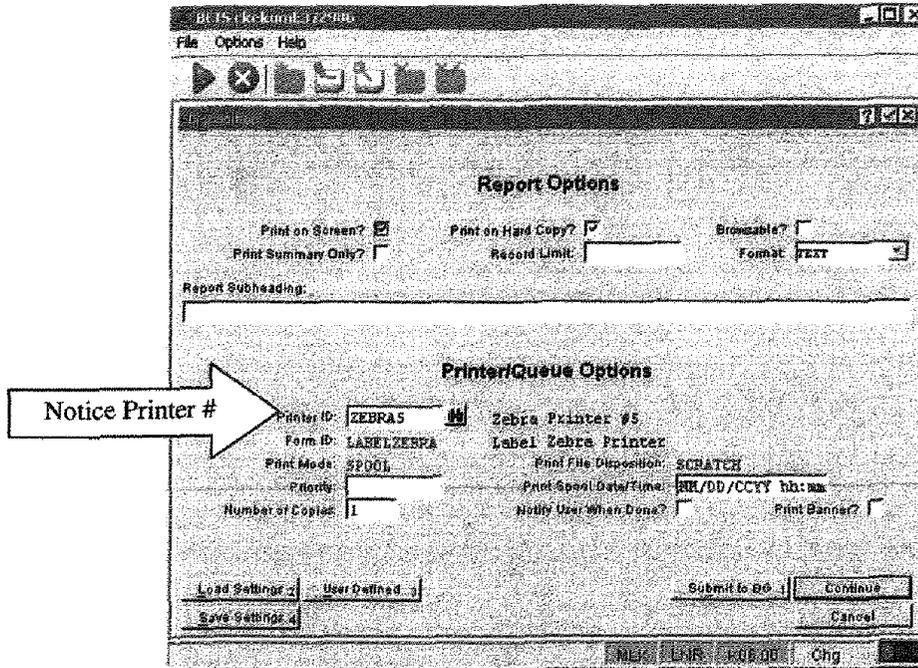
#3, #6, #8 & #9

Review uses Printer #11

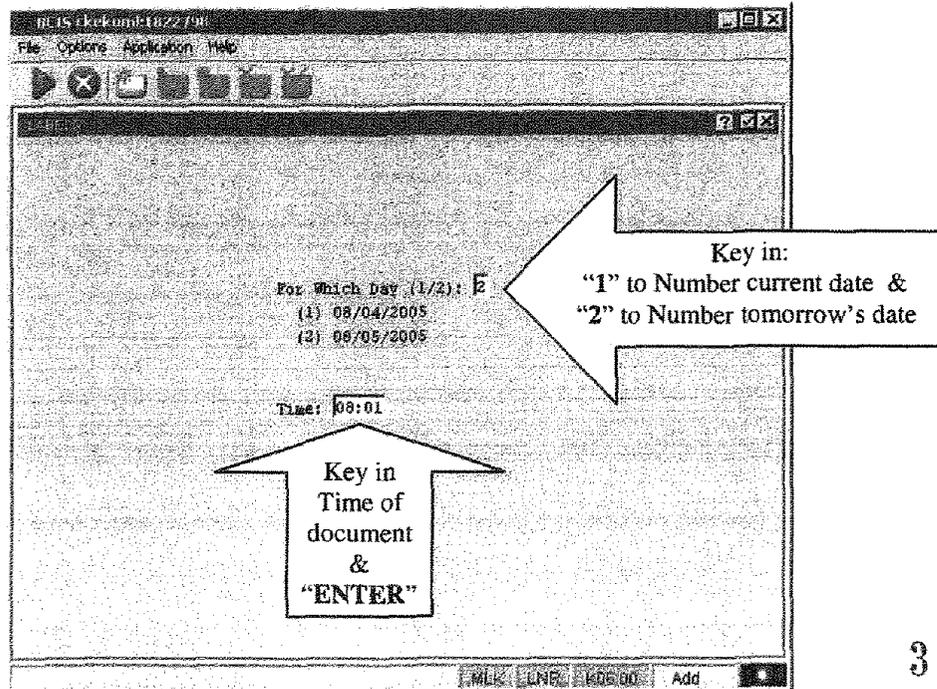
301322

TIME & NUMBER DOCUMENTS

After you click on a printer, you will get this screen



Press "ENTER" & you will get the screen below



301323

TIME & NUMBER DOCUMENTS

7

BC15 ckakuml:786662
[] [] [X]

