

New Jersey Search Experts – Title and Abstract Search User Guide

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Introduction

New Jersey Search Experts – Title and Abstract Search offers title research products with a nationwide footprint, fast turnaround time at a competitive price. The New Jersey Search Experts – Title and Abstract Search integration with SoftPro 360 provides users with the ability to seamlessly place orders for New Jersey Search Experts – Title and Abstract Search’s products & services and receive the results of those orders within SoftPro 360. Users will be able to submit an order, track the status of their requests and receive reports from New Jersey Search Experts – Title and Abstract Search all from within SoftPro 360.

Features

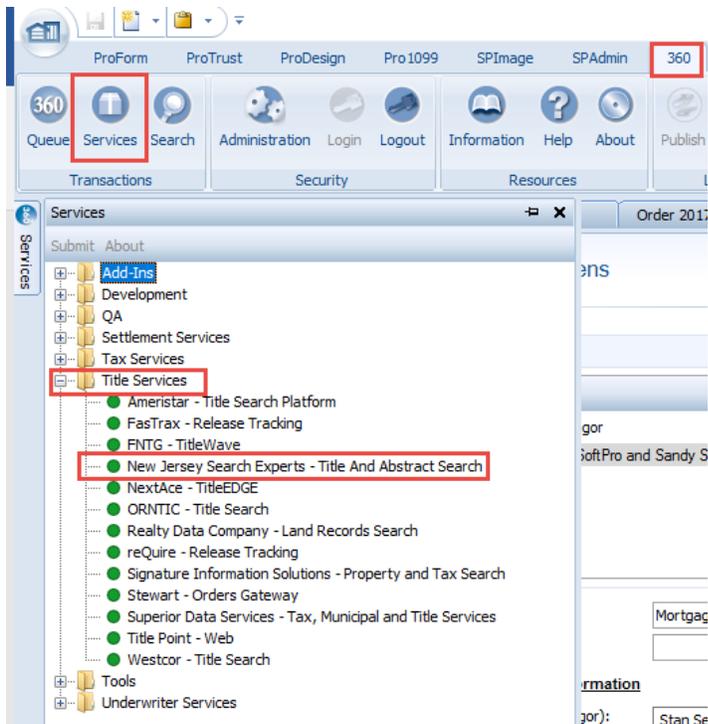
New Jersey Search Experts – Title and Abstract Search users can:

- Request New Jersey Search Experts – Title and Abstract Search products.
- Track the status of their requests.
- Preview documents returned from New Jersey Search Experts – Title and Abstract Search.
- Accept and attach documents to an order.

Launching New Jersey Search Experts – Title and Abstract Search

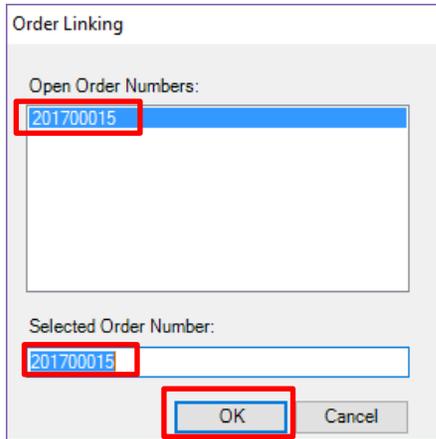
Access From The 360 Services Menu

From the **360** → **Services** menu, double-click **New Jersey Search Experts – Title and Abstract Search** located under the **Title Services** folder. This will open the **Order Linking** screen:



Select a ProForm Order for Your Search

You must link each transaction to a ProForm Order. If you already have ProForm order(s) open, they will be listed in the **Order Linking** dialog. The **current active order** will be selected & appear in the **Selected Order Number** field. Once you have confirmed the order, click **OK**:



Order Linking

Open Order Numbers:

201700015

Selected Order Number:

201700015

OK Cancel

1. Select an order from the list to populate the **Selected Order Number** field or manually enter an order number.
2. Click **OK** to navigate to the **Welcome screen**.

