



# DO PROCESS

SOFTWARE

## TERANET CONNECT™

USER'S GUIDE  
Version 1.4  
August 2013

# Table of Contents

- 1. Introduction ..... 1
- 2. Getting Started..... 1
  - 2.1 Configurable Setting in The Conveyancer..... 2
- 3. Ordering a Parcel Register ..... 3
- 4. Viewing Parcel Details..... 5
- 5. Searching Adjacent Lands ..... 6
- 6. Ordering Instruments ..... 7
- 7. Ordering Writs ..... 9
- 8. Importing Data into a Transaction Record ..... 11
- 9. Accessing Billing Information..... 12
- 10. Entering Teranet Connect Fees in the Statement of Account..... 13
- 11. Automated Requisition Drafting..... 14
- 12. Preparing Executions Affidavits ..... 16
- 13. Contact Information..... 18

# 1. Introduction

Teranet Connect is a sophisticated new feature that provides access to Ontario parcel registers, instruments, plans, maps and writs of execution directly within The Conveyancer®. Use of Teranet Connect through The Conveyancer can eliminate data entry errors, unnecessary key strokes and save your firm valuable time.

Using Teranet Connect from within The Conveyancer allows you to easily perform the following tasks:

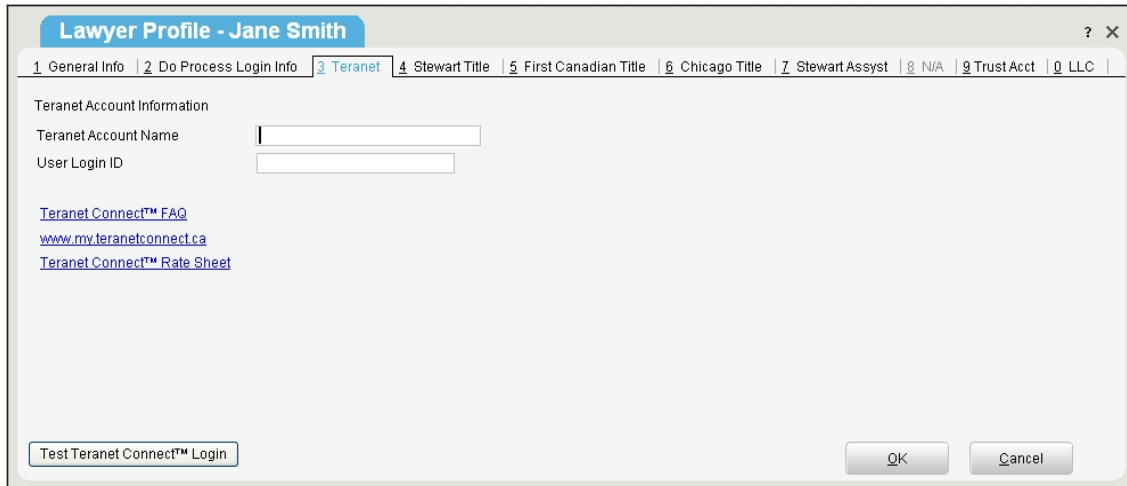
- Prepare requisitions quickly based on the primary parcel register.
- Prepare execution affidavits effortlessly based on the writ details in an unclear writs search.
- Import property information, owner information and existing mortgage details into the appropriate fields of The Conveyancer transaction record.

There is no additional charge to access these services through The Conveyancer. The cost to access Teranet Connect is included in your Conveyancer transaction fees. Payments will be processed through your existing Teranet Deposit Account.

# 2. Getting Started

The following steps will enable access to Teranet Connect functionality within The Conveyancer application:

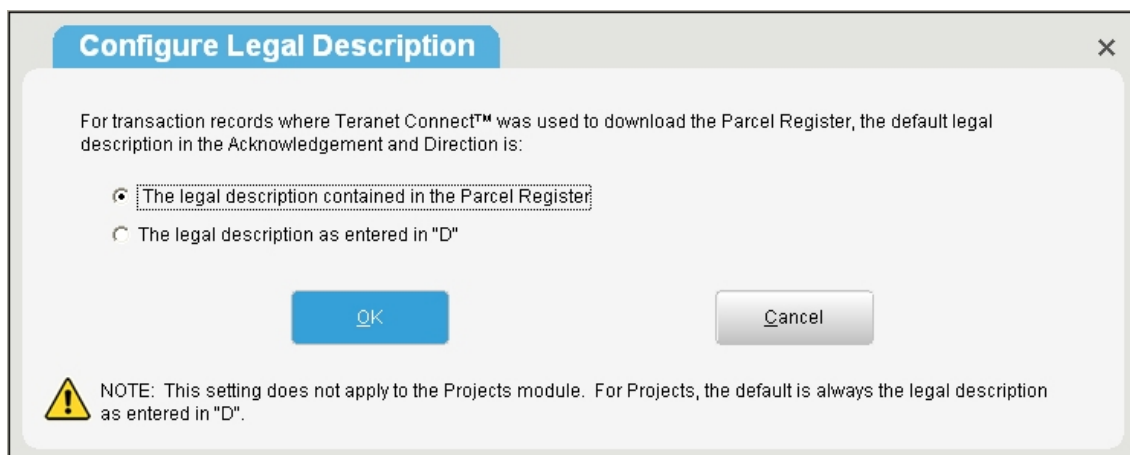
1. Ensure you have upgraded to the latest version of The Conveyancer (version 15.0A or higher) and Teraview 7.0.
2. Instruct your Teraview Account Holder to go to <https://my.teranetconnect.ca/> to enable Teranet Connect access for your firm. As part of this signup, the representative will be required to accept the Teranet Terms & Conditions. If you are unsure who your Teraview Account Holder is, log into Teraview 7.0 and go to **Administration > Account Administration**. You are able to determine who the Teraview Account Holder is by the **Y** next to the user's name in the **AHR** column.
3. After the Teraview Account Holder has enabled access for your firm, all Teranet users in your firm wishing to search through The Conveyancer must also visit <https://my.teranetconnect.ca/> to set their individual password for Teranet Connect.
4. Enter your Teranet credentials into the Teranet tab of the Lawyer or Law Clerk profile in The Conveyancer.
  - In the Teranet tab, links are provided to a Teranet Connect FAQ, the My Teranet Connect access page and the Teranet Connect Rate Sheet.



- Access Teranet Connect functionality from within a transaction record by clicking the Teranet Connect subtab in the **Subject Property** topic (**Tab D**).
- Note that when you are about to access Teranet Connect during your current session in a particular transaction record, you will be prompted to login by selecting your name and entering your Teranet Connect password. The balance in your Teranet Deposit Account will be displayed and then you can proceed to purchase the parcel register.
- To ensure the proper printing of PDF documents, such as parcel registers and instruments, set the **Page Scaling** option (also referred to as **Size Options**) in the **Print** dialog box to **Fit to Printable Area** (or **Fit**).
- For each transaction record, the same user must perform all the searches in **Teranet Connect**.

## 2.1 Configurable Setting in The Conveyancer

You may indicate whether the default legal description in the Acknowledgement and Direction will be obtained from the Parcel Register provided by Teranet Connect when accessed through The Conveyancer or from data in **Tab D – Subject Property**. Set this option in **Configuration > Configure Teraview > Use Teraview's Legal Description in Acknowledgement and Direction**.



