



Do Diligence, LLC
www.ddsimplified.com
ILoveUCC@ddsimplified.com

Do Diligence, LLC, is a national UCC service company dedicated exclusively to simplifying legal due diligence for law firms.

As an alternative to the large registered agent companies that offer UCC services, we distinguish ourselves by providing fully-customized products and services that fit your firm's unique work flows. From the initial consultation to the final invoice, we will work with you to ensure all your transactions go smoothly and are successful!

SEARCH REPORTS

- The DD Simplified search report was designed specifically for law firms and is the most comprehensive search report in the industry
- The DD Simplified search report reduces the time spent reviewing/charting lien search results by up to 50%
- If your firm prefers to have lien search results in a specific format or chart, we will provide results in your preferred format at no additional charge

ETHICAL PRICING

- Our unique pricing structure saves law firms an average of 30% over other national service companies
- Copy costs are never inflated - if copies are free for us, they are free for you too!
- Lien search packages offer easy-to-order comprehensive searches at a predictable price

ATTORNEY EXPERTISE

- Company formed by attorneys with decades of experience working with Article 9 and related lien searching/filing
- Attorneys are involved in all stages of your order, including review of all results
- Our team has conducted thousands of lien searches across the United States and internationally, filed thousands of UCC filings, and presented over 200 CLE seminars discussing Article 9 of the UCC

We understand that working with a new service provider involves change and can bring some uncertainty in the beginning. Our commitment to you is to consistently surprise and delight you through every stage of the order process!



DO DILIGENCE, LLC

PUBLIC RECORDS SIMPLIFIED

Our unique results-based pricing structure reflects our belief that pricing should be transparent, ethical, and provide great value to our customers.

When records are uncovered during a search, we never charge inflated copy costs.

Copies are always free or at cost!

DD SIMPLIFIED SEARCH \$190

State Level Lien(s) Federal Tax Lien Judgment Lien US District Court
Fixture Filing State Tax Lien Local Litigation US Bankruptcy Court

Our DD Simplified Search Package includes the most commonly-searched lien types at a predictable price.*

SEARCH SERVICES

State Lien(s) Federal Tax Lien Judgment Lien US District Court
UCC Fixture Filing State Tax Lien Local Litigation US Bankruptcy Court
Mechanics Lien County Tax Lien Additional Liens

When searching individual lien types, results-based pricing applies.
Service charges will be based upon the number of records found, if any.

SERVICE FEES

Records Found (1-15) Records Found (16-30) Records Found (31+)*
\$35.00 \$45.00 \$1.00 per filing

When we conduct a search and no records are found, we reduce our service fee!

No Records Found
\$25.00

ADDITIONAL SERVICES

UCC FILING SERVICES

Submit Filing \$40
Search to Reflect \$35

CORPORATE DOCUMENTS

Good Standing Certificate \$40
Formation Documents \$40

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All charges are per jurisdiction/per entity. *\$1 per filing will be applied to filings 31+
Correspondent fees and jurisdictional fees are not included, but will be provided on an estimate.



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SEARCH SERVICES: DEFINITION AND SCOPE

