



The Word is Out on E-submission Training: Ready, Set, Go!

These sessions are open to one lawyer, one legal assistant and one financial manager/ administrator from each firm to ensure all firms are able to attend the training. Please register for one of the sessions below by visiting the Nova Scotia Barristers' Society web site at www.nsbs.ns.ca/cpd.htm. If you have any trouble with the Bar Society Training Registration Page, please contact Maureen Farmer at the NSBS @422-1491.

West Region (Hants, Kings, Annapolis and Digby Counties)

Tuesday, Oct. 9, Old Orchard Inn, Wolfville, 5 to 7 p.m.

Wednesday, Oct. 10, Annapolis Basin Conference Centre, Cornwallis Park, 5 to 7 p.m.

Tuesday, Oct. 23, 8 North Training Room, Maritime Centre, Halifax, 5:30 to 7:30 p.m.

Wednesday, Oct. 24, 8 North Training Room, Maritime Center, Halifax, 5:30 to 7:30 p.m.

Tuesday, Nov. 13, Old Orchard Inn, Wolfville, 5 to 7 p.m.

Wednesday, Nov. 14, Annapolis Basin Conference Centre, Cornwallis Park, 5 to 7 p.m.

North Region (Cumberland, Colchester, Pictou and Antigonish Counties)

Tuesday, Nov. 27, Claymore Inn, Antigonish, 5 to 7 p.m.

Wednesday, Nov. 28, Best Western Glengarry, Truro, 5 to 7 p.m.

Halifax (Halifax County)

Tuesday, Jan. 22, Maritime Ctr., Halifax (8 North Training Room), 9 to 11 a.m. and 1 to 3 p.m.

Wednesday, Jan. 23, Maritime Ctr., Halifax (8 North Training Room), 9 to 11 a.m. and 1 to 3 p.m.

Thursday, Jan. 24, Maritime Centre, Halifax (8 North Training Room), 5 to 7 p.m.

South Region (Lunenburg, Queens, Shelburne and Yarmouth Counties)

Tuesday, Feb. 12, Wandlyn Inn, Bridgewater, 5 to 7 p.m.

Wednesday, Feb. 13, Rodd Grand, Yarmouth, 5 to 7 p.m.

East Region (Guysborough, Richmond, Inverness, Victoria and Cape Breton Counties)

Tuesday, Feb. 26, Port Hawkesbury Civic Centre, Port Hawkesbury, 5 to 7 p.m.

Wednesday, Feb. 27, Quality Inn, Sydney, 5 to 7 p.m.



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Who?

What?

When?

Q. What are the benefits of E-submission?

E-submission allows you to

- submit to any county from any county;
- eliminate gaps in searches;
- make registrations faster, safer and easier;
- reduce form errors through error and warning checking;
- pre-populate forms with existing data;
- close files much more quickly, including registration confirmation;
- know immediately about rejected documents; and
- view documents online after the first step of the document process.

Q. How do I find out about setting up the separate Trust Account for E-submission?

To find out the rules and procedures for setting up the trust account, contact the Nova Scotia Barristers' Society. If your questions are about how to do the paper work to authorize Service Nova Scotia and Municipal Relations to debit the second trust account during the E-submission process (to pay for registration fees and deed transfer tax), visit our E-submission web page at www.gov.ns.ca/snsmr/property/e-submission and scroll down to **How do I become an E-submitter?**



Q. How do I find out what equipment and technical specs are required for scanning and e-submission?

You should contact an office equipment company to request information on scanners, if you do not already have a scanner. Possibly other law firms in your area who are already e-submitting can help you with some basic questions. Basic technical specs will be posted on the E-submission web-page, but law firms need to investigate their particular office needs. The E-submission training will cover some technical information on scanning, like creating the PDF and how to achieve smaller file sizes, but do not wait until the training to make all of your decisions on office processes and set-up or even what scanner to purchase.

Q. Is my firm already set up for E-submission? If not, how long does it take to do so?

Many lawyers are set up for E-submission. If you are not, visit our E-submission web page at: www.gov.ns.ca/snsmr/property/e-submission and scroll down to **How do I become an E-submitter?** A hard copy package of the required agreements and information was sent to each law firm on the week of September 10. The process to sign up online is simple and quick. Please allow for up to two weeks while your information is entered into the system.



Q. Who must E-submit?

All authorized lawyers must E-submit any transaction they are doing on behalf of a client and which is supported by the system; this includes all land titles recordings, removals of recordings and traditional Registry of Deeds documents.