File Options Application Help

LABELS

Date

Tim

Date: 08/15/2005 Time: 08:02

Transaction No: 1

System L/R/D: 2

Number of Pages: 3

Number of Documents: 4

(or) L.C. Order No: 5

(or) Decree No: 6

Issue Number of Certificates: 9

Noted on Certificate: 11

Consideration: 12

Penalty/Int: 14

Amount: 15

TMK: 17

Set Contains #DOCS 18

L/C CT LCO R/S

Regular: 7

Auto-Run Total: 8

CTax Rate Code: 13

Prt CTax: 16

Process Set: 19

Void Previous Set: 20

MLK LNR K06 00 Add

This area will show the amount of Docs/CTs keyed in the set & for each system

301324

Steps to Time &

- # 1 - Shows "Transaction No"
(Ex: Doc #1 would be Transaction No 1, Doc #2 – would be Transaction #2, etc)
- # 2 - Key in System "L" for Land Court, "R" for Regular System & "D" for Double System
- # 3 - Key in Number of Pages if over 20 pages (System is already defaulted to 20 pages)
- # 4 - Key in Number of Document Numbers needed for 1st Transaction
(Ex: If 1st Document calls for an A/L & Consent, it would be given TWO Numbers for that document. Otherwise, most documents have only ONE Document Number.)
- # 5 - Key in "1" if a Land Court Order Number is needed & make sure to delete Document Number.
(Only "1" number can be issued for Land Court Order)
NOTE: You cannot issue a Document number & a Land Court Order on the same Transaction
- # 6 - **DO NOT ISSUE ANY NUMBERS FOR DECREE UNLESS DOCUMENT REQUIRES IT**
(Decrees are rarely issued. Please check with Supervisor to inquire if one should be issued or not.)
- # 7 - (Same as #4, but for Regular System Documents)
- # 8 - (This function is only used for Regular System to Number Multiple Documents at once)
- # 9 - Key in the Number of Certificate of Title numbers that will be issued for this Transaction
- #10- 1st box is used to put in letter codes:
 - "AS" – As listed herein (if "3" or more Certificate of Title numbers are affected)
 - "C" – to copy the noted on Certificate of Title number from the previous transaction
 - "N" – to have the system pick up the last Certificate of Title number that was issued
- #11 -Key in Certificate of Title number (without comma) in 2nd extended box
(If entering "2" Certificate of Title Numbers, use "&" in between both CT#s)
- #12- Key in Conveyance Tax Amount
- #13- Key in Tax Rate Code – (CHECK CONVEYANCE TAX FORM IF BOX IS CHECKED OR NOT)
 - "P" (Prior Years thru 6/30/2005- check Box#1 on Conveyance Tax Form),
 - "0" (Investor – check Box #5 if NOT checked) &
 - "1" (Home Occupant- check Box #5 if checked)
- #14- Key in Penalty + Interest (if any)
- #15- Make sure Amount of Conveyance Tax matches the amount on the Conveyance Tax Form
- #16- If using FORM P64A & keying a Conveyance Tax Consideration, you won't have to do anything in this box
If using FORM P64B, you need to put an "8" in this box or an "*" (the "8" will turn into an "*") which will alert the system that a "\$0.00" Conveyance Tax Amount will need to appear on the label.
- #17- Key in Tax Map Key Number:
 - 1st box will be the Island Code – (1) Oahu, (2) Maui, Molokai & Lanai, (3) Big Island & (4) Kauai
 - 2nd box thru 5th box – Zone, Section, Plat, Parcel & CPR No.
- #18- Before processing the set make sure you double check that everything was keyed in - check the Document, LCO & Certificate of Title count for each system & in the set
**** NOTE:** *If you noticed that you had entered something incorrectly BEFORE Processing, you may change the transaction. Go into Change Mode – "PF12", Enter Transaction # & make corrections (make sure to Press "Enter" 2x to hold correction). When done, Go into Add Mode "PF9" to continue entering your set.*
- #19 -To Process (Print labels) for this set- Click on "Process Set" OR Press "Option 2"
then "ESC" or "PF8" to print label (See sample of printed label on next page)
- #20- If you had already processed a set & found that you missed a document or entered something incorrectly, you may void the set – Click on "Void Previous Set" or "Option Option 1 7"
(See sample voided label following the next page)

