

# The Lawlink Closing Search

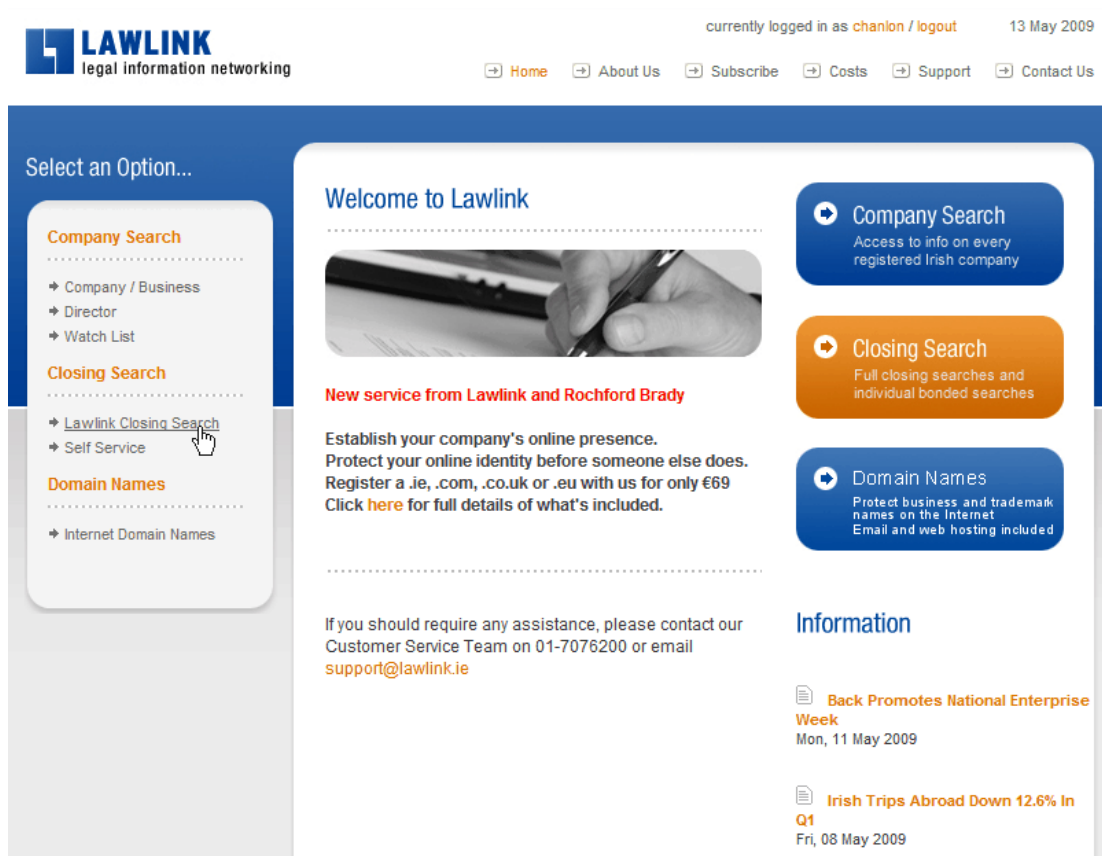
## Step by Step Instructions

### Step 1

Go to [www.lawlink.ie](http://www.lawlink.ie) and enter your login name and password in the relevant fields on the left hand side of the screen and click **login now**.

### Step 2

Click on **LawLink Closing Search** on the left-hand side of the screen.



The screenshot shows the Lawlink website interface. At the top right, it says "currently logged in as chanlon / logout" and "13 May 2009". A navigation menu includes Home, About Us, Subscribe, Costs, Support, and Contact Us. The main content area is titled "Welcome to Lawlink" and features a "New service from Lawlink and Rochford Brady" announcement. A sidebar on the left lists options: Company Search, Closing Search (with "Lawlink Closing Search" highlighted), and Domain Names. Three main service buttons are visible: Company Search, Closing Search, and Domain Names. An "Information" section at the bottom right lists recent news items.

currently logged in as **chanlon / logout** 13 May 2009

Home About Us Subscribe Costs Support Contact Us

Select an Option...

- Company Search
  - Company / Business
  - Director
  - Watch List
- Closing Search
  - Lawlink Closing Search**
  - Self Service
- Domain Names
  - Internet Domain Names

**Welcome to Lawlink**

**New service from Lawlink and Rochford Brady**

Establish your company's online presence. Protect your online identity before someone else does. Register a .ie, .com, .co.uk or .eu with us for only €69. [Click here](#) for full details of what's included.