Q. What documents must be E-submitted?

You will be required to submit electronically whenever possible. This includes, among others, Land Titles ownership transfers and related interests (Form E-24); Mortgages and most other recorded interests (Form E-26); Releases and most other documents that remove recorded interests (Form E-27); Traditional registry documents on Form E-44; and Judgment documents with Forms E-46 and E-47.

Q. What documents are exempt from mandatory E-submission?

Currently, about five per cent of documents cannot be submitted electronically. These include, among others, Form 45; Form 49; Form 24 (independent easements); and other documents that are exempt from document registration fees and rectifications.

Also, due to system constraints, any document over 6 MB in size, such as large mortgage documents, must continue to be submitted in paper.

You will receive a complete list of the exempt documents during training.

Q. I don't have high speed internet. Do I still have to submit electronically?

If a document can be E-submitted, but you do not have access to high-speed internet, you can submit a written request to the Registrar General to continue submitting all of your documents in paper.

Q. How many people participated in voluntary E-submission?

About 30 per cent of all documents have been E-submitted voluntarily for many months. This totals over 46,000 documents each year submitted by 168 lawyers from 66 law firms.

Q. What is the schedule for roll-out of mandatory E-submission?

The following is the schedule for implementation of mandatory E-submission for authorized lawyers by region:

December 10, 2007 - West Region: Hants Kings, Annapolis and Digby counties

December 10, 2007 - North Region: Cumberland, Colchester, Pictou and Antigonish counties

February 4, 2008 - Halifax Region: Halifax County

February 25, 2008 - South Region: Lunenburg, Queens, Shelburne and Yarmouth counties

March 10, 2008 - East Region: Guysborough, Richmond, Inverness, Victoria and Cape Breton counties

Q. Will training be provided in all regions?

Yes, please see the training information fact sheet for more details on online tutorials, regional training sessions, and how to register.

Q. Who in my firm should attend the training?

We would like to ensure that one representative for each key role in the process attends. This means one authorized lawyer; one legal assistant; and one financial manager/administrator.



E-submission Tutorials

We have had many requests to update the E-submission tutorials to include recent new E-submission functionality. All tutorials are being updated to reflect enhancements over the past year and new tutorials are available for Form 44, 46 and 47.

Please note: While all tutorials are useful to review for lawyers, the “Review and Sign Page” tutorial is critical as this is a mandatory step for lawyers. Legal assistants typically do most of the preparation of the E-form.

Note: To view the tutorials online, you will need the [Macromedia Flash Player](#) plug-in. If your web browser does not automatically prompt you to install the Flash Player, you will need to click the icon to install it.



[Orientation of E-Submission Work Area](#) - 10 minutes

[Submitting a Form 24-E \(Transfer\)](#) - 14 minutes

[Submitting a Form 26-E](#) - 12 minutes

[Submitting a Form 27-E](#) - 7 minutes

[Submitting a Form 44-E](#) - 11 minutes

[Submitting a Form 46-E](#) - 6 minutes

[Submitting a Form 47-E](#) - 6 minutes

[Review and Sign Confirmation Page](#) *This E-submission step is mandatory for lawyers.

[Pre-authorized Payment Notices](#) - 7 minutes

How Do I Get Set Up to E-submit?

By now, all law firms have received packages clarifying the five easy steps for setting up to E-submit and the authorized lawyer agreement permitting E-submissions from the lawyer. If you have any questions as you prepare to submit the information for the SNSMR Trust Account or the Authorized Lawyer Agreement, please contact Erin McInnis at 424-5619.

Note: You should be all set up to E-submit by the time you attend the training two weeks prior to your implementation date. Please do not wait until the last few weeks prior to the region's implementation date to submit your agreements. Land and Property Programs head office, as well as the Department of Finance, need time to process parts of the agreements. When this processing is done, you will see the E-submission link on the main page in Property Online (under Authorized User Options) when you log in.

The system steps for submitting documents are as easy as 1-2-3. Visit our E-submission web page and the new tutorials and *you will see*: www.gov.ns.ca/snsmr/property/e-submission

The E-submission web page can also be accessed through the main POL web page: www.nspropertyonline.ca

E-Land Registry Update



Halifax

The following documents and plan images are now loaded into POL:

Historical document images: 776 out of 1,283 books

Large format subdivision plans (new): 2251

Large format subdivision plans (historical): 32,102

Expropriation Plans: 2,540 (see "Expropriation Documents" below)

Condominium Plans: 241

Book/page plan attachments: 7,299 (6,198 of these have been associated to the document, which allows for the plan to be viewable in the Search Registration Indexes "Details" view).