Welcome Screen

The **Welcome** screen provides a summary of the product & New Jersey Search Experts – Title and Abstract Search’s contact information:

- Click **Next** to navigate to the **Login** screen. You may click the **Skip Welcome Screen** checkbox to bypass this screen in future sessions.
- Click the **Open an Account or Learn More information** link to go to The State Capital Title and Abstract Co. website

New Jersey Search Experts - 201700015

Welcome






New Jersey Search Experts is a collaboration of three leading New Jersey search companies State Capital (SC), Western Technologies Group (WTG) and Priority Search Services (PSS). Together we pride ourselves on delivering accurate and dependable reports with fair pricing in a timely fashion that our clients can depend upon to meet their customers' demands. We provide the most focused customer service support in the industry, and all three companies have earned ALTA's vendor ELITE PROVIDER status. The integration with SoftPro will deliver our search products to you in a seamless manner creating a more efficient operating process. A brief overview of our NJ search products include :

- Judgment/Lien Searches
- Taxes, Assessment Utilities Reports
- Tidelands Floods Reports
- Corporate Status Reports
- Foreclosure Reviews
- Chancery Abstracts
- UCC Filings and Searches
- And more...

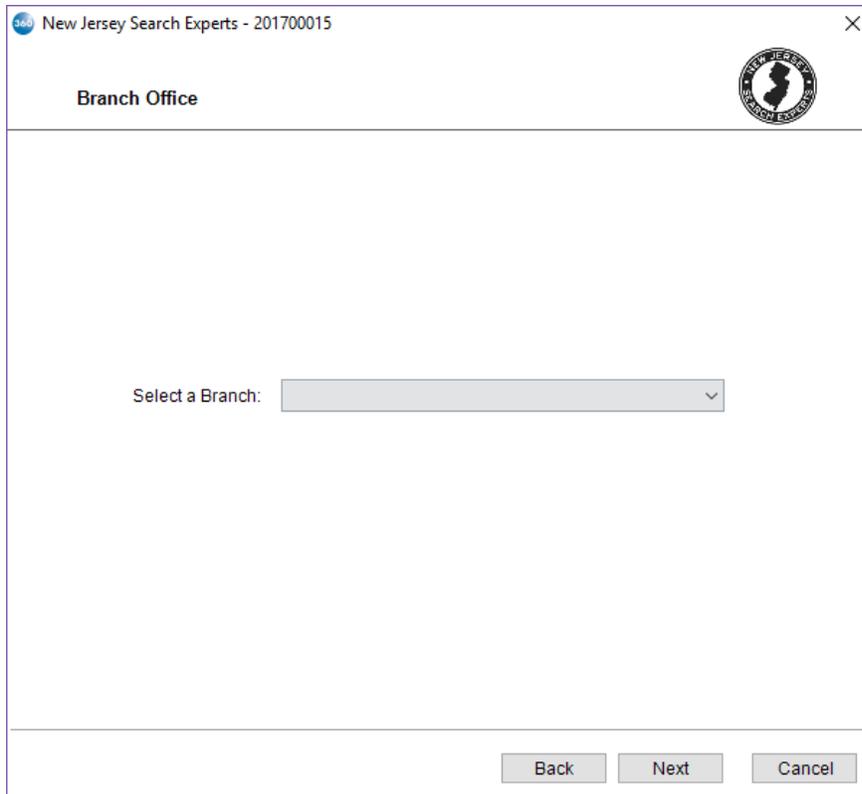
[Open an Account or Learn More Information](#)

Skip Welcome Page

Next Cancel

Branch Office Screen

The **Branch Office** screen requires you to select a branch provided to you by New Jersey Search Experts – Title and Abstract Search



The screenshot shows a window titled "New Jersey Search Experts - 201700015". The window has a close button (X) in the top right corner. Below the title bar, the text "Branch Office" is displayed on the left, and a circular logo for "NEW JERSEY SEARCH EXPERTS" is on the right. The main area of the window contains the text "Select a Branch:" followed by a dropdown menu. At the bottom of the window, there are three buttons: "Back", "Next", and "Cancel".

- Click **Next** to continue to the **Search** screen.

Search Screen

The **Search** screen allows you to enter information for the various search options, preview the information entered.