301325

TIME & NUMBER DOCUMENTS

BLIS ckekumL706652

File Options Process Help

▶ ⊗ 📁 📄 🖨️

Label #
Date of Document
Time
Document #
CT#
New CT#
Conveyance Tax Amount
of pages
Transaction No & # of Docs
Label # with Double System

L
L-529
AUG 15, 2005
08:02 AM
3312461
on Cert(s) 739,862
764,985
0.00
20
1/1
R639

WWWW

Print? Close

MLK LNR K06:00 Add

Land Court
Processed Label

BLIS ckekumL706652

File Options Process Help

▶ ⊗ 📁 📄 🖨️

Label #
Date of Document
Time
Document #
of pages
Transaction No & # of Docs
Label # with Double System

R
R-639
AUG 15, 2005
08:02 AM
2005-161256
20
1/1
L529

WWWW

Print? Close

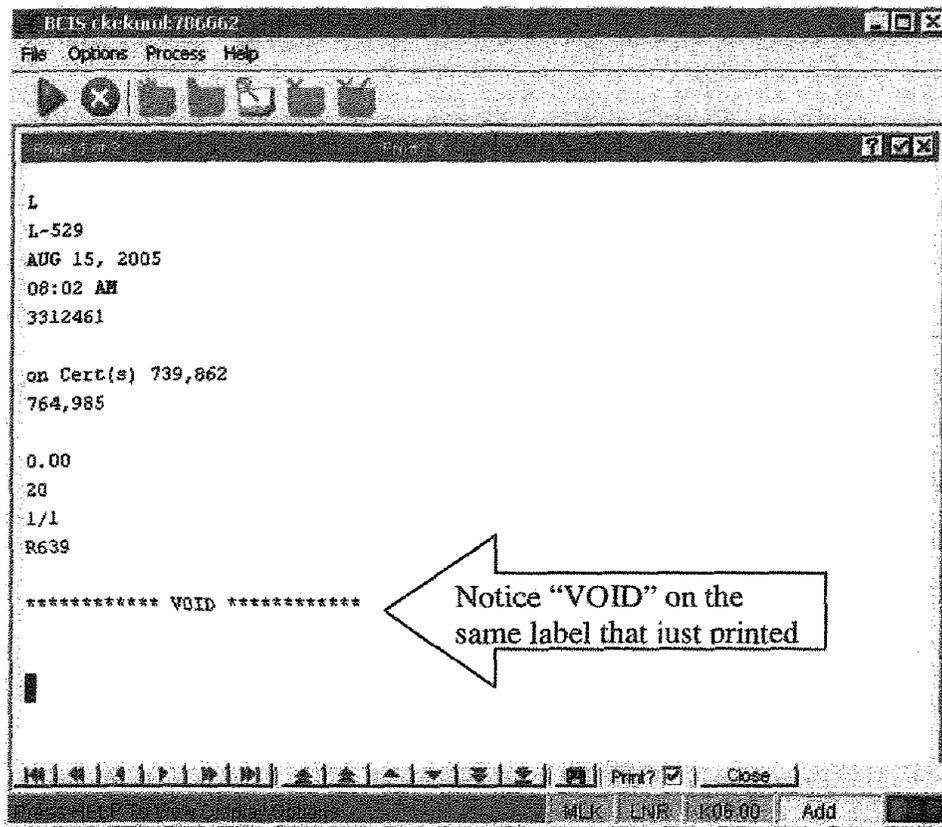
MLK LNR K06:00 Add

Regular
Processed Label

301326

TIME & NUMBER DOCUMENTS

When voiding a label because a document was missed when you were Time & numbering, this is what the label will look like as shown below



(NOTE: When Voiding a set, the Documents, LCO & Certificate of Title numbers may drop into Surplus. See Section on "SURPLUS VOIDS".

Voiding the Previous set can only be done if you are still in the Time & Numbering Screen & haven't gone out.