If you should require any assistance, please contact our Customer Service Team on 01-7076200 or email [support@lawlink.ie](mailto:support@lawlink.ie)

**Information**

- Back Promotes National Enterprise Week**  
Mon, 11 May 2009
- Irish Trips Abroad Down 12.6% In Q1**  
Fri, 08 May 2009

### Step 3

On the next screen you will be asked to enter a file reference for your search. You will also be asked to select which types of search you require. The **Other** option is for searches which do not fall into any of the provided categories.

Select an Option...

**Company Search**

- Company / Business
- Director
- Watch List

**Closing Search**

- Lawlink Closing Search
- Self Service

**Domain Names**

- Internet Domain Names

### Closing Search

**STEP 01**

Please enter your file reference here. This reference will appear on your invoice and your fee note.

Enter your file reference in the box provided.

Note: Characters such as "/" \ - "." will not appear on your monthly invoice but will appear on your fee note.

**STEP 02**

Tell us about your search.

Tick the boxes below for each search required.

CRO	<input type="checkbox"/>	Registry of Deeds*	<input type="checkbox"/>
Judgment & Bankruptcy	<input type="checkbox"/>	Planning*	<input type="checkbox"/>
Land Registry Folio	<input type="checkbox"/>	Winding Up*	<input type="checkbox"/>
Sheriff*	<input type="checkbox"/>	Other*	<input type="checkbox"/>

### Important

Please note that the LawLink Closing search is a package and once submitted will be subject to a standard package price and any additional costs due. For individual searches please use the Self Service option on the left hand menu, or email your search to [requisitions@rochfordbrady.ie](mailto:requisitions@rochfordbrady.ie)

\*Please note that offline searches will usually be returned within four hours.

Press next to continue with your search. Please note that offline services will be confirmed on your fee note.

**Next** 

CRO, Judgment, Bankruptcy and Land Registry folio searches will be returned instantly once the search has been submitted. For any offline searches (Sheriff, Registry of Deeds, Planning, or Winding up), you will be asked to provide a reasonable required by time and date and all efforts will be made to return the results on time. Please find details of costs and standard turnaround times at the end of this manual.

You are required to choose a preferred delivery method for the offline results. These can be returned by fax or email.

Once all required fields have been completed, click on the **Next** button to begin entering the search details.

**STEP 03** When do you require your results?

Please tell us when, and how, you would like the results of your offline searches to be delivered to you. Offline searches are registry of deeds, planning, sheriff, winding up and other searches. Please note that offline searches will usually be returned within four hours.

Date and Time required by: (dd/mm/yyyy | hour/minute)   09 00

Deliver by: Fax  Email

To:  CC:

Press next to continue with your search. Please note that offline services will be confirmed on your fee note.

**Next**

## Step 4

Clicking on **Next** will bring you to the search page. All your searches are to be entered at this stage.

**ONLINE SEARCHES** – these results will be available for download from the website in pdf format within a few seconds of clicking on submit.

**Company search** – You can search by Company Name or Company Number. Once you have found the company required, click on the name to add to the confirmed searches box (found at the bottom of the same screen). You can also request Judgment and Winding up searches against the selected company, by ticking the relevant box before selecting the company. Repeat for as many company searches as are required.

**Closing Search**

**Company Search:** Enter a company number or name and press "Find" to view your matches. Search for as many companies as you require.

Name:  Number:  **Find**

Add selected companies to the Judgment search

Add selected companies to the Winding Up search

Select a company by clicking on it. You may select as many companies as you require. **Your companies will be added to the "Your confirmed searches" section below.**

[194484: ROCHFORD BRADY ONLINE SERVICES LIMITED](#)

[206927: ROCHFORD BRADY LEGAL SERVICES LIMITED](#)

**Judgment and Bankruptcy searches** – Choose between "Personal" to search for individuals for both Judgments and Bankruptcies, or "Company" to search for companies on the Judgments database. Enter the names required. Click on "add" after each name has been typed. These will be added to the confirmed searches box. Please note that any variations on names must be entered as separate searches, for instance, Joe Bloggs and Joseph Bloggs

**Judgment & Bankruptcy:** Enter a name to search for. Press the "Add name" button. Repeat this step for any other names you wish to search for. Your judgment/bankruptcy search will be added to the "Your confirmed searches" section below.

Search type: Personal  Company

Surname

Bloggs

First Name

Joe

Add

NOTE: Please enter any variations on names as separate searches. The automated search system will not identify expressions such as "goes by" or "also".

**Land Registry** – Enter the folio details. Click on "add" after each folio number. These will be added to the confirmed searches box. **Folio details should be entered in the following format – County initials directly followed by the number e.g. DN1234F.**

Any searches for Land Registry searches outside of copy folio should not be entered here but in the 'other' section.

**Land Registry:** Enter a Folio number (e.g. DN1234F) and press the "Add Folio" button. You may add as many folios as you require. Your Land Registry search will be added to the "Your confirmed searches" section below.