Judgment & Patriot Tab

- Judgment Checkbox: Check the box for all or specific buyers or sellers to request a Judgment.
- Patriot Checkbox: Check the box for all or specific buyers or sellers to request a Patriot Search.
- Select a contact in the grid to view additional information

New Jersey Search Experts - New1709182134

Search

Judgment & Patriot Individual Name Company Name Property Chancery Abstracts

Name	Type	<input type="checkbox"/> Judgment	<input type="checkbox"/> Patriot
Stan Seller	Sellers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SoftPro	Sellers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sandy Seller	Sellers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brandon Buyer	Buyers	<input type="checkbox"/>	<input type="checkbox"/>
Brenda Buyer	Buyers	<input type="checkbox"/>	<input type="checkbox"/>

Name:

Match Exact Name Only

Category:

Name Qualifier:

Date Range: -

Back Preview Cancel

Individual Name Tab

New Jersey Search Experts - 201700015

Search

Judgment & Patriot Individual Name Company Name Property Chancery Abstracts

Type:

Name:

First: Middle: Last: Suffix:

Select the Services You Wish to Order :

UCC Search [Details](#)

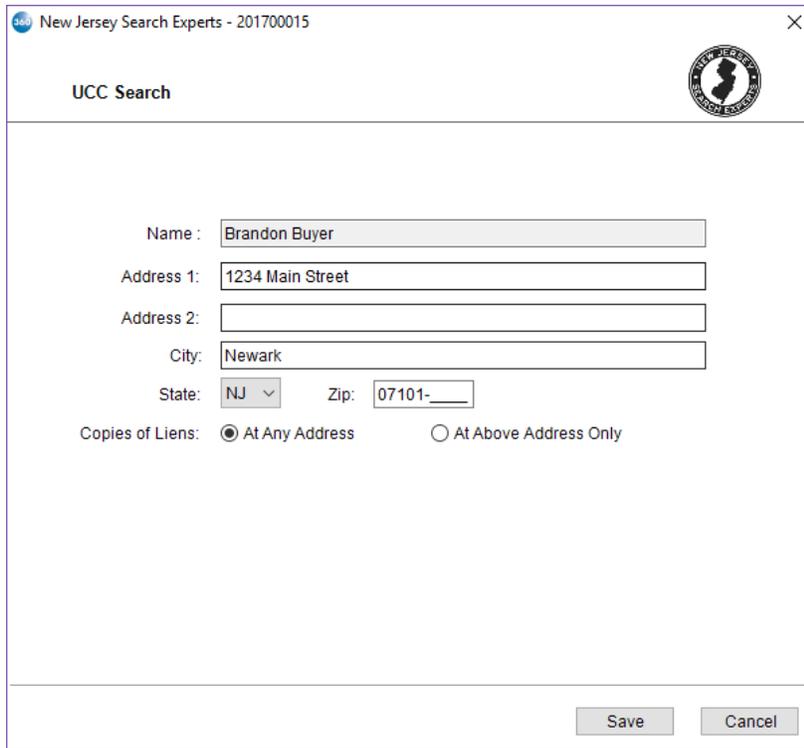
Child Support Judgment Search

Litigation Search

Back Preview Cancel

- **Type:** Select Buyer or Seller.
- **Name:** Name of buyer/seller selected. This information pulls from the ProForm order.
- **Select Services You Wish to Order:** Check the box(es) for the services you wish to order.
 - **UCC Search**
 - **Child Support Judgment Search**
 - **Litigation Search**

UCC Details Screen



The screenshot shows a web application window titled "New Jersey Search Experts - 201700015". The window contains a "UCC Search" form. The form fields are as follows:

- Name:** Brandon Buyer
- Address 1:** 1234 Main Street
- Address 2:** (empty)
- City:** Newark
- State:** NJ (dropdown menu)
- Zip:** 07101-____

Below the form fields, there are two radio button options for "Copies of Liens":

- At Any Address
- At Above Address Only

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Company Name Tab

New Jersey Search Experts - New1709182134

Search

Judgment & Patriot Individual Name **Company Name** Property Chancery Abstracts

Type: -- Select --
Name: -- Select --
Selected Name: Buyer
Seller

Select the Services You Wish to Order :