- **State Liens:** Includes all lien records maintained by the central filing office
 - **Examples:** In California, the Secretary of State maintains an index containing UCC liens, Federal Tax Liens, State Tax Liens and Judgment Liens. All four lien types will be included in the state lien search for one price. In contrast, the Delaware Department of State maintains an index containing UCC liens and Federal Tax Liens. These two lien types will be included in the search.
- **UCC Fixture Filings:** Includes fixture filings that are filed under Article 9 using the standard UCC form. It does not include liens filed under non-Article 9 law that may encumber fixture collateral
 - **Examples:** A fixture lien search will not include Tax Liens, Deeds of Trust, etc.
- **Federal Tax Liens:** Liens filed by the IRS and filed in the Federal Tax Lien index in the local filing office.
- **State Tax Liens:** Liens filed by a state taxing authority in the local filing office. This index frequently includes other liens that are directed by statute to be filed in the State Tax Lien index, these additional lien types will be included with search results.
 - **Examples:** Liens filed by state environmental agencies, regional or local taxing authorities, etc.
- **Judgment Lien:** These liens are filed when a judgment is obtained and a certificate of judgment (or similar filing) is made to create a lien against the assets of the defendant.
- **Litigation:** When searching for litigation, you have the option to search for open cases, closed cases, or both open and closed cases. In addition, a search can be conducted to find cases in which the party is the defendant, the plaintiff, or a third-party named in a case. Most of our clients choose to limit the search to open cases only, and only cases in which the party is named as a defendant.
 - **Local Court:** A search of the court of general jurisdiction at the county or city/town level.
 - **Federal Court:** A search of the U.S. District Court. These searches are conducted by state. Our searches include each district within the state for a single price.
 - **Example:** In Texas there are four US District Courts (Northern, Southern, Eastern, and Western). We will search each of these four courts for a single price.
- **Bankruptcy (Federal Court):** We treat Bankruptcy Court searches the same way we treat US District Court searches. When there are multiple Bankruptcy Courts within the same State, we search all of the courts for the price of a single search. Our standard search includes all cases in which the debtor is the party filing for bankruptcy. It does not include cases in which the debtor is listed solely as a creditor in another party's bankruptcy case.



DD SIMPLIFIED SEARCH REPORT

THE DD SIMPLIFIED DIFFERENCE

Entity ID included to distinguish from debtors with similar names →

Jurisdictions and search types with No Records Found are listed together and at the beginning of the report allowing for faster review of all clear results →

Jurisdictions and search types with records found are listed together to identify those that may require action →

Snapshot of records found for a single jurisdiction and search type, followed by a detailed document listing on subsequent pages →

Order Number: DD-4553 (sample report)
Reference: Acct. 2334 - Trumbull Surgical
Matter: 6544-1332
Prepared For:
 Jane Smith
 Smith, Doe & Jones
 9876 High Street
 Anytown, USA 12345



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DEBTOR INFORMATION

Target Name: Trumbull Surgical Services
Entity ID: 1134421 (Delaware Corporation)
Entity Status: Active

No Records Found

Search Type	Jurisdiction	Filing Office	Through Date	Search Period
Federal Tax Lien	Delaware	Secretary of State	10/20/2020	10 years
UCC Fixture Lien	Philadelphia County, PA	Recorder of Deeds	10/20/2020	5 years
State Tax Lien	Philadelphia County, PA	Prothonotary	10/20/2020	10 years
Judgment Lien	Philadelphia County, PA	Prothonotary	10/20/2020	10 years
Bankruptcy Search	Pennsylvania Eastern District	US Bankruptcy Court	10/17/2020	10 years

Summary of Records Found

Search Type	Jurisdiction	Filing Office	Filings Found
UCC Lien Search	Delaware	Secretary of State	1-UCC-1; 3-UCC-3
Federal Tax Lien	Philadelphia County, PA	Prothonotary	1 Federal Tax Lien
Litigation Search	Philadelphia County, PA	Court of Common Pleas	1 Civil Suit
Litigation Search	Pennsylvania Eastern District	US District Court	1 Civil Suit

Records Found

Jurisdiction	DELAWARE
Filing Office	Secretary of State
Search Type	UCC Lien Search
Through Date	10/19/2020
Search Period	5 years
Records Found	1 UCC-1, 3 UCC-3



DD SIMPLIFIED SEARCH REPORT

THE DD SIMPLIFIED DIFFERENCE

Lapse date included on listing
so you can take faster action on
filings lapsing soon



Collateral description included
for every UCC-1 filing, including
every state and local filing
office!