### 3. Ordering a Parcel Register

After entering the **Record No.** and the **Solicitor** in **Tab A** and saving the file, proceed to **Tab D** and click the Teranet Connect subtab to display the **Search Parcel Register** box.

**Teranet Connect™: Search Parcel Register**

LRO: Middlesex 33

1 Search by address:

Street No.  Street Name   
 Unit No.  Do not include street type (e.g. Street, St., Road, Rd., etc.)

2 Search by name:

Last (or Corporate) Name   
 First Name

3 Search by PIN:

4 Search by Instrument No.:

**Search Method** – In the **Search Parcel Register** box, ensure that the correct Land Registry Office (LRO) is selected. Then click the appropriate radio button associated with the type of search you wish to conduct: by address, owner name, PIN or instrument number.

For all search methods, you will be required to select the appropriate Teranet account user and enter the Teranet Connect password. Once successfully completed, your Teranet Deposit Account Balance will be displayed and you can purchase the parcel register.

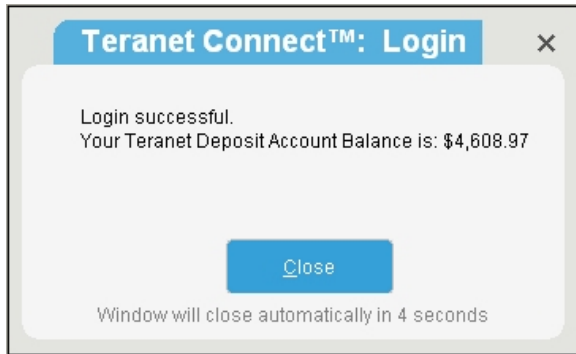
**Teranet Connect™: Log In**

Select a Teranet account to use:

NAME AND INITIALS	POSITION	TERANET ACCOUNT NAME	TERANET LOGIN NAME
Andrea Parker Simhon (APS)	Lawyer	PTREM13	ptlawyer13

Enter password for highlighted name:


[Forgot Password](#)  
[Teranet Connect™ FAQ](#)



**Multiple PINs** – Assuming the search is successful, select the one or more parcels you wish to order. Note that you can order parcel registers for more than one PIN (either concurrently or at different times) within the same transaction record.

As long as the configuration setting has been changed to **The legal description contained in the Parcel Register** (described on page 2), the legal description for subsequent PINs will automatically be filled in the PIN fields in **Tab D Subject Property** after importing the primary PIN into the **Subject Property** topic (described on page 11). These PINs will appear (in UPPER CASE) in the Acknowledgement and Direction and in the LOFTI tab (for Stewart Title and Chicago Title) as they appeared in Teraview.

**Docket ID and Name** – At the time of ordering the first parcel register for a transaction record, you will be required to assign search fees to a Teraview Docket. You can search for an existing Docket ID, enter a new one or press **F9** to use the record number.

If you enter text in the Teraview Docket ID field and click , you will have the option of displaying all Teraview Docket IDs or only those beginning with the specified text. You can also use the wildcards %, \* or \_ in combination with text to search for a subset of the docket.

Once charges associated with a particular transaction record have been applied to a particular docket, that docket will be used for all charges associated with that transaction record. In the case of a new Docket ID, you will also be required to specify the Docket Name (a text description) which also cannot be changed.

**Instrument Details** – Note that references to downloading of Instrument Details (as opposed to downloading the actual Instrument) means that the program is gathering information about the contents of the Instrument (i.e. how many component documents and the number of pages of each).

## 4. Viewing Parcel Details

After purchasing at least one parcel register from within a transaction record, the parcel details will appear in the topic.

The screenshot shows the Teranet Connect software interface. The main content area displays the following information:

**Subject Property:** Teranet Connect™

**Parcel Register for PIN 08124-0096, LRO 33 Middlesex, prepared on Feb 8, 2013**

**Property Description:** part lot 10 plan 286, part lots 5 and 6, concession a as in [192454](#) and [279085](#) except parts 1, 2 and 3 plan 33r-11269; subject to 819351 subject to easement over parts 6, 7, 8, 9, 11 and 12 plan 33r-11240, as in [1324901](#); subject to an easement over parts 2, 3, 4, 5, 6, 7, 8, 9, 11 and 12 plan 33r-11240 as in [1324908](#); subject to easement over parts 2, 3, 4, 5, 6, 7, 8, 9, 11 and 12, plan 33r-11240 as in 1324685 london/london township \*\*\*\*description may not be acceptable in future\*\*\*\*


**Instruments Table:**


Instrument No.	Date	Type/Remarks	Amount	Parties From	Parties To	Cert/Cred
118887	1959/04/09	bylaw				c
192454	1964/01/15	transfer	\$2.00		white's bridge developm	c
207860	1964/12/07	lease re: 5 years		*** deleted against this prop		d
224767	1965/11/10	agreement				c
279085	1968/12/03	transfer	\$7,500.00		white's bridge developm	c
286285	1969/05/14	bylaw				c
595297	1981/05/13	agreement to lease re: sketch attach				c
614470	1982/04/16	lease re: sketch attach				c
33R8103	1988/04/27	plan reference				c
801514	1988/05/20	no assg lessee re: 595297		george boulianne enterprise:	774408 ontario limited	c
806683	1988/07/05	charge	\$1,500,000.00		the royal bank of canada	c
806684	1988/07/05	no sec interest				c
820343	1988/11/16	agr postp ch re: 806683, 819				c


**Multiple PINs** – If there is more than one PIN listed in the top left section, select the one for which you wish to view the Parcel Details. PINs listed in this box are those listed in **Tab D** and those for which Parcel Registers have been ordered.

**Thumbnail Property Description** – Click the appropriate tab in the top right corner to view particulars of the Property Description, Property Details, Qualifier and Owner/Capacity/Share information.

**Viewing Preferences** – Click the checkboxes according to whether you wish to display or hide **Instrument Remarks** and **Deleted Instruments**.

**PDF Parcel Register** – In the top left section of the screen, click  to open a PDF version of the Parcel Register.


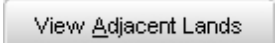

**Order Map** – Click  to order/display a map (with or without roads and railways) of the parcel and the adjacent lands (see page 6).


**View Instruments** – Instruments are ordered through the **Instruments** screen. However, you can view downloaded instruments by clicking  adjacent to the Instrument No.


## 5. Searching Adjacent Lands

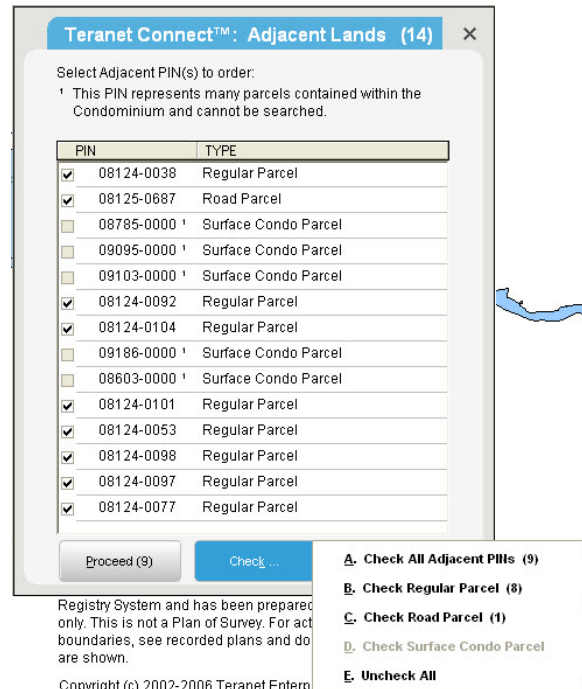
Upon ordering a map for a parcel register, you can simply select the adjacent PINs for which you wish to order parcel registers. The Conveyancer will alert you to surnames found in transfer-type instruments, which are common to both the primary and the selected adjacent parcels.