301327

TIME & NUMBERING DOCUMENTS

After you process the documents & print labels, you will return to this screen

The screenshot shows a software window with the following content:

BCIS ckekum: 786662

File Options Application Help

Date: 08/15/2005 Time: 08:02

Transaction No: 1 Set Contains #DOC: 0
System L/R/D: L/C 0 CT 0 LCO 0 R/S 0
Number of Pages: 20

Number of Documents: Land Court: Regular:
(or) L.C. Order No: Auto-Run Total:
(or) Decree No:

Issue Number of Certificates:
Noted on Certificate:

Consideration: CTax Rate Code: P
Penalty/Int: Pct. CTax:
Amount: 0.00

TNK:
Last: 1577, R842-R843

Process Set 2 Void Previous Set 17

MLK LNR K08 08 Add

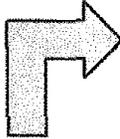
NOTICE:
These are the printed label #s of what was just processed

To get out of Time & Numbering – Click on the **RED “X”** at the top of the screen OR **“Ctrl + PF8”**

301328

Regular System

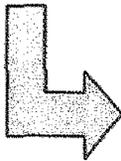
Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents



Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment

Time and number
># of docs
>TMK reference



CASHIERING

Ring up transaction and prepare receipts

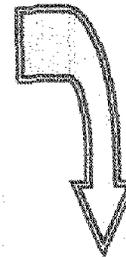


SCANNING and INDEXING



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification



CASHIERING

Ring up transaction and prepare receipts



Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance



301329

CASHIERING

(Receipting)

Documents placed on record are delivered to the Cashiers to ring up, i.e. take in payments and prepare receipts of the transaction.

- Insert name of customer
 - Many of them are coded into the system
- Key in label #
 - "L" or "R" followed by assigned label(s) as shown on document
- Fees for recording will display automatically.
- Additional fees, i.e. certified copies, additional CTs, non-conforming , are keyed in manually.
 - Code for miscellaneous fees are coded into system
- Proceed to payment screen and verify payment.
 - Payment is made by check, cash or credit card.
 - Code for payment type coded into system
 - Title companies have option of paying by Accounts Receivable.
 - Public customers (major recorders, i.e. IRS, Hawaiian Tel, Kauai Electric) can opt to be billed.
- Generate receipt for customer.
 - Scotch tape to back of document or give directly to customer
- Run report at end of day to ensure all labels have been receipted.

Each cashier is responsible for end of day balancing of their cash drawers. Responsibility of balancing the total revenues daily, preparation of deposit and end of month recap is rotated among the cashiers.

PERSONNEL:

- 3 Cashiers (SR12)

301330

Regular System

Title Company & General Public documents

WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed

Title Company & General Public documents

Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment

Time and number
># of docs
>TMK reference

CASHIERING

Ring up transaction and prepare receipts

SCANNING and INDEXING

CASHIERING

Ring up transaction and prepare receipts

Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance

REVIEW
Review and Certification

WILL CALL

Documents sorted and mailed/distributed to clients

301331

SCANNING

- Documents are picked up from the cashiers.
- Placed in numerical order.
- Documents are unstapled.
- Documents are batched in stacks approximately 2-3 inches in height and identified by colored separator sheet.
- Batch number is assigned by program and documents scanned into system.
- Images are checked for quality, clarity and pages.
 - Batch validation for page count suspended.
- Run report at end of date to determine all documents for the date are scanned.
- Documents re-stapled.
- Land Court documents taken to vault for Review to complete final certification
- Regular System documents forwarded to Will Call for distribution when indexing is completed.

PERSONNEL:

- Microphotographer II (SR07)
- Microphotographer IV (SR11)

INDEXING

This function consists of abstracting relevant information from the recorded instrument to populate data fields in our program. Inputting of information creates general indexes accessible to the public

- Select batch from program to complete data entry
- Key in pertinent information taken from scanned image as defined in program
 - Document class (coded into system)
 - Parties to the transaction (some common names are coded into system)
 - Grantor
 - Grantee
 - Description Field
 - Property affected
 - Lot #, Apt # etc
 - Marital status change, mortgage assigned, etc
- Raise concerns on questionable documents
- Reflect completion of batch
 - Post to program
- Repeat process
- After all documents are indexed into the system, transmit information to server for public access.