<input type="checkbox"/> UCC Search	Details	<input type="checkbox"/> Corporate Search
<input type="checkbox"/> Copies of Entity Filings	Details	<input type="checkbox"/> Litigation Search
<input type="checkbox"/> Franchise Tax Report	Details	<input type="checkbox"/> Registered Agent Letter
<input type="checkbox"/> Certificate of Good Standing	Details	<input type="checkbox"/> Officers and Directors Letter

Back Preview Cancel

- **Type:** Select Buyer or Seller Organization.
- **Name:** Name of type selected. This information pulls from the ProForm order.
- **Selected Name:** Same information as Name; however, this field is editable.
- **Select Services You Wish to Order:** Check the box(es) for the services you wish to order.
 - **UCC Search**
 - **Copies of Entity Filings**
 - **Franchise Tax Report**
 - **Certificate of Good Standing**
 - **Corporate Search**
 - **Litigation Search**
 - **Registered Agent Letter**
 - **Officers and Directors Letter**

UCC Search Details Screen

New Jersey Search Experts - 201700015

UCC Search

Name:

Address 1:

Address 2:

City:

State: Zip:

Copies of Liens: At Any Address At Above Address Only

Copies of Entity Filings Screen

New Jersey Search Experts - 201700015

Copies of Entity Filings

Name:

Type:

Certified

Include Amendments

New Jersey Search Experts - 201700015

Copies of Entity Filings

Name:

Type:

- All
- Copy of Amendment
- Amendment
- Ait Name
- Statement of Authority
- Certificate of Cancellation
- Dissolution
- Formation
- Incorporation
- Certificate of Merger
- Change of Registered Agent
- Change of Registered Agent, Officers, Di

- **Name:** Name of type selected. This information pulls from the ProForm order.
- **Type:** Select type of request

Franchise Tax Report Screen

New Jersey Search Experts - 201700015

Franchise Tax Report

Name:

Transaction Type:

Title Held: -

New Jersey Search Experts - 201700015

Franchise Tax Report

Name:

Transaction Type:

Title Held:

- **Name:** Name of type selected. This information pulls from the ProForm order.
- **Transaction Type:** Select transaction type.

Certificate of Good Standing Screen

New Jersey Search Experts - 201700015

Certificate of Good Standing

Name:

Regular (Short Form)
 Long Form Listing Charter Documents
 Long Form Listing Officers & Directors

Save Cancel

Property Tab

New Jersey Search Experts - New1709182134

Search

Judgment & Patriot Individual Name Company Name **Property** Chancery Abstracts

County: Municipality:
 Property:
 Address1: Block:
 Address2: Lot:
 City: Qualifier:
 State: Zip:
 Owner:

Select the Services You Wish to Order :

Tax Search [Details](#)
 Tidelands Search [Details](#)
 Flood Search [Details](#)

Back Preview Cancel

- **County:** County entered in ProForm order.
- **Municipality:** List in the dropdown is filtered by the county entered.
- **Property:** Allows the user to select a property (if multiple)
- **Address1, Address2, Block, Lot, City, State, Zip:** Information populates based on property selected and the information added to the ProForm order.
- **Qualifier:**
- **Owner:** Pulls seller(s) names from ProForm order. If more than one seller, the names are separated by a comma.
- **Select Services You Wish to Order:** Check the box(es) for the services you wish to order.
 - **Tax Search**
 - **Tidelands Search**
 - **Flood Search**

Tax Search Screen

New Jersey Search Experts - 201700015

Tax Search

Unconfirmed Assessment

Utilities

Comments:

Save Cancel

Tidelands Search Screen

- County and Municipality on the property screen are required to order this search.