Folio Number

DN1234F

Add

**OFFLINE SEARCHES** – these results will be returned in the format selected, usually within four hours

**Registry of Deeds** – Enter details of each Registry of Deeds search required, including name, date range and full address. Searches for up to 4 names from 1970 to date are included in the standard fee. Searches outside this will be billed as per the additional fee list, found at the end of these instructions

**Registry of Deeds:** Enter the details of your Registry of Deeds search below. 4 searches from 1970 to date are included in the standard fee. Searches outside this will be billed according to the **additional fee list**. For double barrell surnames, please enter a hyphen between the names.

First Name:

Joe

Surname:

Bloggs

From/To: DD/MM/YYYY

01/01/1970

23/04/2009

Address

64 Francis Street,  
Dublin 8

[Enter another Registry of Deeds search](#)

[Enter another Registry of Deeds search at this address](#)

**Planning** – A full address is required in order to carry out planning searches. In general, searches outside Dublin would require a map outlining the property. This can be sent in by fax to 01-4532730 or by email to [support@lawlink.ie](mailto:support@lawlink.ie). Once the address has been entered, the correct county/council must be selected. Additional searches can be added by clicking the “Enter another Planning Search” button. One Dublin City Council search is included in the standard fee. All other planning searches will be billed as per the additional fee list, found at the end of these instructions.

.....

**Planning Search:** Enter the details of your Planning search below. There will be additional charges if the search is outside of Dublin City Council.

Address

County:

[Enter another Planning search](#)

.....

**Sheriff** – Enter the name and address to be searched. The correct county must be selected for each search. Additional searches may be added by clicking on the appropriate button.

.....

**Sheriff Search:** Enter the details of your Sheriff search below.

First Name:

Surname:

Address

County

[Enter another Sheriff search](#)

[Enter another Sheriff search at this address](#)

.....

**Winding Up** – You can search by Company Name or Company Number. Once you have found the company required, click on the name to add to the confirmed searches box (found at the bottom of the same screen).

**Winding Up Search:** Enter a company number or name and press "Find" to view your matches. Search for as many companies as you require.

Name

Number

Find

Select a company by clicking on it. You may select as many companies as you require. Your companies will be added to the "Your confirmed searches" section below.

[194484: ROCHFORD BRADY ONLINE SERVICES LIMITED](#)

[206927: ROCHFORD BRADY LEGAL SERVICES LIMITED](#)

**Other** – Any searches which do not fall under the provided categories, maybe entered in this field. Examples include UK/NI Company Searches or Land Registry dealings against a folio which has not been searched. Please note that these searches may incur an additional charge which will not appear on the fee note, and may also take a number of hours to return.

**Additional Searches:** Enter the details of any additional searches. Please note that there will be extra charges for these searches.

## **Step 6**

To submit your closing search, first ensure that you have all the searches you require. Any Company, Judgments, Bankruptcies, Land Registry folios and Winding Up searches entered will appear in the confirmed searches box.

### **Your Confirmed Searches**

You can remove a confirmed search by clicking on it with your mouse. Please ensure all search details are correct before clicking Submit. Please note that offline searches will be confirmed on your fee note.

ROCHFORD BRADY LEGAL SERVICES LIMITED (j)  
206927: ROCHFORD BRADY LEGAL SERVICES LIMITED (winding up)  
206927: ROCHFORD BRADY LEGAL SERVICES LIMITED (cro)  
Bloggs, Joe (j&b)  
DN1234F (lro)  
206927: ROCHFORD BRADY LEGAL SERVICES LIMITED (winding up)

Submit

For Registry of Deeds, Planning and Sheriff searches, ensure that all required searches have been entered and are displayed when you scroll up the page.

Once you are happy that all the searches you require have been entered, click on the submit button at the bottom of the page

## **Step 7**

Click on “Your search request has been processed” to retrieve your results.


If there are dealings pending on any folios, make sure to download them by clicking the link.

### Closing Search


**FINAL STEP** Download all reports

You can download the reports you have selected by clicking on the links below.

Click here to download a pricelist of searches outside the set closing package.

 [Your search request has been processed. Click here to download your search results.](#)

**IMPORTANT - There are dealings pending for one or more of your Land Registry folio searches. These must be downloaded separately.**

 **DN164139F-PendingApps** *click here to download*

## **Step 8**

If you have requested any Offline Searches (Registry of Deeds, Planning, Sheriff or Winding Up), these will be returned to you by either fax or email (depending on which option you selected) at the time you have requested. Some searches may take longer to return, due to the nature of the work involved. Please find details of usual turnaround times at the end of this document.

## **Support**

If you require any assistance, or have any queries with regard to the Lawlink Closing Search, please do not hesitate to contact us.

By phone            01 – 7076200

By email            [support@lawlink.ie](mailto:support@lawlink.ie)