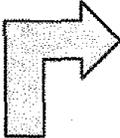
PERSONNEL:

- 2 Abstracting Assistant V (SR13)
- 3 Abstracting Assistant VI (SR15)
- 1 Abstractor VII (SR17)

301333

Regular System

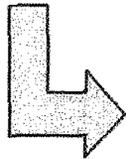
Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents



Land Court

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses, etc.
>Proper exhibits
>Proper payment

RECEIVING

Check for recordability.
>Proper spacing and information on first page
>Original signatures
>Proper notarial application
>Required information, i.e mtg, lease, addresses,
>Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
>Proper exhibits
>Proper payment

Time and number
># of docs
>TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING



CASHIERING

Ring up transaction and prepare receipts

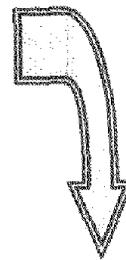


Time and number
># of docs
>TMK reference
>Noted on info (CT)
>New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification



301334

REVIEW

There are six (6) sections in review that are responsible for updating certificates, creating new certificates and certifying the appropriateness of the recorded instrument. Documents are separated into stacks of Add On's (non-issuance such as releases, mortgages, liens etc), PF2 (non-issuance like Add On's, however the same document affects multiple parcels), PF2 Deeds (Conveyance resulting in the issuance of certificates affecting multiple parcels/apts) and Deeds (Conveyance resulting in the issuance of a new certificate of title).

Abstracting Assistant IV (SR11) - Comparers

- Select Add On's or PF2's from assigned date.
- Abstract pertinent information from recorded instrument and endorse data onto affected certificate.
- Make copies of documents to resolve questionable filings.
- Prepare "draft prints" of certificate for final review by Assistant Registrar
- After review by AR, indicate acceptance by adding AR's initials to the endorsement.
- Prepare final print of certificate for AR's signature.
- File completed certificate and remove old.

Abstracting Assistant V (SR13) – Certificate Writers

- Select PF2 Deeds or Deeds from assigned date.
- PF2 Deed – endorse conveyances on certificate for the various lots/units being transferred.
- Create new certificate
- Abstract and enter data
- Parties name
- Undivided interests
- Tenancy
- Transfer information from old certificate to new.
- Only active liens are transferred. Drop released liens.
- If multiple certificates will be merged into a single certificate, reflect merger language on new certificate.
- Makes copies of recorded documents to resolve questionable filings
- Prepare "draft" copy of certificate to be cancelled for review by AR
- Affix cancelled stamp to certificate
- Prepare "draft" of new certificate for review by AR
- After review by AR
- Indicate approval by placing AR initials on new certificate
- Print final for cancelled and newly issued certificate
- Return to AR for signature.

301335

Abstractor IX (SR21) – Assistant Registrars

- Appointed by Land Court and sworn in as an Assistant Registrar
- Reviews recorded documents against endorsements on certificate drafts and new issuances.
- Reviews copies of prior recorded instruments to resolve validity of current recording.
- Affixes initials to “draft” prints to indicate appropriateness of final certification.
- Returns drafts to Comparer and Certificate Writer
- Acknowledges final print to reflect final process of certification complete

PERSONNEL:

- Abstracting Assistant IV (SR11)
- Abstracting Assistant V (SR13)
- Abstractor IX (SR21)

REVIEW

After the recorded Land Court documents have been scanned and indexed, it goes through a review process to certify the recordation is valid. Endorsements to the respective certificates of title reflect a general delay. It is the certification by the Assistant Registrars that has been impacted and reflect a backlog in their activities.

Information on Doc 3352031 has to be properly endorsed on certificate 513,837

Date	Time	AM	ID	Value 1	Value 2
11/08/2005	08:01	AM	12	3352018	778,734
11/08/2005	08:01	AM	13	3352019	778,735
11/08/2005	08:01	AM	14	3352020	778,736
11/08/2005	08:01	AM	15	3352021	778,737
11/08/2005	08:01	AM	16	3352022	778,738
11/08/2005	08:01	AM	17	3352023	
11/08/2005	08:01	AM	18	3352024	
11/08/2005	08:01	AM	19	3352025	
11/08/2005	08:01	AM	20	3352026	
11/08/2005	08:01	AM	21	3352027	
11/08/2005	08:01	AM	22	3352028	
11/08/2005	08:01	AM	23	3352029	
11/08/2005	08:01	AM	24	3352030	
11/08/2005	08:01	AM	25	3352031	
11/08/2005	08:01	AM	26	3352032	
11/08/2005	08:01	AM	27	3352033	
11/08/2005	08:01	AM	28	3352034-3352035	
11/08/2005	08:01	AM	29	3352036	
11/08/2005	08:01	AM	30	3352037	
11/08/2005	08:01	AM	31	3352038	
11/08/2005	08:01	AM	32	3352039	