**IMPORTANT** – Searching for adjacent parcels can only be performed by the same user who searched for the original parcel register.

**Ordering Adjacent PINs** – Click  to order/display a map of the parcel, and then, from the resulting dialog, click . Then select the adjacent PINs for which you wish to order parcel registers - either by checking them individually or by using  to select by property type (e.g. regular parcel, road parcel, etc.). The PINs for all adjacent lands appear in the top left box, indented under the primary PIN.

**Adjacent Parcel Analysis** – After ordering one or more adjacent PINs,  appears in the bottom of the **Parcel Details** screen.


The red text and  in this button or in the Parcel Details indicates that there is at least one common surname in the transfer-type instruments in the primary parcel register and an adjacent parcel for which a parcel register has been ordered.



**Teranet Connect™: Adjacent Lands (14)**

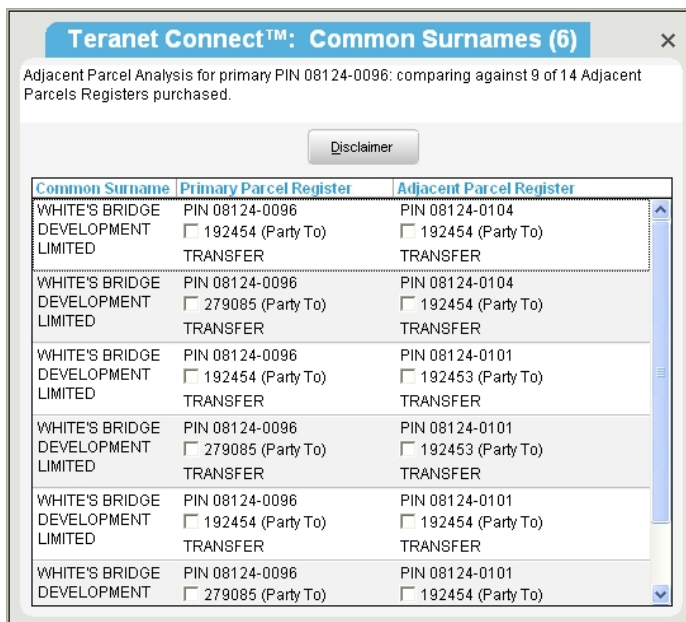
Select Adjacent PIN(s) to order:  
 \* This PIN represents many parcels contained within the Condominium and cannot be searched.

PIN	TYPE
<input checked="" type="checkbox"/> 08124-0038	Regular Parcel
<input checked="" type="checkbox"/> 08125-0687	Road Parcel
<input type="checkbox"/> 08785-0000	Surface Condo Parcel
<input type="checkbox"/> 09095-0000	Surface Condo Parcel
<input type="checkbox"/> 09103-0000	Surface Condo Parcel
<input checked="" type="checkbox"/> 08124-0092	Regular Parcel
<input checked="" type="checkbox"/> 08124-0104	Regular Parcel
<input type="checkbox"/> 09186-0000	Surface Condo Parcel
<input type="checkbox"/> 08603-0000	Surface Condo Parcel
<input checked="" type="checkbox"/> 08124-0101	Regular Parcel
<input checked="" type="checkbox"/> 08124-0053	Regular Parcel
<input checked="" type="checkbox"/> 08124-0098	Regular Parcel
<input checked="" type="checkbox"/> 08124-0097	Regular Parcel
<input checked="" type="checkbox"/> 08124-0077	Regular Parcel

Proceed (9) 


- A. Check All Adjacent PINs (9)
- B. Check Regular Parcel (8)
- C. Check Road Parcel (1)
- D. Check Surface Condo Parcel
- E. Uncheck All

Registry System and has been prepared only. This is not a Plan of Survey. For actual boundaries, see recorded plans and do are shown.  
 Copyright (c) 2002-2006 Teranet Enterp




**Teranet Connect™: Common Surnames (6)**


Adjacent Parcel Analysis for primary PIN 08124-0096: comparing against 9 of 14 Adjacent Parcels Registers purchased.

