

**ATTACHMENT 8**

**TITLE SERVICES – SCOPE OF WORK**

**OVERVIEW**

Title, escrow, and related services required by the Judicial Council are described below. Services will be required on an as-needed basis for an undetermined number of existing court facilities and prospective court facility sites throughout the State of California. The Judicial Council may order title and escrow services at any time during the agreement term or not at all. The subject properties are located in various counties throughout the state and are located in urban, suburban and rural areas.

**REQUIRED SERVICES AND MAXIMUM NUMBER OF BUSINESS DAYS TO COMPLETE SERVICES**

No.	Service Description	Maximum No. of Business Days to Complete
1.	UPDATES TO REPORTS: Issue updates to existing preliminary reports, including copies of all underlying exception and exclusion documents.	5
2.	NEW REPORTS: Issue new preliminary reports, including copies of all underlying exception and exclusion documents. The following two (2) scenarios may apply:	
2a.	The Judicial Council <u>will</u> provide a copy of an existing title policy or preliminary report.	10
2b.	The Judicial Council will <u>not</u> provide a copy of an existing title policy or preliminary report.	15
3.	OTHER INFORMATION AND DOCUMENTS: Provide other related information and documents of record concerning title to a property, such as copies of vesting deeds, parcel maps, tract maps, all maps referenced in the legal description of the subject property, and other documents, upon request.	4
4.	CHAIN OF TITLE: Issue chain of title reports upon request.	
4a.	Issue Chain of Title going back 30 years.	30
4b.	Issue Chain of Title going back beyond 30 years.	45
5.	LITIGATION GUARANTEES: Issue litigation guarantees upon request.	10

No.	Service Description	Maximum No. of Business Days to Complete
6.	LEGAL DESCRIPTIONS: Assist the Judicial Council and its consultants with the review of legal descriptions for:	
6a.	Public and private properties.	15
6b.	Unrecorded easements, rights of way or other apparent encumbrances or rights.	5
6c.	Plot easements, rights of way and other title exceptions and encumbrances.	5
7.	MARKETABLE TITLE: Assist the Judicial Council and its consultants and the property owners in resolving issues affecting marketable title to properties by providing necessary services, including but not limited to the following:	
7a.	Review proposed corrective instruments.	2
7b.	Advise as to whether a particular proposed corrective instrument achieves its purpose, or (if it does not) what revisions are needed so that it does achieve its purpose.	5
7c.	Record corrective instruments.	5
7d.	Provide additional services on an "as needed" basis.	
8.	PRO FORMAS: Issue Pro Forma Title Policies upon request by the Judicial Council. The Judicial Council will designate the amount of insurance required.	15
9.	CLTA COVERAGE: Issue CLTA owner's policies of title insurance for properties conveyed to the Judicial Council in fee (as designated by the Judicial Council) together with appropriate title endorsements, including, but not limited to:	15
9a.	CLTA 100 Comprehensive Coverage	
9b.	CLTA 103.1A Encroachment Coverage	
9c.	CLTA 103.4 Access through an Easement	
9d.	CLTA 103.7 Access	
9e.	CLTA 110.1 Deletion of Item from Policy	

No.	Service Description	Maximum No. of Business Days to Complete
9f.	CLTA 116 Location	
9g.	CLTA 116.1 Survey	
9h.	CLTA 116.4 Contiguity	
9i.	CLTA 116.7 Subdivision	
9j.	CLTA 123.3 Zoning	
9k.	Aggregate Title Insurance Endorsement	
9l.	Others as required (to be quoted on an as needed basis through the Work Authorization process)	
10.	AGGREGATE TITLE INSURANCE ENDORSEMENT: Provide an aggregate title insurance endorsement under one master extended-coverage owner's policy covering all or a portion of Judicial Branch properties (as specifically requested by the Judicial Council) which your firm has insured or will insure.	5
11.	RECORD DOCUMENTS: Record deeds, easements, memoranda of agreements and related documents required with respect to the transfer of title, or other insurable interest in, each property in the office of the County Recorder for the county in which the property is located, even if said recordation is not in connection with an open escrow or with the issuance of a policy (courtesy recording).	3
12.	DISTRIBUTE DOCUMENTS: Distribute originals or copies (as appropriate) of executed and/or recorded closing documents to the parties.	5
13.	ESCROW: Receive, hold and disburse to the party or parties entitled thereto amounts required to be deposited into escrow and/or disbursed in connection with the closing of each property transaction.	3
14.	CLOSING STATEMENTS: Prepare closing settlement statements reflecting pro-rations and funds disbursed through escrow in each property transaction. Itemize miscellaneous out-of-pocket expenses for Escrow Services: a) overnight mail; b) courier fees; c) document preparation.	2

No.	Service Description	Maximum No. of Business Days to Complete
15.	<b>DELIVERY OF REPORTS, POLICIES OF TITLE INSURANCE, AND OTHER DOCUMENTS:</b> The Judicial Council requires all documents, title reports, policies of title insurance, and status reports to be delivered by e-mail to the Judicial Council. If documents contain hyperlinks to other documents, the hyperlinks must remain active and accessible to the Judicial Council throughout the term of the Standard Agreement (including any renewal terms), and for a minimum of 24 months after the expiration of the Standard Agreement.	
16.	<b>PROPERTY PROFILES:</b> Provide designated Judicial Council personnel with access to run property profiles online or provide copies of requested property profiles on request.	2
17.	<b>ADDITIONAL SERVICES:</b> Provide other services in support of fulfilling the Judicial Council’s needs with regard to the procurement of title and escrow services, provided that such additional services can be provided in accordance with the provisions of the Standard Agreement.	