An Abstracting Assistant IV will review the document and endorse the appropriate information onto the certificate and a box for the Assistant Registrar's initials to show approval.

Assistant Registrar will review endorsement and indicate any corrections that need to be made. If endorsement is correct, Assistant Registrar will indicate approval by placing initials in the box.

Reviewed draft is returned to AAIV for final print.

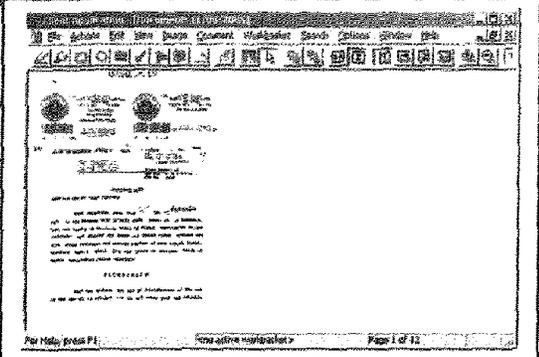
ID	AM	Description
2471984	AGM	Encroachment across adjoining land on CT 412,630
2471985	AGM	Encroachment across adjoining land on CT 303,343
2471987	HTG	First Hawaiian Bank.....[SDJ]
2471988	HTG	First Hawaiian Bank.....[SDJ]
2484761	REL	Htg 2455971.....[HD]
2492764	REL	Htg 1900279.....[SO]
2548097	REL	Htg 2471988.....[RE]
2741772	HTG	Hortgage Electronic Registration Systems Inc, Nominee.....[SDJ]
2785379	REL	Htg 2471987.....[SDJ]
2836009	HTG	Hortgage Electronic Registration Systems, Inc, Nominee.....[RE]
2853619	REL	Htg 2741772.....[SDJ]
2944035	HTG	Hortgage Electronic Registration Systems, Inc, Nominee.....[RE]
2987403	REL	Htg 2836009.....[RD]
3352031	HTG	First Hawaiian Bank.....[]

301337

Doc 3352272 is a deed that creates certificate 778,824.

Date	Time	AM	Doc No	778,824	778,824
11/08/2005	08:01	AM	340 3352287	778,824	778,824
11/08/2005	08:01	AM	341 3352288		778,824
11/08/2005	08:01	AM	342 3352289	778,824	778,824
11/08/2005	08:01	AM	343 3352290		778,824
11/08/2005	08:01	AM	344 3352291		778,824
11/08/2005	08:01	AM	345 3352292	778,824	778,824
11/08/2005	08:01	AM	346 3352293		778,824
11/08/2005	08:01	AM	347 3352294	778,824	778,824
11/08/2005	08:01	AM	348 3352295		778,824
11/08/2005	08:01	AM	349 3352296		778,824
11/08/2005	08:01	AM	350 3352297		778,824
11/08/2005	08:01	AM	351 3352298		778,824
11/08/2005	08:01	AM	352 3352299		778,824

Doc 3352272 is a deed that creates certificate 778,824.



LAND COURT CERTIFICATE OF TITLE
(State of Hawaii)

Form Certificate No. 435,502
Document No. 3352172

No. 778,824

I hereby certify that pursuant to Chapter 501 of the Hawaii Revised Statutes, the REGISTERED OWNER below is the owner in fee simple of the LAND described, subject, however, to encumbrances mentioned in Section 501-82 of the Hawaii Revised Statutes and SUBJECT also to such exceptions, encumbrances, interests and estates as may appear under ENCUMBRANCES.