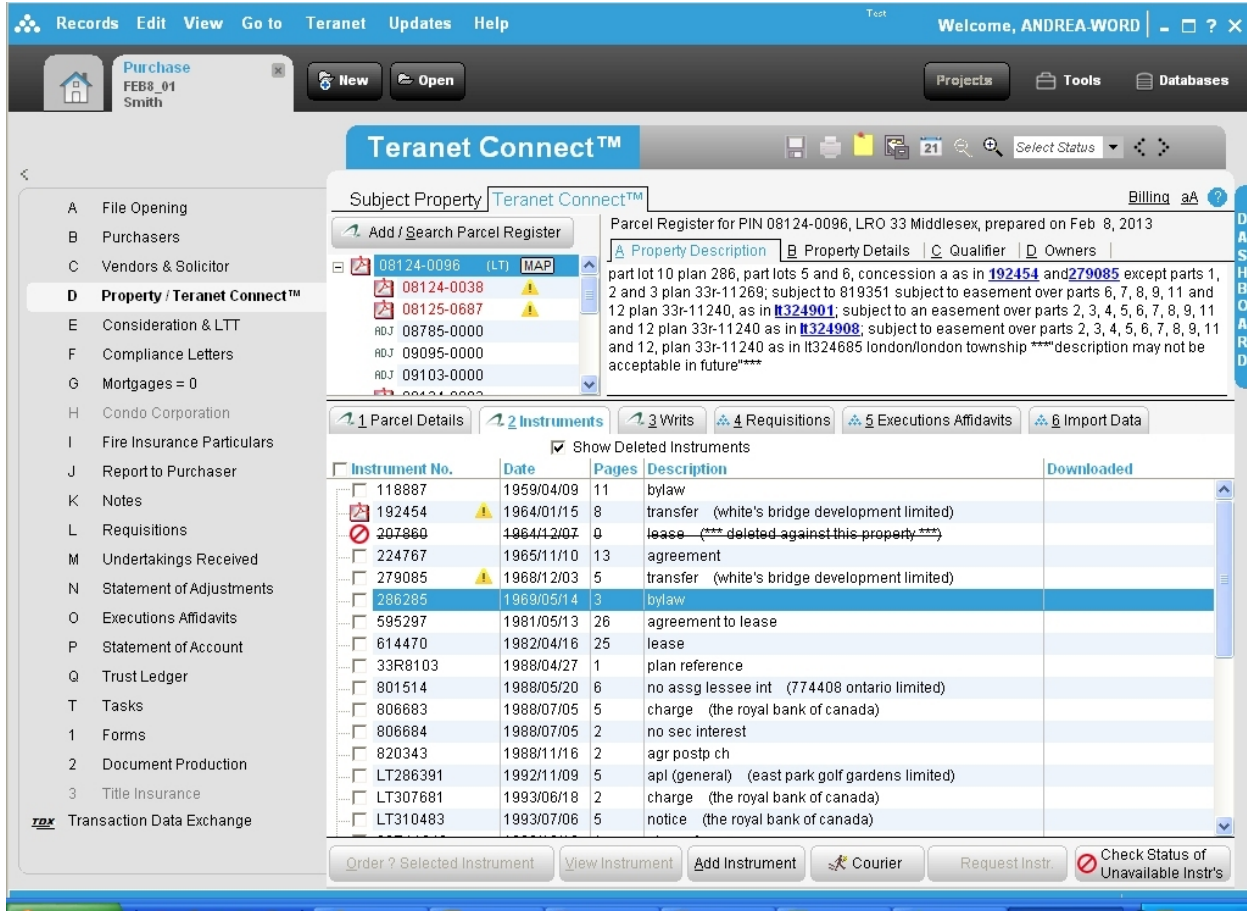


Common Surname	Primary Parcel Register	Adjacent Parcel Register
WHITE'S BRIDGE DEVELOPMENT LIMITED	PIN 08124-0096 <input type="checkbox"/> 192454 (Party To) TRANSFER	PIN 08124-0104 <input type="checkbox"/> 192454 (Party To) TRANSFER
WHITE'S BRIDGE DEVELOPMENT LIMITED	PIN 08124-0096 <input type="checkbox"/> 279085 (Party To) TRANSFER	PIN 08124-0104 <input type="checkbox"/> 192454 (Party To) TRANSFER
WHITE'S BRIDGE DEVELOPMENT LIMITED	PIN 08124-0096 <input type="checkbox"/> 192454 (Party To) TRANSFER	PIN 08124-0101 <input type="checkbox"/> 192453 (Party To) TRANSFER
WHITE'S BRIDGE DEVELOPMENT LIMITED	PIN 08124-0096 <input type="checkbox"/> 279085 (Party To) TRANSFER	PIN 08124-0101 <input type="checkbox"/> 192453 (Party To) TRANSFER
WHITE'S BRIDGE DEVELOPMENT LIMITED	PIN 08124-0096 <input type="checkbox"/> 192454 (Party To) TRANSFER	PIN 08124-0101 <input type="checkbox"/> 192454 (Party To) TRANSFER
WHITE'S BRIDGE DEVELOPMENT	PIN 08124-0096 <input type="checkbox"/> 279085 (Party To)	PIN 08124-0101 <input type="checkbox"/> 192454 (Party To)

Click  for details of common surnames and, from within the resulting dialog, select the required instrument to display the particular instrument within the parcel register. The **Adjacent Parcel Analysis** link will appear in black if no such common surnames are found. Note that the **Adjacent Parcel Analysis** is performed only on adjacent PINs for which parcel registers have been ordered.

## 6. Ordering Instruments

Click  to access the **Instruments** screen to order and view instruments and plans.

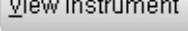


The screenshot displays the Teranet Connect™ Instruments screen. The interface includes a sidebar on the left with navigation options (A-F, G, H, I, J, K, L, M, N, O, P, Q, T, 1, 2, 3, and a 'rax' logo). The main content area shows a 'Subject Property' search bar, a list of instruments, and a '2 Instruments' button. The instrument list includes columns for Instrument No., Date, Pages, Description, and Downloaded. A 'View Instrument' button is highlighted.

Instrument No.	Date	Pages	Description	Downloaded
<input type="checkbox"/> 118887	1959/04/09	11	bylaw	
<input checked="" type="checkbox"/> 192454	1964/01/15	8	transfer (white's bridge development limited)	
<input checked="" type="checkbox"/> 207860	1964/12/07	0	lease (*** deleted against this property ***)	
<input type="checkbox"/> 224767	1965/11/10	13	agreement	
<input type="checkbox"/> 279085	1968/12/03	5	transfer (white's bridge development limited)	
<input checked="" type="checkbox"/> 286285	1969/05/14	3	bylaw	
<input type="checkbox"/> 595297	1981/05/13	26	agreement to lease	
<input type="checkbox"/> 614470	1982/04/16	25	lease	
<input type="checkbox"/> 33R8103	1988/04/27	1	plan reference	
<input type="checkbox"/> 801514	1988/05/20	6	no assg lessee int (774408 ontario limited)	
<input type="checkbox"/> 806683	1988/07/05	5	charge (the royal bank of canada)	
<input type="checkbox"/> 806684	1988/07/05	2	no sec interest	
<input type="checkbox"/> 820343	1988/11/16	2	agr postp ch	
<input type="checkbox"/> LT286391	1992/11/09	5	apl (general) (east park golf gardens limited)	
<input type="checkbox"/> LT307681	1993/06/18	2	charge (the royal bank of canada)	
<input type="checkbox"/> LT310483	1993/07/06	5	notice (the royal bank of canada)	

**Multiple PINs** – If there is more than one PIN listed in the top left section, select the one for which you wish to view Instruments.

**Ordering Instruments** – Select one or more Instruments and click the order button. If not already done, Instrument Details (identifying the component documents and number of pages) will be downloaded. If Instrument Details have already been obtained, the Instrument, in PDF format, will

be downloaded. Double-click in the desired row or click  to open the instrument in a separate window.


Add Instrument





**Adding Instrument** – To order an instrument which does not appear in the list, click or, if it appears in the Property Description thumbnail, click the link or select it and right-click.

Parcel Register for PIN 08124-0096, LRO 33 Middlesex, prepared on Feb 8, 2013

[A Property Description](#) | [B Property Details](#) | [C Qualifier](#) | [D Owners](#)

part lot 10 plan 286, part lots 5 and 6, concession a as in [192454](#) and [279085](#) except parts 1, 2 and 3 plan 33r-11269; subject to 819351 subject to easement over parts 6, 7, 8, 9, 11 and 12 plan 33r-11240, as in [1324901](#); subject to an easement over parts 2, 3, 4, 5, 6, 7, 8, 9, 11 and 12 plan 33r-11240 as in [1324908](#); subject to easement over parts 2, 3, 4, 5, 6, 7, 8, 9, 11 and 12, plan 33r-11240 as in 1324685 london/london township \*\*\*\*description may not be acceptable in future\*\*\*\*

**Zero Page Instruments or Plans** – Initiate a request to have an instrument or plan loaded into Teraview's database by double clicking on the instrument or plan. Requests will be loaded within approximately 24 hours (for instruments) and 48 hours (for plans). Once submitted, check the status of your request by clicking the  button.

**Requesting Plans and Instruments by Courier** – You can submit a courier delivery request of certain plans and instruments that may be too large to print or are simply not available in Teraview. To make a courier request, highlight a plan or instrument, click  and enter the contact information and delivery instructions. Click  and  to add or remove instruments. Specify additional copies by clicking .

