

Landlord and Tenant Volume Debuts

This update marks the debut of our new Landlord and Tenant volume for New York. We rushed this new product through due to heavy demand from Westlaw Forms subscribers.

We designed this 88 form volume to provide all of the documents you need to handle an eviction. Additionally, we added property management forms, including leases and subleases and common correspondence, enabling you to assist the client landlord or tenant during the management of a tenancy.

We added it to the Office Practice Library at no additional cost.

Volume Enhancements Included in this Update

This shipment contains updates to every existing volume. We also added Westlaw links to a substantial number of forms in all of the volumes. You can now quickly view cites and commentary in Westlaw as you assemble documents and encounter questions you wish to research further. (Read *Westlaw Forms Now Contain Links to Westlaw* in the column to the right.)

Attorney-Client Matters - We added linking into Westlaw.

Family Law – We removed the *Child Support Opting Out Agreement (OCA)*, form 2-135, as it is no longer a valid official form. We also added linking into Westlaw to many forms in this volume.

Probate – We revised the coding on the *Petition for Probate and Letters (OCA P-1)*, form 2-110, to avoid having same persons' names appearing in paragraph 6 and 7. This change is pursuant to customer requests—thank you! We also added linking into Westlaw to many forms in this volume.

Real Estate – We revised the *Real Property Transfer Tax Return Supplemental Schedules (Form TP-584.1)* (in form 11-105) to match changed agency form. We also revised the three HUD-1's: *HUD-1 Settlement Statement*, 6-100; *HUD-1 (Borrower Information Only)*, 6-100; and *HUD-1 (Seller Information Only)*, 6-105, again, to add back the signature of the settlement agent—in response to customer requests. Finally, we added linking into Westlaw to many forms in this volume.

Wills – We added five new forms; four letters to client and one letter to a trustee; to further assist you in your day to day practice. Additionally, we revised text and coding in the identification paragraph of the wills and pourover wills to improve the language referring to children. Finally, we added linking into Westlaw to many forms in this volume.

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Your ProDoc Installation KeyCode Is on the Shipping Envelope

You will need a 20-character **KeyCode** to install this update. You'll find it on the envelope in which the CD shipped.

We strongly encourage you to keep the shipping envelope in a safe place so you have your KeyCode available when you install the update.

WESTLAW Forms Now Contain Links to Westlaw

With this update we debut a new feature in our automated forms - links to Westlaw for statutory cites.

When you choose a document in Step 2 of the assembly process, you can click the **Form Info** button for a synopsis of the form.

You will now find that clicking the **Form Info** button also reveals those Westlaw links, if there are any available for that specific form.

If you have a Westlaw account, there is no additional charge to take advantage of this feature. You can pay for each use by credit card if not.

(Volume Enhancements continued from page 1)

Lipman's Wills & Trusts – The changes we made in this volume include:

1. Modified and improved the tax clauses found in most wills and revocable trusts so you now have the option to include several different types of tax clauses.
2. Modified a section found in 51 wills, revocable trusts, and irrevocable trusts to include language allowing the trustee to make an election to treat a trust which will own S stock either as a qualified subchapter S trust or as an electing small business trust
3. Modified the relevant language in the wills and revocable trusts to remove this limitation regarding pet trusts. New York recently amended subdivisions (a) and (b) of section 7-8.1 of the estates, powers and trusts law so that honorary trusts for pets do not need to terminate within 21 years of being created.

REALLY Helpful Hints for Installing Your ProDoc Update

If you did not install the May update, read this before installing this update to save you time and effort. If you did not install the May shipment, this installation will update the underlying database in Westlaw Forms and SOS. Therefore, the installation process is different than usual.

Time Your Installation for the Last Task of the Day

This time only, you will need to reboot/restart your computer during the installation process. So, and particularly if your installation is on a network server, we strongly advise that you wait to run the installation until everyone else is off the network.

Lengthier Installation

This installation will take longer than a typical Westlaw Forms update. This is a one-time occurrence and we ask that you be patient with this process.

Your Computer Server Will Restart - Leave the CD in the Computer

The installation process will continue after the restart so do not remove the CD until you click the Finish button.

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Installation Messages

You may encounter system messages during your installation process. Most commonly they are triggered because you have not installed all the Microsoft Windows service packs or you do not have administrative rights on the computer.

If you encounter any messages, please go to www.prodoc.com/install-2010/ to view our list of potential system messages you may encounter, what they mean, what to do about them, and who to call if you encounter problems with the installation.

This page will be updated frequently. Please feel free to pass along any suggestions you believe would be helpful to others by sending them to tom.schoolcraft@thomsonreuters.com.

Potential Issue After You Open Westlaw Forms

The registration code you entered when you installed Westlaw Forms governs how many users in your firm can simultaneous access Westlaw Forms. If your firm received a network license and individual computer licenses (to install Westlaw Forms on a laptop, for instance), it is possible that the registration codes were misapplied during the original installation.

For example, if your firm registered a network server with an individual computer license (if your firm requested any), after this installation only one person will be able to access Westlaw Forms at a time. If this issue should arise, call our Tech Support team at 800-759-5418, option 3.

Please Be Patient

We understand that you are busy and this unusual update is more time consuming for you. However, there are a number of advantages you will enjoy from the new, more robust database in this update.

Who to Call for Billing and/or Customer Support Issues

We have a special team dedicated to Customer Support issues for ProDoc customers. Call 800-759-5418. This is the "ProDoc only" phone number for obtaining Sales information (option 1), Customer Support (option 2), free Technical Support (option 3), and Free Training (option 4) and it is dedicated exclusively for ProDoc customers. Call this number and you work with the teams that are the most knowledgeable about ProDoc.