



December 2008—Winter Edition

It's that time of year again...



Season's Greetings

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2008 Year End Reminders



Due to the slowing economy we don't anticipate the usual volume of articles and registrations at the Ministry. However, here are some helpful tips and reminders that will help ensure prompt service for the 2008 year end.

Form 2—Initial Returns/Notice of Change

These documents can be sent to our office by email! Complete the applicable application, save and email it with the required supporting documents to: search@centrolegalworks.com. Originals are not required and therefore, scanned application forms are also acceptable.

- Please include a memo on your firm's letterhead addressed to the Ministry for **all** Form 2 Filings.
- Expedited service for Form 2—Initial Return is a minimum of 48 hours and must be indicated on your memo to the Ministry. The confirmation letter bearing the Ontario Corporation Number will be sent to you via email with the original to follow.

Corporate Document Filings

- Please include a memo addressed to the Ministry along with all Article filings.
- A cheque must be provided for all post-dated Articles. Please clearly indicate the post-date required in your memo to the Ministry as well as placing a post-it note on the first page of the articles to ensure the Ministry clerk provides the date requested.
- For document filings to be processed in a **'special order'** please provide clear instructions on the memo and indicate on the documents accordingly.

Business Name Registrations (Form 1, Form 2, Form 5 and Form 6)

- These forms do not require signatures and can be sent for filing to our office via email.
- If printed documents are provided for pick-up, please ensure they are provided in duplicate.

Requesting Document Pick-ups

- Please send an email request for ALL document pick-ups in addition to calling in the request.
- Due to the year-end volume additional charges may apply to pick-ups after 3:30 pm.
- Same day return cannot be guaranteed during the last 3 weeks of December.
- A scanned PDF copy will be sent via email for confirmation of document filings.

Litigation Searches from any court across Canada



Save your firm time and money by using our Canada wide litigation search coverage. We have an established network throughout Ontario's all 51 Superior Court locations as well as the Canadian Provinces and Territories. We provide efficient and cost effective services by going directly to the source.

Some of the benefits to you include:

- **Save time by contacting one company for Canada-wide search coverage.**
- **Professional Search Summary Reports provided for all search requests.**
- **Obtain copies of court documents upon request, emailed to your desktop.**
- **Eliminate the costs of long distance phone calls and faxes.**
- **Eliminate the time and costs of requisitioning cheques and processing payments to numerous vendors across Canada.**

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Corporate Searches

Corporate Document Filings

PPSA Searches & Registrations

Litigation Support Services

Due Diligence Search Services
Canada & U.S.

NUANS Name Search

Corporate Supplies

Document Authentication &
Legalization Services

Service Updates

Litigation Filings & Process Serving

In addition to our extensive search services across Canada, Centro Legal Works also provides services for Litigation Document Filings and Process Serving.

We can assist with filings at the Superior Court of Justice, Small Claims Court, Federal Court, Court of Appeal, Family Court and Estates.

Filing or serving a party in another Province? Using the same network of selected professional agents, we can assist with litigation filing services across the country.

Visit our site for more information: [Litigation Support Services](#).

Document Authentication and Legalization Services

Are your clients doing business outside Canada? We can help!

Our staff attend the **Official Document Services Office** frequently and can assist with the initial step in having your documents authenticated.

Once that is complete, our staff will then attend the appropriate Consulate to have the documents legalized.

In many cases certified cheques, cash, or money orders are required at the Consulates, please **contact us today for more details!**

Superior Court Toronto—FRANK System

The new FRANK Terminals have been operational for several months and appear to be working quite well. Although the system can be slow at times due to the large number of data stored and processed daily, the search functionality is improving.

Due to real-time processing of court documents over the counter, the searches conducted at the Toronto Court are now current to the previous business day.

SUSTAIN is still available! We conduct all of our litigation searches at the Toronto courts on both terminals, the SUSTAIN and FRANK system. This ensures that all possible matters are found, During the transition phase to FRANK, there were files that were not properly imported.

If you have any questions or comments about our litigation search procedures and services, please feel free to contact us anytime.

Don't forget!

Certified PPSA Searches— Batch processing

Order 100's of searches in the same time it takes to order one search and at a lower cost per search!

For more information, or to set up a custom PPSA search solution, contact our office today!

The Institute of Law Clerks of Ontario “Conference 2009”

The 19th Annual Conference will be held in Markham at the Hilton Suites on May 20th to May 23rd, 2009. Be sure to stop by our booth for information and gifts.

Times are changing!

The search house/service provider market has gone through some major changes due to recent acquisitions. **Don't get lost in the shuffle.** If you're not receiving the proper service you deserve, give us a call.

We need your Feedback!

Is there something you would like to see from us? How could we improve our services? Let us know.

info@centrolegalworks.com



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