



The Standard Times

Standard Solutions, Inc.

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www.standardsolutions.com

Notes From the President

Standard Solutions is a privately held company formed in 1987 for the purpose of developing and providing real estate conveyancing software to New England's legal community. The introduction of *Standard Conveyancer*™ made the then arduous closing process automated, efficient and more profitable.

Our corporate philosophy has always been a commitment to deliver excellence with product innovation and value-added services to our cherished clients. We want to assist you in achieving your objectives and maximizing the return on your investment in *Standard Conveyancer*™. Please let us know how we can support you in your efforts.



Efficiently communicating time sensitive information to you, such as industry news, product developments, program updates and other critical information, is important to us. We want you to continue to be well informed and need to know how best to communicate with you.

Please take a moment to let us know by sending an e-mail to marie@standardsolutions.com. Let Marie know who the main contact is and how best to reach that individual. Or you can fax the information to us at (781) 324-9166. As always, we are available by telephone.

Many of our clients have acknowledged that the slow-down in the refinance market presents them with an opportunity to reassess their current situation and make improvements they have been putting off. Are there features of *Standard Conveyancer*™ that your staff needs to learn? Perhaps this is a perfect opportunity to upgrade your hardware and, for DOS users, your *Standard Conveyancer*™ system. Let us help guide you through the process.

At Standard Solutions we are continually working on new products and features that promise to give you far greater control, flexibility and power with respect to your conveyancing work. As always, we appreciate your input.

Sixteen years after our founding we continue to be the region's leading conveyancing software provider. This is due in large part to your satisfaction, your loyalty and your referrals. You have been instrumental in our growth and we are extremely grateful for your contributions.

Laura H. Parsons

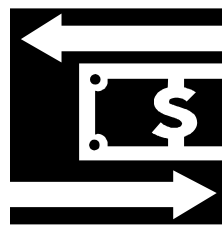
New Mass. Rules on Client Funds

Massachusetts closing attorneys should already be aware that new rules on record keeping for client funds take effect on January 1, 2004. Rule 1.15 of the Massachusetts Rules of Professional Conduct sets forth requirements for account records and reconciliation that may require revision of the disbursement procedures at your firm. The good news is that the tools you need to comply with the new rule are readily available from Standard Solutions.

The complete text of the new Rule 1.15 is available from a link on the *Client Resources* page at www.standardsolutions.com. (Your title insurance underwriter may be able to provide additional guidance on compliance.) Most pertinent to real estate conveyancing practice are the provisions requiring:

- Documentation identifying client funds/IOLTA accounts as such;
- Check registers with running balances that fully identify each deposit and disbursement;
- Separate records of deposits and disbursements for each client matter (each closing);
- Three-way bank account reconciliation at least every sixty days (ideally done monthly).

As with any other part of the conveyancing process, automated disbursement and accounting systems are far more efficient than manual procedures. *Standard Conveyancer*™ users have available the Accounting/Checkwriting module, which uses Quicken to generate checks and produce reports. This system is suitable for use to help you comply with the requirements of Rule 1.15.



If you have *Standard Conveyancer's*™ Accounting/Checkwriting module you can get advice from us on using the system to

help you comply with the new rule. If not, the module can be added to your *Standard Conveyancer*™ at a very reasonable cost that includes training.

For more information on using or adding the Accounting/Checkwriting module for *Standard Conveyancer*™, please contact sales@standardsolutions.com.

Tips and Pointers

Lender Document Selection: *Standard Conveyancer's™* Lender Document Selection saves time by allowing you to pre-set, on a lender-by-lender basis, which documents appear in your closing batch. (Before starting this process, it's best to make sure that your Closing batch contains all the documents you need at least some of the time.) Follow these steps to set up a document selection for a lender:

- Retrieve a file, click the **Print** button, select the *Closing* batch and click **List**. Write down the names of the documents you want to remove from the *Closing* batch for your lender. Exit the *Print and Merge Documents* screen.
- Click **Info**, then **Lenders**, then **List**. Select the lender you are creating the document selection for and click the **Lender Doc Selection** button. Read the *Lender Document Selection* screen and click **Build** to open the Lender Document Selection document list for your lender. (To modify an existing Lender Document Selection, click **Edit** instead of **Build**).
- Use **Ctrl-F** to search for the documents to be removed from the closing batch. For each, replace the "Y" in the first column with an "N." Documents marked "N" will no longer appear in the closing batch for this lender. Click **Exit** twice when finished.



Once you have built a document selection for one lender, it is easy to copy the selection to other lenders. Simply select the next lender and click **Copy** on the *Lender Document Selection* screen. From the list of lenders that appears, select the lender whose document selection you wish to copy.

Read more on the *Client Resources* page of our Web site.

Year-end Processing Deadline!!!

Tax Season Is Upon Us: As 2003 comes to a close, it's time to make a decision regarding your firm's 1099-S filings. You may be wondering what your options are.

Upon request, we will assist you with the set-up and processing of your *Standard Conveyancer™* data to satisfy IRS magnetic filing requirements. This procedure allows you to send your 1099-S data to the IRS digitally without having to hand-type IRS copies.

Your organization received information by fax or e-mail about our Year-end Processing (YEP) service. This information is also available on our Web site at www.standardsolutions.com (Click *Product News*, then "Year-end Solutions for the 2003 Tax Season").

If you have already signed up for this service we will be contacting you soon.

Standard Conveyancer™ Update

Beta testing on *Standard Conveyancer™* Millennium Edition program update has been completed and distribution of the self-installing CD-ROM is in progress.

The update is being distributed in the order we received your completed *Client Profile Update*. If you have not yet completed and returned the *Client Profile Update* and need another copy, you can print it from the *Client Resources* page at www.standardsolutions.com. If your firm does not have Internet access please call (781) 324-0550 and we will be happy to fax you a copy.

Our Holiday Schedule

Our office will be closed December 25th and 26th and January 1st. All of us at Standard Solutions wish you and yours a safe and happy holiday season!



Standard Solutions, Inc.

110 Florence Street, First Floor
Malden, Massachusetts 02148-3936

Software and Internet Solutions for the Title and Settlement Industry

ATTN: All Real Estate Paralegals and Attorneys