**Teranet Connect™: Request Courier Delivery of Instruments** [X]

Attention:

Firm Name:

Address to be delivered to:

Delivery instructions:

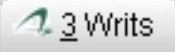
Select Instruments to be delivered by Courier (maximum of 10)

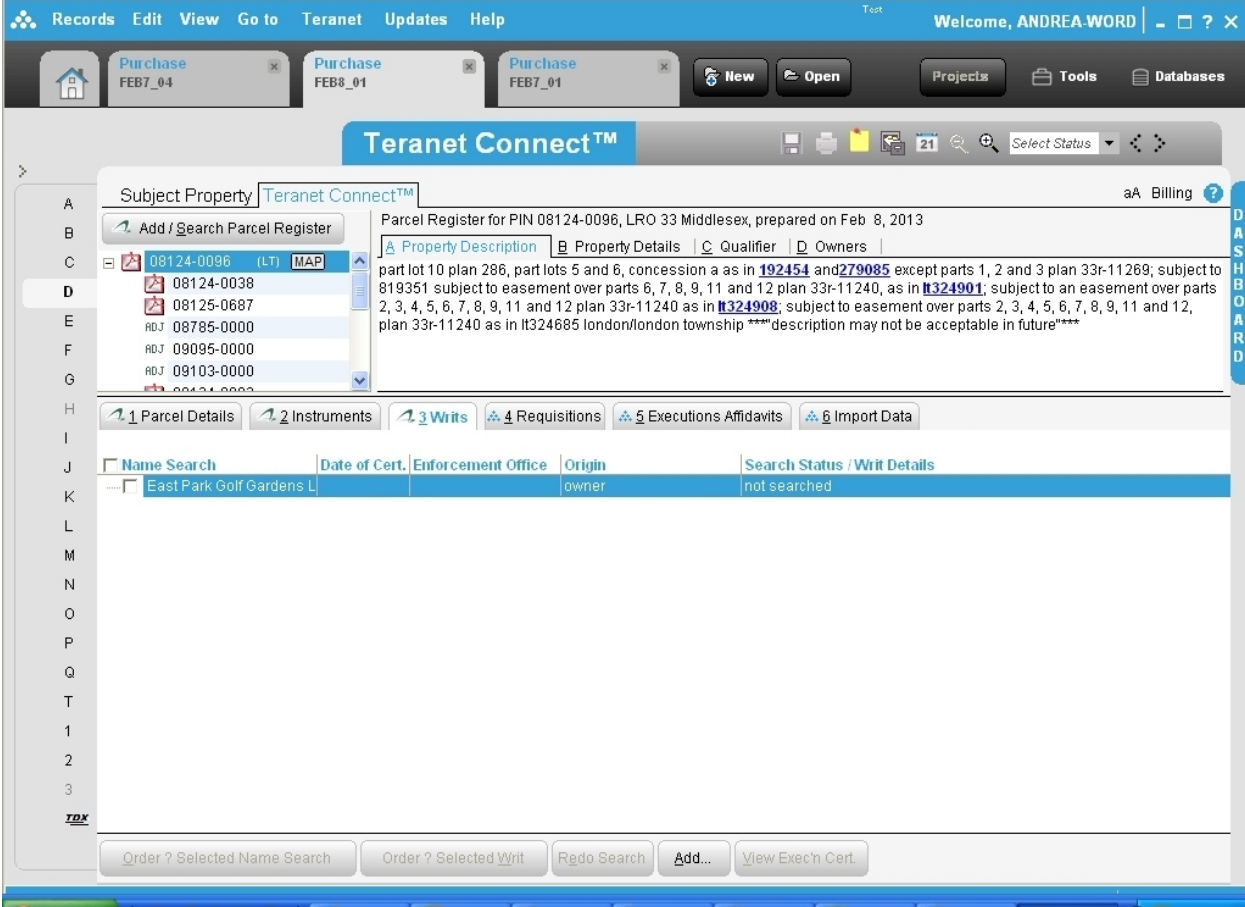
Instrument No.	Date	Pages	Description
286285	1969/05/14	3	BYLAW

[Show Fees](#)

## 7. Ordering Writs

Conduct writ of execution searches for registered owners, purchasers and other parties. Click

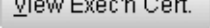
 to access the **Writs** screen.



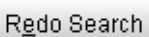
The screenshot shows the Teranet Connect software interface. The top navigation bar includes 'Records', 'Edit', 'View', 'Go to', 'Teranet', 'Updates', and 'Help'. Below this is a toolbar with 'Purchase' buttons for FEB7\_04, FEB8\_01, and FEB7\_01, along with 'New', 'Open', 'Projects', 'Tools', and 'Databases' buttons. The main area displays a search for 'Teranet Connect™' with a list of results including parcel numbers and descriptions. A table below the search results shows columns for 'Name Search', 'Date of Cert.', 'Enforcement Office', 'Origin', and 'Search Status / Writ Details'. The 'Name Search' column contains 'East Park Golf Gardens L' and the 'Search Status' is 'not searched'. At the bottom, there are buttons for 'Order ? Selected Name Search', 'Order ? Selected Writ', 'Redo Search', 'Add...', and 'View Exec'n Cert.'




**Ordering Name Searches** – Select one or more names to search, click

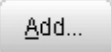
, verify the correct Enforcement Office, and click to proceed. Once a

certificate has been ordered, double-click in the desired row or click  to open the certificate in a separate window.

**Updating a Name Search** – To update a search on a name which has already been searched, click


.

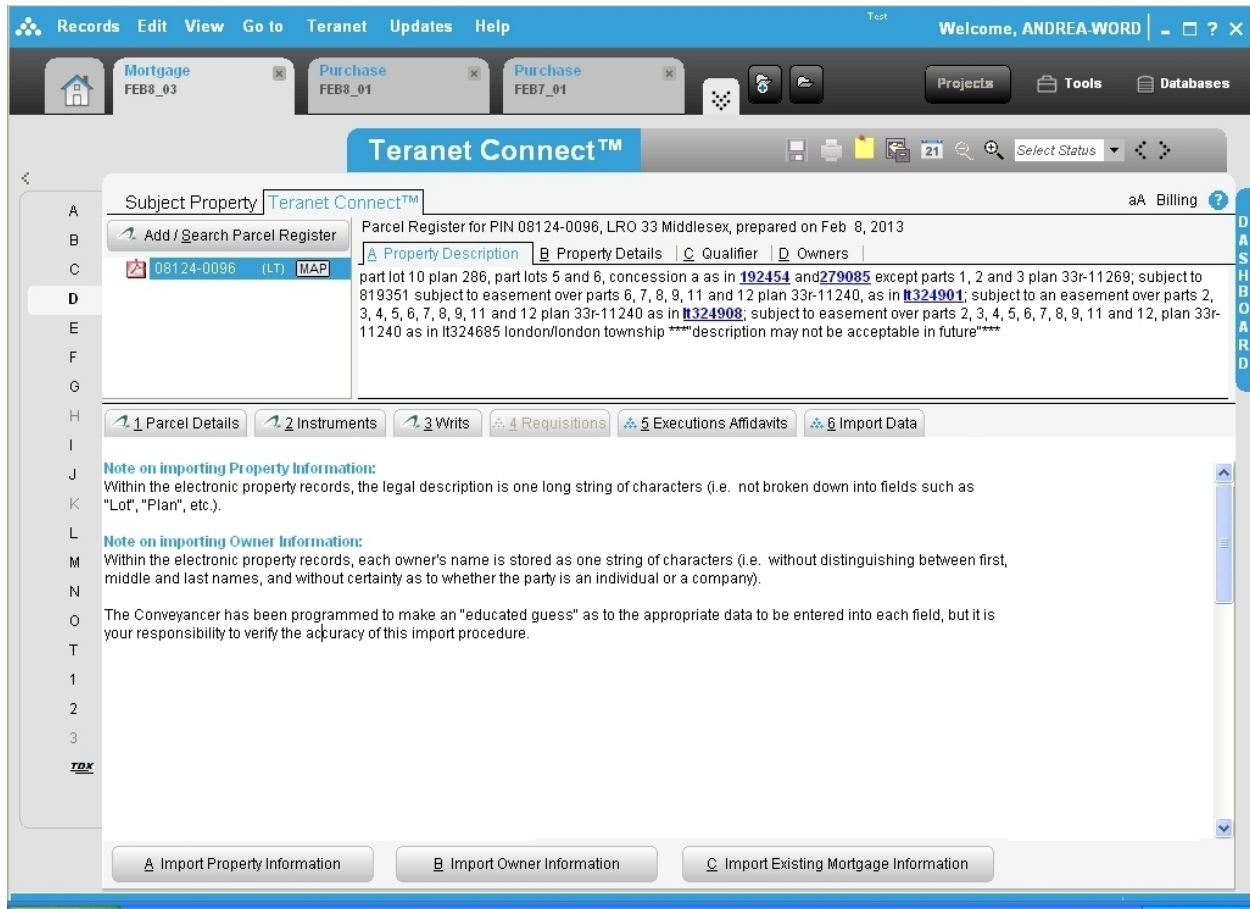
**Ordering Writs Details** – If a name search is not clear,  appears beside the name and the applicable writs of execution will be listed immediately below the name searched. Select one or more writs to order, and click  to download the requested Writ Details Reports. Once a writ has been ordered, double-click in the desired row or click  to open the writ in a separate window.