New Jersey Search Experts - 201700015

Tidelands Search

Client:

Issue Certificate To : *(if other than title company)*

Type:

Name:

Selected Name:

Address1:

Address2:

City:

State: Zip:

Comments:

New Jersey Search Experts - 201700015

Tidelands Search

Client:

Issue Certificate To : *(if other than title company)*

Type:

Name:

Selected Name:

Address1:

Address2:

City:

State: Zip:

Comments:

- **Client:** Seller organization selected on the **Company Name** screen

- **Type:** List of contact types in ProForm. Select the contact type (other than title company) to issue the certificate
- **Name:** Select the name of contact type selected
- **Selected Name, Address1, Address2, City, State, Zip :** The selected contact information in the ProForm order.
- **Comments:** Add any comments to be submitted with the search

Flood Search Screen

- County and Municipality on the property screen are required to order this search.

New Jersey Search Experts - 201700015

Flood Search

Search Type: Flood Search Flood Search - Life of Loan

Loan: 1

Lender ID: 987654

Lender: Lending Services

Address 1: 123 West Avenue

Address 2:

City: Raleigh

State: NC Zip: 27609-____

Loan ID: 123456

Loan Length: 15_

Comments:

Save Cancel

- **Search Type:** Choose the type of flood search.
- **Loan:** Select which loan the flood insurance will be issued.
- **Lender ID:** ID number for Lender entered into ProForm order.
- **Lender, Address 1, Address 2, City, State, Zip:** The lender information added to ProForm order.
- **Loan ID:** The loan number added to the ProForm order
- **Loan Length:** The loan term years added to the ProForm order.
- **Comments:** Add any comments to be submitted with the search

Chancery Abstracts Tab

New Jersey Search Experts - 201700015

Search

Judgment & Patriot Individual Name Company Name Property **Chancery Abstracts**

Service Type: -- Select -- Docket #:

Plaintiff Name: -- Select --
 Last: Full Chancery First:
 Short Form Chancery
 Case Status

First Named Defendant:
 Last: First:

Premises Description as Set Forth in the Action

Property: 1234 Main Street, Newark, NJ 07101

Address1: 1234 Main Street Lot: 3
 Address2: Block: 2
 City: Newark Municipality: -- Select --
 State: NJ Zip: 07101-____

If "In Rem" foreclosure, please advise claim or schedule number:

Comments:

Back Preview Cancel

New Jersey Search Experts - 201700015

Search

Judgment & Patriot Individual Name Company Name Property *** Chancery Abstracts**

Service Type: Case Status Docket #: *

Plaintiff Name: -- Select --
 Last: Full Chancery First:
 Short Form Chancery
 Case Status

First Named Defendant:
 Last: First:

Premises Description as Set Forth in the Action

Property: 1234 Main Street, Newark, NJ 07101

Address1: 1234 Main Street Lot: 3
 Address2: Block: 2
 City: Newark Municipality: -- Select --
 State: NJ Zip: 07101-____

If "In Rem" foreclosure, please advise claim or schedule number:

Comments:

Back Preview Cancel

- **Service Type:** Select Chancery service
- **Docket Number:** Required when service type has been selected
- **Plaintiff Name:** Enter Last Name, First Name for plaintiff
- **First Named Defendant:** Enter Last Name, First Name for defendant
- **Property:** Allows the user to select a property (if multiple)
- **Address1, Address2, Block, Lot, City, State, Zip:** Information populates based on property selected and the information added to the ProForm order.
- **Comments:** Add any comments to be submitted with the search
- Click **Preview** to navigate to the **Preview** screen.

Preview Order Screen

The **Preview Order** screen allows you to review the products selected and information added before submitting the request to NEW JERSEY SEARCH EXPERTS – TITLE AND ABSTRACT SEARCH via 360.

New Jersey Search Experts - 201700015

Preview Order



JUDGMENT INFORMATION

Judgment Search
Name: Sally Seller
Match Exact Name Only: NO
Date: From 09/14/1997 To 09/14/2017

PATRIOT INFORMATION

Patriot Search
Name(s): Sally Seller

COMPANY INFORMATION
Name: SoftPro

UCC Search
Selection: Copy Of Liens at any Address
Address1: 1234 Main Street
City: Newark
State: NJ
Zip: 07101

Copies of Entity Filings
Type: All
Is Certified?: NO

Back Submit Cancel

New Jersey Search Experts - 201700015



Your data has been submitted.

Softpro 360

Your data has been submitted.

