

Kentucky Title Examination System

Paralegal Quick Reference

For complete documentation, open: https://titles.kyattorney.com/static/help_full.pdf

Or click the ■ Help button in the top navigation bar.

QUICK START

System URL: <https://titles.kyattorney.com> · **Your username:** destiny · **Session timeout:** 3 hours

COMPLETE WORKFLOW — AT A GLANCE

PHASE 1 — SETUP	PHASE 2 — SEARCH	PHASE 3 — REVIEW
1. Receive closing order 2. Create new Examination 3. Fill in Overview tab 4. Set 30-year search dates 5. Identify current owner 6. Access county clerk index	7. Search Grantor/Grantee index 8. Pull & examine each instrument 9. Enter in Documents tab ✓ Check Add to Chain for deeds 10. Get Certificate of Trust if trust 11. Search Judgment Lien index 12. Search Tax Lien index 13. Search Mechanics Lien index 14. Search Lis Pendens index 15. Verify chain continuity	16. Click Run Checks 17. Review all defects/warnings 18. Call attorney if FATAL found 19. Resolve issues in Issues tab 20. Set status: Pending Review 21. Download & send PDF Report 22. Attorney approves 23. Title commitment issued 24. Closing

CRITICAL RULES — NEVER FORGET

- ■ If you find a FATAL defect at the clerk's office — STOP and call the attorney immediately. Do not wait until you return to the office.
- ■ Never mark a FATAL issue as Resolved without attorney confirmation.
- ■ Never guess a field value. If you cannot read something, note it in Raw Notes and flag it for the attorney.
- ✓ Enter EVERY instrument you find — deeds, mortgages, liens, releases, easements, everything.
- ✓ Enter the notary commission expiration date exactly as it appears on the instrument.
- ✓ Enter the full legal description exactly as it appears — every word matters.
- ✓ Check 'Individual person' for grantor/grantee when they are natural persons.
- ✓ Check 'Add to Chain' for deeds. Do not check it for mortgages, liens, or releases.

DEFECT SEVERITY — WHAT TO DO

Icon	Severity	Your Action
■	FATAL	STOP — call attorney immediately before proceeding

■	WARNING	Note and continue — flag when submitting to attorney
■	INFO	Awareness only — no action required
✓	OK	No issues — continue

CHAIN OF TITLE — WHAT TO INCLUDE

✓ CHECK 'ADD TO CHAIN'	✗ DO NOT CHECK
Warranty Deed	Mortgage / Deed of Trust
Quitclaim Deed	Release / Satisfaction
Special Warranty Deed	Judgment Lien
Commissioner's Deed	Tax Lien
Executor's / Administrator's Deed	Mechanics Lien
Trustee's Deed	Lis Pendens
Any deed transferring ownership	Easement
	Certificate of Trust
	Power of Attorney

AT THE CLERK'S OFFICE — INTERNET ACCESS

Most county clerk offices have no public WiFi. Use your iPhone as a hotspot:

1. iPhone: Settings → Personal Hotspot → Allow Others to Join
2. MacBook: Click WiFi icon → select your iPhone's name
3. Open Safari → go to <https://titles.kyattorney.com>
4. — OR — enter documents directly from Safari on your iPhone

INDEXES TO SEARCH

Index	Location	What You Find
Grantor / Grantee	County Clerk	Deeds, mortgages, liens, releases, easements
Judgment Lien	Circuit Court Clerk	Court judgments against owners
Tax Lien	County Clerk	State and federal tax liens

Mechanics Lien	County Clerk	Construction/contractor liens
Lis Pendens	Circuit Court Clerk	Active lawsuits affecting title
UCC Fixture Filings	County Clerk	Security interests in fixtures

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