The certificate writer (AAV) will take the document and create the new certificate of title 778,824

LCATS CONVERSION
ASSISTANT REGISTRAR

REGISTERED OWNER
GREGORY JAY CHEN - aka TORIKO CHEN
4674 Iikini Street, Honolulu, Hawaii 96818

Tenancy by the Entirety
LAND
An undivided .00588 percentage interest in land situate at Waialae, Ewa, Oahu
LOT 203, 97,416 square feet, Map 41,
Land Court Application 950 of Edith Austin and others

Encumbrances Map 431, Neuwagen Meadows
Apparatus EHSO-771 PS EHSO-771-R and EHSO-771-C

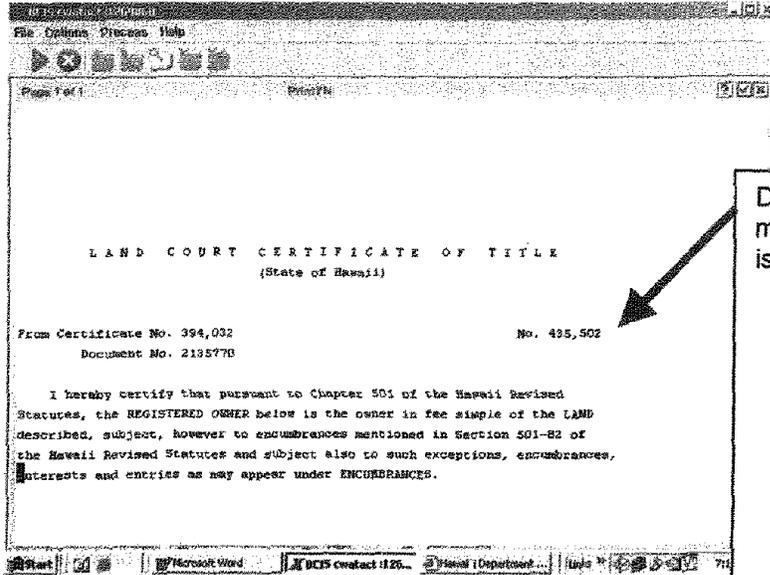
"LCATS CONVERSION" indicates this is a new certificate and must be reviewed and certified by an Assistant Registrar. When the review is completed and the certificate is deemed to be correct, the Assistant Registrar will place their initials to show acceptance.

ENCUMBRANCES

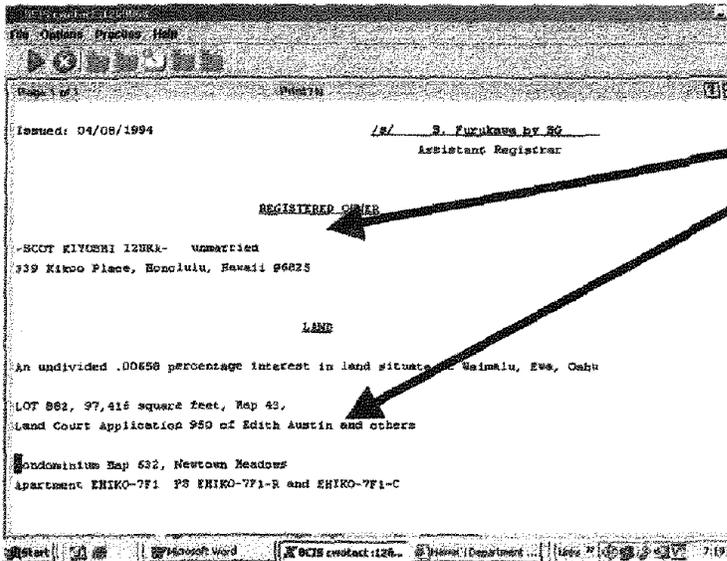
Document#	Class	In Favor of / To
3352272	BYO	Wells Fargo Home Mortgage of Hawaii LLC
3354171	A/R	Wells Fargo Bank NA, Map 3352272... Rights of the State of Hawaii in water rights and water ways, which are expressly excluded from this title
45638	LCO	Perpetual covenants in 1075113
70882	LCO	Easement 345, Map 70
79880	LCO	Easements 445 & 446, Map 63
	LCO	Easements 447 & 348, Map 64, not attached to City & County of Honolulu by Final Ord 3404878
190260	L/R/R	Hawaiian Electric Company, Inc. & OTE Hawaiian Telephone Co Inc, exp 12/31/65

Certificate Writer will also indicate any new liens against the property. If upon review, the Assistant Registrar approves endorsement, the Assistant Registrar will place their initials in the box.

