

# Attorney Legal Review

How to order an Attorney Legal Document Review in the PPDocs System.  
Including POA/Trust/Leasehold

1. Login at [www.ppdocs.com](http://www.ppdocs.com)
2. In your Account screen under Loans & Orders you will “Start a new order”
3. Select your Property State and “Continue”  
**NOTE: Legal Reviews are available in specific states.**

The screenshot shows the 'Loans & Orders' section of the PPDocs system. The 'Start a new order' link is highlighted. A callout box shows a form with a 'Select State' dropdown menu and a 'Continue' button.

4. In your “Specialty Order Forms” section, you’ll select “Attorney Legal Review”

The screenshot shows the 'Specialty Order Forms' section. The 'Attorney Legal Review' option is selected and highlighted.

5. Choose the Document Type you’d wish to be reviewed under the drop-down menu!  
(Including, but not limited to, POA, Trust, Closing Documents, Leasehold, etc..)

The screenshot shows the 'Select document type' dropdown menu.

6. In this instance, I’ve chosen POA Review. Once chosen, your screen will update with the selection you’ve specified, the price, and option to “Order”: *Select Order on the appropriate option!*

The screenshot shows the POA Review selection screen. The 'Order' button is highlighted.

**NOTE: Please read all notices below the order type! This is valuable information! For instance, the POA italicized *\*\*info* indicates what steps to take if you’re ordering closing docs with this POA Review.**

7. You've selected your type! Now you will need to upload both Documents for Review and Supporting Documents!

**NOTE: The descriptions for Step 1 & 2 will give you an idea of what we are looking for you to upload.**

**Step 1: Upload legal documents to be reviewed.**

Upload the legal instruments affecting title to Texas real property, including any deed, deed of trust, note, mortgage, and transfer or release of lien. Include any other documents that are to be recorded in the Texas Real Property Records. You can upload multiple files by holding the CTRL key and selecting multiple files. Uploading more than once will replace the uploaded documents.

**Step 2: Upload support documents.**

Upload any documents or other information that we are to review the documents uploaded in Step 1 against.  
Examples:

- a) current title commitment [to review the current ownership and legal description],
- b) survey [to review legal description],
- c) prior deed or deed of trust [to review current ownership and legal description] or
- d) other reference document that has been previously recorded.

You can upload multiple files by holding the CTRL key and selecting multiple files. Uploading more than once will replace the uploaded documents.

8. Step 3 & 4 will require your information and more about your transaction. This allows us to know more about your intentions with this review and if there is any additional steps for you.

**NOTE: It is imperative that the items in red be answered correctly or the review may not be correct.**

9. STEP 5: You've completed all the required information and uploaded your documents! Now you'll need to read the Review Agreement, check the box to "agree with the above statement" and **Submit Request!**

agree with the above statement

**Don't hesitate to get with our team on any questions or concerns!**

Here is a table to help you navigate your question appropriately:

Type of inquiries	Email Address
Document preparation questions and status updates on document orders	<a href="mailto:DocPrep@ppdocs.com">DocPrep@ppdocs.com</a>
Questions for fulfillment orders	<a href="mailto:Fulfillment@ppdocs.com">Fulfillment@ppdocs.com</a>
Questions about rescission requirements, federal or state predatory lending test questions, guidance for particular scenarios, or other compliance related questions	<a href="mailto:Compliance@ppdocs.com">Compliance@ppdocs.com</a>
Technical support, bug reporting	<a href="mailto:Support@ppdocs.com">Support@ppdocs.com</a>
Legal specific questions	<a href="mailto:Legal@ppdocs.com">Legal@ppdocs.com</a>
Registering, signing up, pricing quotes	<a href="mailto:CR@ppdocs.com">CR@ppdocs.com</a>
Billing, invoicing, credit card payments	<a href="mailto:Accounting@ppdocs.com">Accounting@ppdocs.com</a>