**Adding a Name or Writ** – To search a name which does not appear in the list or to obtain a Writ Details Report without first performing a name search, click  .


## 8. Importing Data into a Transaction Record

Import data extracted from the Parcel Register into the appropriate fields of the transaction record.

Click  and then click the appropriate button below according to whether you wish to import property Information, owner information or, in the case of a sale or mortgage, existing mortgage information.



**Validating the Data** – As mentioned in the note at the top of the import screen, the source data (i.e. in the electronic property records) is not stored in discrete fields as it is in The Conveyancer application. Accordingly, the automated conversion of the data may not be perfect, and must be verified by the user.

**Performing the Import** – When the data extracted from the Parcel Register does not exactly match data in the specified field in The Conveyancer, click the checkbox to adopt the extracted data (or you can click the checkbox above the data to adopt all the extract data or type directly into the field at the left). Then click .

**Condominiums** – Unlike the other data fields, clicking to adopt the Unit/Level/PIN of a condominium will cause the extracted data to be added to existing data of this type in **Tab D** (rather than replacing it).

## 9. Accessing Billing Information

Click **Billing** at the top right part of the screen to access one of the following:

- The **Billing Information** screen in which you can view details of all Teranet Connect charges incurred through The Conveyancer for the current transaction record.
- The **Docket Summary** screen in which you can view all charges associated with the current **Teraview** Docket ID for a specified time period.
- Your Teranet account balance.

DESCRIPTION	AMOUNT	DATE
Parcel Register for PIN 08124-0096	\$22.00 + HST \$1.56	Feb 8, 2013 11:33 AM
Map with roads and railways for PIN 08124-0096	\$5.00 + HST \$0.65	Feb 8, 2013 12:02 PM
Adjacent Parcel Register for PIN 08124-0038	\$12.50 + HST \$0.46	Feb 8, 2013 12:07 PM
Adjacent Parcel Register for PIN 08125-0697	\$12.50 + HST \$0.46	Feb 8, 2013 12:07 PM
Adjacent Parcel Register for PIN 08124-0092	\$18.50 + HST \$0.85	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0104	\$12.50 + HST \$0.46	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0101	\$14.50 + HST \$0.59	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0053	\$12.50 + HST \$0.46	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0098	\$12.50 + HST \$0.46	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0097	\$10.50 + HST \$0.33	Feb 8, 2013 12:08 PM
Adjacent Parcel Register for PIN 08124-0077	\$10.50 + HST \$0.33	Feb 8, 2013 12:08 PM
Instrument 192454; Name 192454	\$3.00 + HST \$0.39	Feb 8, 2013 12:15 PM
Name Search for EAST PARK GOLF GARDENS LIMITED,	\$11.00	Feb 8, 2013 12:34 PM
Writ Details for Instrument No. 12-0000002 re: PU, JOHN	\$6.00	Feb 8, 2013 12:37 PM
Writ Details for Instrument No. 12-0000003 re: PU, JOHN	\$6.00	Feb 8, 2013 12:37 PM

**Teranet Connect Charges for the Current Transaction Record** – The **Billing Information** screen shows only those charges to the Teranet Deposit Account, which were incurred through The Conveyancer in association with the current transaction record (i.e. Teranet Connect services; name searches). Note that charges for The Conveyancer transaction record do not appear in this box.

**Docket Summary** – Specify the required date or date range and download a report as to all charges to the Teranet Deposit Account associated with the particular docket (whether incurred through The Conveyancer, Teraview or otherwise).

**HST** – Some of the charges incurred through Teranet Connect contain a statutory component, which is not subject to HST. Accordingly, the HST may not be exactly 13% of the amount shown as the charge.

**Services Pricing Guide** – Access the Teranet Connect rate sheet from a link in the Lawyer and Law Clerks profile.

## 10. Entering Teranet Connect Fees in the Statement of Account


Teranet Connect fees can be combined or displayed separately in the Statement of Account:

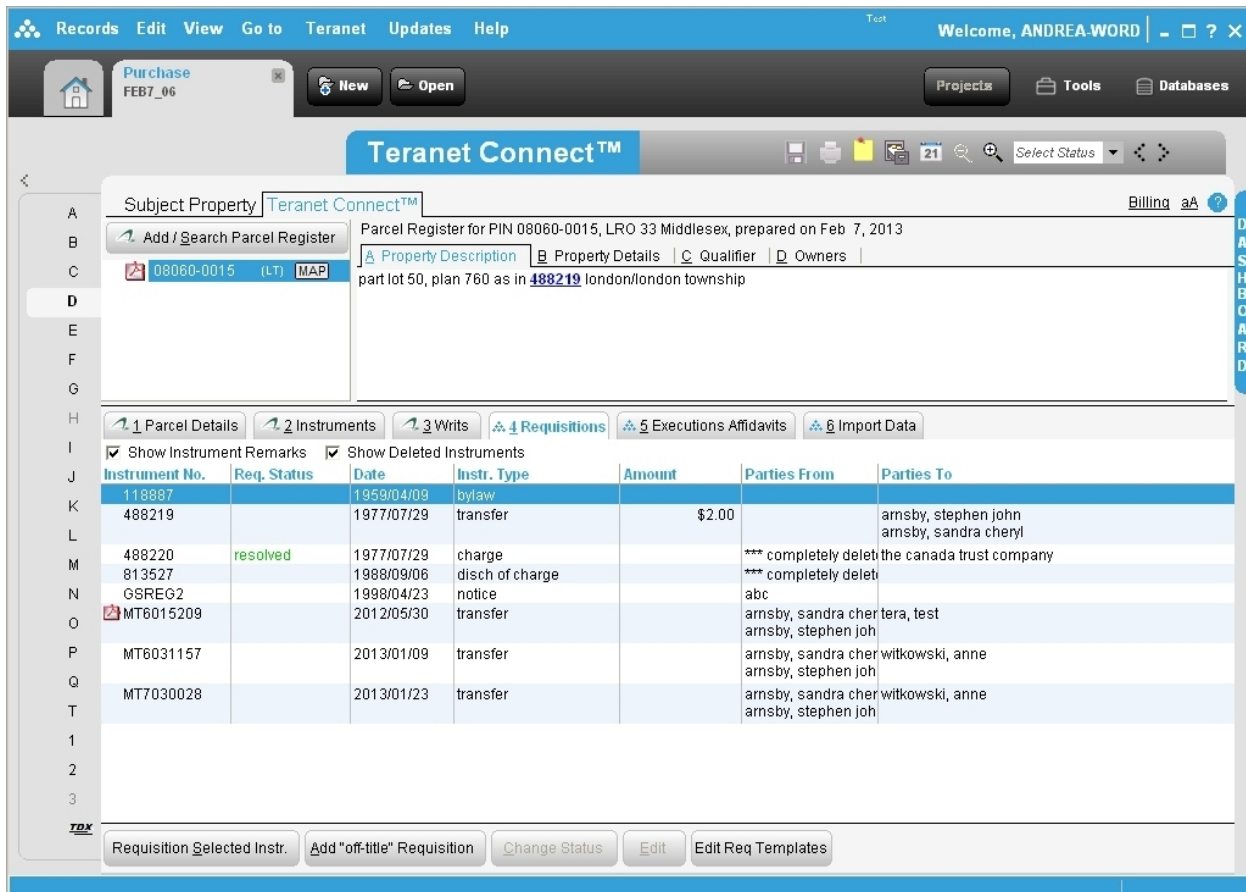
- When combined, all Teranet Connect fees will be displayed in the Search Costs line item; or
- Values will be displayed as separate entries for Parcel Register fees (in the Search Costs line item) and the Execution Certificate line item (consisting of items which begin with “Name Search for” or “Writ Details for”).

