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Be a more effective PreLien2Lien user: Current Jobs Report helps you see all jobs that are not yet released

PL Report Selection Screen

Please Select a Report to Print: Current Jobs Report

Be sure to select the starting date and ending date for your report

Print the Selected Report

Preview Report on Screen First

Configure Printer

Sort Order: Customer Name

Starting Date: 01/01/2005

Ending Date: 03/01/2005

Enter Company Code to Print a Single Company Only

1. Go to your **Reports** drop down menu at the top of PreLien2Lien.
2. Select **Other Report Options**.
3. Under **Please Select A Report To Print** select **Current Jobs Report**.
4. Under Sort Order select **Customer Name**, or any other of the 30 options available.
5. Type in a **Starting Date** and **Ending Date** for the time report's time period.
6. With **Preview Report on Screen First Checked**, click the **Print the Selected Report** button.

Legal Corner: Definition of common terms in the Mechanic's Lien process

Surety (or Bonding Company): A person or business entity (generally an insurance company) that provides bonds to guarantee the performance or completion of a job. Types of bonds include contractors bonds, performance bonds, completions bonds, etc. You should always notify a surety of your lien claim at all stages of the process, from preliminary notice through the claim filing itself.

Attested Copy: This is a copy of a document, which was filed with a Clerk of the Court's office (also called the County Recorder's office, Registry of Deeds, etc.) and stamped by that office to verify the filing. It is often used as proof of the filing. Always get an attested copy of *anything* you file with the courts.

Proof of Service: Evidence that written notice was actually served (mailed or delivered) as required. The proof may be made by an affidavit (written declaration signed under penalty of perjury) stating how and when the notice was served. Proof of service is generally provided by the returned green card of a certified mailing. Personal delivery is another option for most forms.

Stop Notice: A notice given to an owner, public entity, or lender directing them to withhold payment from a general contractor and to set the money aside to satisfy a claim. If the general contractor is not owed any money, then the stop notice will have little or no effect.

Recording: The filing of a document in official public records, usually the Office of the County Recorder (also called the County Clerk, Clerk of the Court or Clerk of the Borough in some states). In order to be recorded, most documents must be notarized. **PreLien2Lien** can add a notary to most of your documents, and will automatically do so where required by law.

SOURCE: PreLien2Lien Program Manual

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New notices for PreLien2Lien

Updates made recently to notices in Arizona, Nevada and Wyoming. Pending updates in near future for notices in California, Florida, Minnesota, New York and North Carolina.

Version 10.02.01 is the latest release of PreLien2Lien for Annual Subscribers. In the last twelve months, the entire team at TRADITION SOFTWARE has made several improvements to PreLien2Lien for your benefit, including:

- **Improved Graphical User Interface** – Consistent font and color standards were made to PreLien2Lien to improve the ease of use of the program.
- **Improved Subscription Security** – New technology was added to PreLien2Lien to prevent the software from being installed on unlicensed PCs or locations. Additionally, starting at 60 days prior to expiration, there is now a friendly message which reminds you that your Annual Subscription soon will expire and require payment for renewal.
- **Increased Training and Technical Support staff** – The company supporting PreLien2Lien is three times the size it was one year ago. Every staff member is trained daily on both the business and legal aspects of Mechanic's Lien law. Additionally, staff members are available to you by phone from 8AM-5PM PST Monday – Friday to assist you with your use of PreLien2Lien.
- **Added Website content** – Mechanic's Lien laws for all states can be found on our website at <http://www.traditionsoftware.com/constlienbystate.php>. To file a Mechanic's Lien, the County Recorder's office for all states can be found on our website at <http://www.traditionsoftware.com/countyrecordersbystate.php>.
- **Improved User Manual** – A new updated color manual is sent for all users when an Annual Subscription is purchased or renewed.
- **Updated State Notices** – New updated notices have been created for the states of Arizona, Nevada, and Wyoming. Pending updates are planned for notices in California, Florida, Minnesota, New York, North Carolina, Ohio and Texas.
- **FREE Property Owner Reports** – Annual Subscribers get two FREE Reports per year. Visit <http://www.traditionsoftware.com/por.php> to get your report within one business day.
- **Recommended Construction Attorneys By State** – Need a highly qualified Construction Attorney in your state to help you perfect/foreclose on a Mechanic's Lien that has been filed? A list of pre-screened attorneys can be found on our website at <http://www.traditionsoftware.com/constattorbystate.php>.

Our next newsletter will highlight our new "Custom Template Technology" that is being added to PreLien2Lien. This technology represents the final technology improvement that we informed you about a year ago as part of the "Seabiscuit" new product development for PreLien2Lien.

Five Quick Facts: Ohio Mechanic's Lien law

The Owner must file a Notice of Commencement at the County Recorders Office.

1. A Notice Of Furnishing (Private Work and Public Work) must be served to the owner on a project within 21 days after first furnishing construction related labor, professional services, materials, machinery, fixtures or tools to a jobsite. It must be delivered in person, or by certified mail, to the owner of the property.
2. A Notice of Furnishing is technically not required if a Notice of Commencement is not filed. However, to help insure that you protect your rights and thus gain timely payment, you are advised to still go forth and serve a Notice of Furnishing.
3. You have 60 days to file an Affidavit of Lien (Mechanic's Lien) with the County Recorders Office for Residential projects, 75 days for Private Commercial projects, and 120 days for Public Projects. It must be delivered in person or by certified mail to the owner of the property in 30 days after filing it with the County Recorders Office.
4. A Complaint to Foreclose an Affidavit of Lien (legal perfection of a Mechanic's Lien) must be filed within six years of filing an Affidavit of Lien (Mechanic's Lien) at the County Recorders Office in the county where a project you provided construction related construction related labor, professional services, materials, machinery, fixtures or tools.
5. Once payment is made for the money owed in an Affidavit of Lien, a Release of Lien must be filed within 30 days of receiving payment.

SOURCE: www.traditionsoftware.com/ohiolienlaw.php

VirtualBoss

(\$299)

VirtualBoss is a job scheduling and task management software designed for contractors who need to manage job tasks at the jobsite with their PDA.

Setup is a snap, and simplicity is the main feature. That means you can streamline your scheduling and job management functions without wasting time on arduous setup procedures and expensive training.

Contact the Sales Department.
Phone: (800) 886-8770

PROJECT MANAGER

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