Books 1 to 1,283, which were digitized from microfilm, continue to be loaded into POL as the quality control process is completed. A standing offer for E-Land Registry Services is being finalized so that the remaining small groups of large format plans can be scanned. These are highway plans, large format expropriation plans, grant plans and some plans that came in before daily scanning started.

Expropriation Documents

Expropriation documents and the associated plans for the Halifax County registration district are now being loaded into the Property Online "Search Plan Index" for viewing. Please note that there may be cases where you can view the document, but not the associated plan. We are currently scanning these plans and will load the images as they become available.

All paper plans will remain accessible in the Halifax LRO until we have made those images available for viewing in Property Online.

To access an expropriation document for which you have the number, enter the expropriation number in the **Plan Number** field in the "Search Plan Index" application. The result set will display a plan prefix of "EXP" and the plan type will display "EXPROPRIATION PLAN."

Plan search attributes for expropriations will be entered in the system soon.

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Pictou LRO

With the exception of the historical bound document books and a small number of large format plans, the Pictou Land Registration Office is 100 per cent electronically accessible. The digitizing of the microfilm for the historical bound books is not yet complete, but microfilm of these books will be available in the Pictou LRO vault when the bound books are sent to off-site storage. An information session for all Pictou County Lawyers, Surveyors and Title Searchers was held on September 20, 2007.



60-Year Back Scanning

Mike Jacklyn and his amazing team have surpassed the **16 million** image mark!! Back scanning is under way in Cape Breton, Victoria, Antigonish, Annapolis, Lunenburg, and is freshly started in Digby as of Sept. 19). Cape Breton will be scanned to 1965 by the end of September. Lunenburg still has Chester books to scan but should be done by December. Guysborough will be started in October.

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What's Up With Multiple Docs Per Page?



From time to time, you may come across documents online that have an extra page not associated with the document. This is a result of documents that finish halfway down a page. To ensure we captured the entire document, an extra page was added. In some cases the documents actually end at the end of a page and this extra page is confusing.

These extra pages may be removed as part of a file improvement project in the future but, for now, please disregard any portion of the document not associated with the one searched.



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Bi-Weekly Status Reports By County	Total Books To Scan	Books Scanned	Images Online POL	Breakable books left to scan
Annapolis	414	373	347,355	41
Antigonish	320	318	309,312	2
Cape Breton	1988	1691	1,633,463	20
Colchester	865	865	1,010,457	0
Cumberland	618	0	0	618
Digby	474	58	0	416
Guysborough	98	0	0	98
Halifax	1283	787	8,387,199	496
Legacy Bulk Loads	2599	2599		0
Hants	866	866	718,160	0
Inverness	423	423	371,642	0
Kings	1303	1303	1,177,638	0
Lunenburg/Chester	1082	912	934,506	170
Pictou	1238	1238	1,004,55	0
Queens	343	0	0	343
Richmond	291	0	0	291
Shelburne	398	0	0	398
Victoria	249	172	78,590	77
Yarmouth	558	0	0	558
Provincial Totals	15,239	10,552	15,972,615	3528



Baddeck



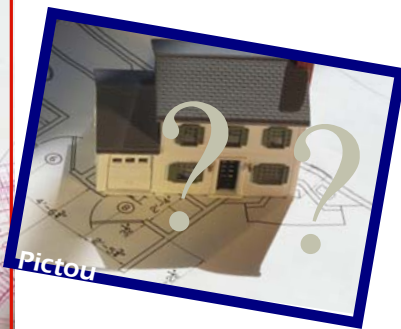
Port Hood



Sydney



Pictou
 The Pictou County LRO/Registry of Deeds has been located in the town of Pictou since its inception in the 1700s. In the fall of 2008, Pictou LRO will be re-located within the new Municipal Building near the Pictou rotary.



Pictou



Reporting Image Quality Issues

Any quality issues involving images are to be sent to “Ask Property Online A Question” at <https://ows2.gov.ns.ca/snsmr/POLHelpLine> or for clients working on-site in the LRO, please report the image issue through the Property Online Help Line. The reported issue will be relayed to the document scanning team for investigation and they will respond to the client as soon as the issue has been resolved.

If you call the Property Online Help Desk at 1-866-518-4640, please state the following:

- Contact name and contact number.
- County/book/page/document number.
- Indicate image issue (readability, missing, incomplete, incorrect).
- Indicate urgency (e.g. you only have access to image).

If you use the Ask POL a Question:

- Choose *General Procedures Question* on the main page.
- Select “Image” in the *Subject of Call* drop-down list.
- Complete contact name and number, etc.
- Indicate in the *Question* text box the county/book/page/document number.
- Indicate image issue (readability, missing, incomplete, incorrect).
- Indicate urgency (e.g. only have access to image).