For both options, pressing F9 will populate the field with the applicable values from the Teranet Connect: Billing Information box.

**Specifying the Option in Configuration** – In **Configuration > Statement of Account**, select how the Teranet Connect fees will be displayed in the Statement of Account:


## 11. Automated Requisition Drafting


Click  and create requisitions based on Instruments and data in the Parcel Register.




The screenshot shows the Teranet Connect interface. At the top, there's a menu bar with 'Records', 'Edit', 'View', 'Go to', 'Teranet', 'Updates', and 'Help'. Below that is a toolbar with 'New' and 'Open' buttons. The main window displays a 'Parcel Register' for PIN 08060-0015, LRO 33 Middlesex, prepared on Feb 7, 2013. The '4 Requisitions' tab is active, showing a table of requisitions. The table has columns: Instrument No., Req. Status, Date, Instr. Type, Amount, Parties From, and Parties To. The 'Requisition Selected Instr.' button is highlighted at the bottom.

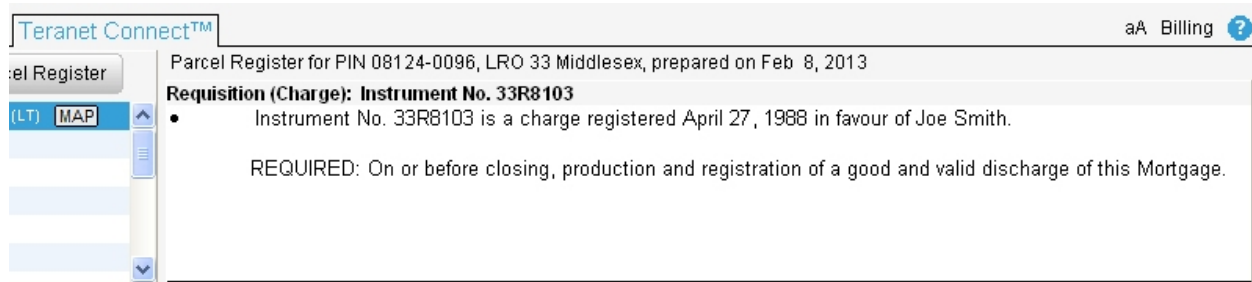
Instrument No.	Req. Status	Date	Instr. Type	Amount	Parties From	Parties To
118887		1959/04/09	bylaw			
488219		1977/07/29	transfer	\$2.00		arnsby, stephen john arnsby, sandra cheryl
488220	resolved	1977/07/29	charge		*** completely delet	the canada trust company
813527		1988/09/06	disch of charge		*** completely delet	
GSREG2		1998/04/23	notice		abc	
MT6015209		2012/05/30	transfer		arnsby, sandra cher arnsby, stephen joh	tera, test
MT6031157		2013/01/09	transfer		arnsby, sandra cher arnsby, stephen joh	witkowski, anne
MT7030028		2013/01/23	transfer		arnsby, sandra cher arnsby, stephen joh	witkowski, anne

**Generate Requisitions** – Double-click an Instrument (or click ) to create a requisition. Based on the Instrument type, The Conveyancer will propose one or more requisition clauses. Select the desired clause, and appropriate data (e.g. registration details, parties' names) will be populated automatically. Where necessary, you may be prompted for additional data. Requisitions added through Teranet Connect from within The Conveyancer are automatically loaded into **Tab L Requisitions** of The Conveyancer, tracked for status and inserted into the requisition letter generated through **Document Production**.

**Edit Requisition Templates** – Click  to create and edit requisition templates. When creating a new requisition template, it is recommended that you proceed by copying an existing one, and then make the necessary changes.


**Change Status** – To change the status of a requisition, click  and select the required option.

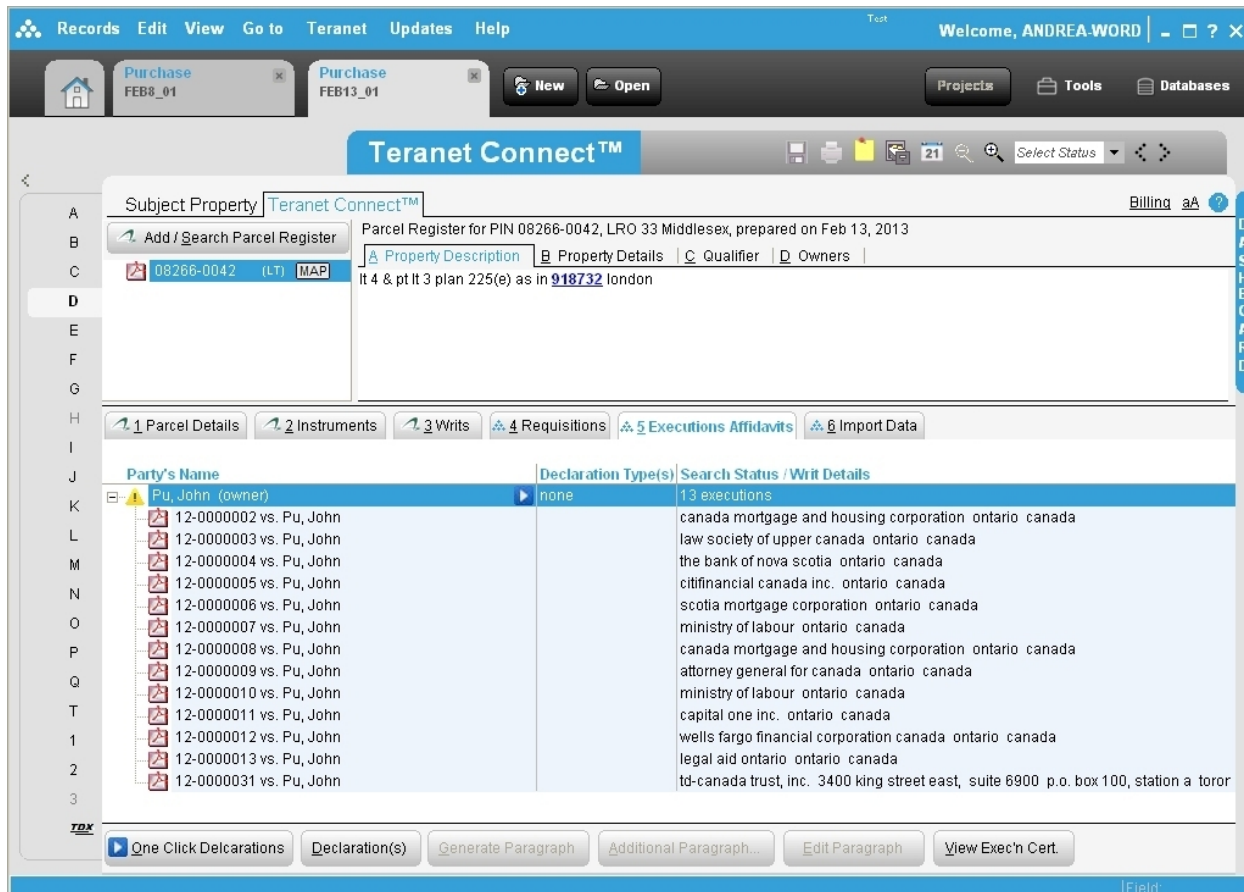
[View Requisitions](#) – Requisitions are displayed in the top right panel in the screen.