After certification process is complete, Assistant Registrar will return draft to Certificate Writer for final print.

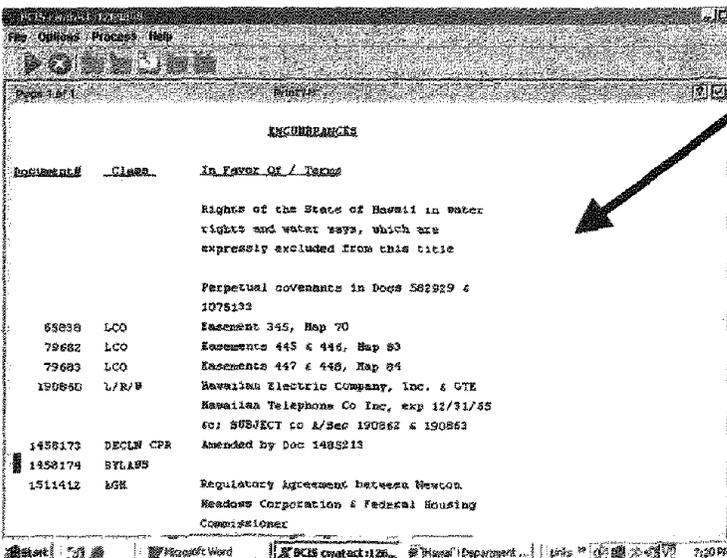


Draft print of affected certificate is made and included with draft of new issuance.



Assistant Registrar will compare conveying document to information reflected on affected certificate to ensure names of Grantor in the deed are the same as shown on the certificate.

Assistant Registrar validates transfer of property interest as shown on the certificate and indicated in the deed.



Assistant Registrar reviews to ensure that encumbrances affecting transfer are properly noted on new certificate.

If review is satisfactory, Assistant Registrar will indicate approval on "CANCELED" stamp affixed to draft.

CANCELED
By: 3352272
On Nov 8, 2005
New CT 778,824

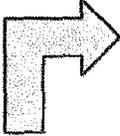
Signature of AR

Draft returned to CT Writer for final print. After final print is done, returned to AR for signature.

301339

Regular System

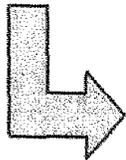
Title Company & General Public documents



WILL CALL

Mail from Post Office and delivery opened and separated in batches for Land Court and Regular System.

Distributed



Title Company & General Public documents



Land Court

RECEIVING

- Check for recordability.
- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses, etc.
- >Proper exhibits
- >Proper payment

RECEIVING

- Check for recordability.
- >Proper spacing and information on first page
- >Original signatures
- >Proper notarial application
- >Required information, i.e mtg, lease, addresses,
- >Check current certificate of title, check for vested interest, letter of good standing, full names, marital status (name of spouse), petition to amend to correct certificate, assignments of interest for releases, endorse appropriate information, etc.
- >Proper exhibits
- >Proper payment

- Time and number
- ># of docs
- >TMK reference



CASHIERING

Ring up transaction and prepare receipts



SCANNING and INDEXING

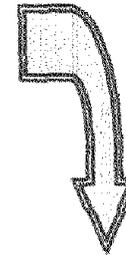
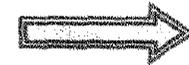


CASHIERING

Ring up transaction and prepare receipts



- Time and number
- ># of docs
- >TMK reference
- >Noted on info (CT)
- >New Issuance



WILL CALL

Documents sorted and mailed/distributed to clients



REVIEW

Review and Certification

301340

WILL CALL

(Post Receiving)

After completion of the recording process, documents are returned to Will Call for distribution to the public.

- Regular System – after scanning and indexing is complete.
- Land Court – after final certification by review.

Documents are segregated into different batches and placed in counter drawers for pickup or mailed in bulk:

- Major lenders
- Attorneys
- Title Companies

General Public mail (individual transactions) are folded and placed in envelopes for mail out.

PERSONNEL:

- Clerk III (SR08)
- Clerk IV (SR10)

301341