OK

Cancel

Accepting Document(s)

The transaction status in the 360 queue will show as ‘ready’ when documents have been sent from New Jersey Search Experts – Title and Abstract Search. The user will click **Next Step** to review the documents. If you submitted multiple search requests, each request will show in the queue as a separate transaction.

Queue

Next Step Views: Active Order Filter: All Providers

Provider	Service	Product	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Sub Product
New Jersey Search Experts	Title And Abstract Search		Ready	201700015	Default	Vishwana...	10/17/2017 2:55 PM		Sally Seller	Patriot Search

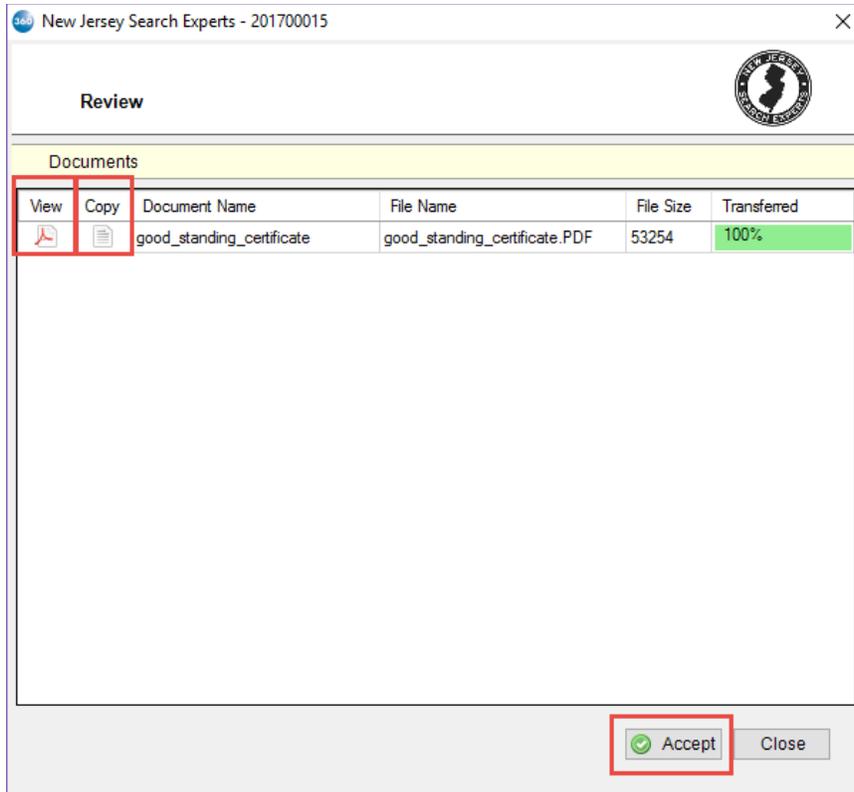
Queue

Next Step Views: Active Order Filter: All Providers

Provider	Service	Product	Status	Linked Order	Linked Profile	Created By	Created On	Completed On	Description	Sub Product	Transaction Number
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:55 PM		Sally Seller	Patriot Search	410060-70-171017-018802
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:54 PM		Sally Seller	Judgment Search	410060-70-171017-018801
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:53 PM		Sally Seller	Patriot Search	410060-70-171017-018799
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:53 PM		Sally Seller	Judgment Search	410060-70-171017-018798
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:53 PM		SoftPro	UCC Search	410060-70-171017-018797
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:52 PM		SoftPro	Franchise Tax Report	410060-70-171017-018796
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:52 PM		SoftPro	Certificate of Good Standing	410060-70-171017-018795
New Jersey Search Experts	Title And Abstract Search		In Progress	201700015	Default	Vishwana...	10/17/2017 2:52 PM		SoftPro	Copies of Entities Filings	410060-70-171017-018794

Review Screen

The **Review** screen allows the user to view, copy, and accept documents from New Jersey Search Experts – Title and Abstract Search into the Select order.



- **View:** View documents sent from New Jersey Search Experts – Title and Abstract Search.
- **Copy:** Save a copy of the document to the clipboard.
- **Accept:** Attach the document(s) to the Select order.

The accepted documents will be saved as attachments section of the ProForm order.