[Add “off-title” Requisitions](#) – Click [Add "off-title" Requisition](#) to insert a requisition which is not associated with an instrument in the Parcel Register (e.g. for a tenancy or an execution); once added, it will appear in **Tab L**, but not in Teranet Connect.

## 12. Preparing Executions Affidavits

Click  to prepare declarations regarding similar-name executions based on name searches and writ details searches ordered through Teranet Connect (see page 9).

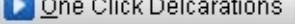


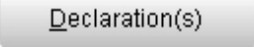
The screenshot shows the Teranet Connect interface. The main window displays the following information:

- Subject Property:** Teranet Connect™
- Parcel Register for PIN 08266-0042, LRO 33 Middlesex, prepared on Feb 13, 2013**
- Property Description:** It 4 & pt It 3 plan 225(e) as in 918732 london
- Party's Name:** Pu, John (owner)
- Declaration Type(s):** none
- Search Status / Writ Details:** 13 executions

Party's Name	Declaration Type(s)	Search Status / Writ Details
12-0000002 vs. Pu, John		canada mortgage and housing corporation ontario canada
12-0000003 vs. Pu, John		law society of upper canada ontario canada
12-0000004 vs. Pu, John		the bank of nova scotia ontario canada
12-0000005 vs. Pu, John		citifinancial canada inc. ontario canada
12-0000006 vs. Pu, John		scotia mortgage corporation ontario canada
12-0000007 vs. Pu, John		ministry of labour ontario canada
12-0000008 vs. Pu, John		canada mortgage and housing corporation ontario canada
12-0000009 vs. Pu, John		attorney general for canada ontario canada
12-0000010 vs. Pu, John		ministry of labour ontario canada
12-0000011 vs. Pu, John		capital one inc. ontario canada
12-0000012 vs. Pu, John		wells fargo financial corporation canada ontario canada
12-0000013 vs. Pu, John		legal aid ontario ontario canada
12-0000031 vs. Pu, John		td-canada trust, inc. 3400 king street east, suite 6900 p.o. box 100, station a toro

Buttons at the bottom of the interface include: One Click Delcarations, Declaration(s), Generate Paragraph, Additional Paragraph..., Edit Paragraph, and View Exec'n Cert.

**One Click Declarations** – This feature, accessed from , allows you to automatically generate a Declaration re: Writs when there are multiple writs associated with a name. Each paragraph in The Conveyancer is populated with the execution number, plaintiff, judgment amount and judgment costs from the writ.

**Create a Declaration** – Double-click a party's name (or click ) , select according to whether you are preparing a solicitor's or client's declaration (or that of an attorney under power of attorney) and, if applicable, enter the declarant's name. Declarations created through Teranet Connect when accessed through The Conveyancer will appear both in this tab and in **Tab O Execution Affidavits** in The Conveyancer transaction record.

**Generate a Paragraph** – If, through Teranet Connect within The Conveyancer, you have searched a party's name and there are one or more writs outstanding then, after creating the party's declaration, double-click a writ (or select the writ and click **Generate Paragraph**). If applicable, specify into which declaration the paragraph should be inserted. The paragraph relating to the writ will be displayed on the screen and you will be prompted to complete any information which could not be extracted. If you have not ordered the writ details, there will be more information to complete. If you have ordered the writ, the writ details will be displayed; dollar amounts (e.g. judgment amount and costs) will be displayed in red and you can click and press F9 to enter such amount into the data-entry field.

**Writ No. 12-0000006** ? X

Insert paragraph into the following declaration(s):

- Client
- Solicitor
- Attorney

**I am not / The said John Pu is not the same person as John Pu, the judgment debtor named in Writ of Execution Number 12-0000006 wherein Scotia Mortgage Corporation, as Plaintiff, was awarded the sum of \$■ plus costs of \$I.**

Writ Details Report for Writ No. 12-0000006

CERTIFICATE # /  
NO DE CERTIFICAT:  
01343655-0281935B

**WRIT DETAILS REPORT / RAPPORT DES DETAILS DU BREF**

SHERIFF OF /  
SHERIF DE : COUNTY OF MIDDLESEX (LONDON)

DATE OF CERTIFICATE /  
DATE DU CERTIFICAT : 2013-02-08

IT IS HEREBY CERTIFIED THAT THE INFORMATION CONTAINED BELOW IS A TRUE REPRESENTATION OF INFORMATION ON FILE AT THE TIME OF YOUR REPORT REQUEST.  
JE CERTIFIE, PAR LA PRESENTE, QUE LES RENSEIGNEMENTS CONTENUS CI-APRES REPRODUISENT EXACTEMENT LES RENSEIGNEMENTS FIGURANT AU DOSSIER AU

Enter the amount of the judgment, excluding dollar sign (e.g. 12,400.00)



n =

**Proceed** **Cancel**

**Other Paragraphs** – To add your own paragraph to a declaration (including a paragraph for which writ details are left blank), click **Additional Paragraph...**. This type of paragraph is not associated with writ details in this tab; it will appear only in **Tab O Execution Affidavits** in The Conveyancer transaction record.

**Editing and Deleting** – Generated paragraphs can be edited or deleted in using **Edit Paragraph** or from within **Tab O**; other paragraphs can be edited or deleted, and declarations can be deleted from within **Tab O** only.

**Document Production** – The actual document (or letter to the LRO) relating to a declaration appearing in **Tab O** is generated from the **Document Production** tab.

**View Execution Certificate or Writ Details** – An execution certificate which you ordered can be viewed by clicking  or  (depending on whether or not it was clear); select a row and click

**View Exec'n Cert.**

or

**View Writ Details**

## 13. Contact Information

If you have any questions or encounter any problems involving the use of Teranet Connect within The Conveyancer application, please contact Do Process Software:

**Telephone:** 416.322.6111 or Toll Free at 1.866.367.7648

**Email:** [inquiries@doprocess.com](mailto:inquiries@doprocess.com)

For questions about enabling Teranet Connect for your firm's users or the land registry data provided through Teranet Connect, please contact Teranet Customer Support:

**Telephone:** 416.360.1190 or Toll Free at 1.800.208.5263

**Email:** [info@teranet.ca](mailto:info@teranet.ca)