Analysis and enhanced
description of the action
intended by each UCC-3
filing



Collateral description included
for UCC-3 filings when the
action taken affects
the collateral



<u>DEBTOR INFORMATION</u>			
Target Name:	Trumbull Surgical Services		
Entity ID No. (If any):	1134421		
UCC-1 Initial Financing Statement			
File Date:	File Number:	Lapse Date:	Number of Pages:
8/16/2012	20120873365	8/16/2022	5
Secured Party Name:	Federal Home Loan Bank of Swarthmore		
Collateral Description:	All of the Debtor(s) For valuable consideration, Grantor grants to Lender a first priority security interest in the Collateral to secure the payment of the Indebtedness including the Loan, fees and interest and any and all other liabilities of Grantor to Lender under the Agreement, whether now existing or hereafter arising and whether absolute or contingent. As used herein, the term "Collateral" includes all right, title, and interest of Grantor, whether now owned or existing or hereafter created, acquired, or arising, in and to all of the following: (A) accounts, (B) chattel paper, (C) instruments, (D) documents, (E) general intangibles, (F) letter of credit rights, (G) supporting obligations; (H) deposit accounts; (I) investment property; (J) inventory; (K) equipment; and (L) fixtures; together with (1) all supporting obligations, evidence and documents relating to any such property, (2) all accessions and additions to, and substitutions and replacements of, any and all of such property, and (3) any and all proceeds and products of the foregoing.		
UCC-3 Amendment			Number of Pages: 1
File Date:	6/8/2013		
File Number:	20130622929		
Action Taken:	Full Assignment from Federal Home Loan Bank of Swarthmore to Pennsylvania Erie Credit Union		
Authorizing Party:	Federal Home Loan Bank of Swarthmore		
UCC-3 Amendment			Number of Pages: 1
File Date:	6/9/2017		
File Number:	20170642318		
Action Taken:	Continuation		
Authorizing Party:	Pennsylvania Erie Credit Union		
UCC-3 Amendment			Number of Pages: 2
File Date:	8/7/2018		
File Number:	20180887324		
Action Taken:	Collateral Change - Delete Collateral		
Collateral Description:	Delete interest in accounts 245-299 dated Apr. 3, 2017.		
Authorizing Party:	Pennsylvania Erie Credit Union		



DD SIMPLIFIED SEARCH REPORT

THE DD SIMPLIFIED DIFFERENCE

Type of Action and Status of case included to expedite review →

Most Recent Docket Entry provided to help organize when multiple cases are found →

Quickly prioritize with our inclusion of the Next Scheduled Action →

Records Found			
Jurisdiction	PHILADELPHIA COUNTY, PA		
Filing Office	Court of Common Pleas		
Search Type	Litigation Search		
Through Date	10/19/2020		
Search Period	10 years		
Records Found	1 Case		
Civil Case			
File Date:	Case Number:	Type of Action:	Status:
8/2/2020	20CV006093	Medical Malpractice	Pending
Parties:	John Smith v. Trumbull Surgical Services		
Most Recent Docket Entry:	Order extending time to file response to petition		
Next Scheduled Action:	Motion Hearing		
Records Found			
Jurisdiction	PENNSYLVANIA EASTERN DISTRICT		
Filing Office	US District Court		
Search Type	Litigation Search		
Through Date	10/17/2020		
Search Period	10 years		
Records Found	1 Case		
Civil Case			
File Date:	Case Number:	Type of Action:	Status:
6/4/2020	20CV00164	Employment Discrimination	Pending
Parties:	Jane Doe v. Trumbull Surgical Services		
Most Recent Docket Entry:	Motion for summary judgment filed		
Next Scheduled Action:	Set for Pre-Trial hearing		
Records Found			
Jurisdiction	PHILADELPHIA COUNTY, PA		
Filing Office	Prothonotary		
Search Type	Federal Tax Lien		
Through Date	10/20/2020		
Search Period	10 years		
Records Found	1 Federal Tax Lien		
Federal Tax Lien			
File Date:	File Number:	Total Amount Due:	
5/1/2019	201305010235173	\$62,420.50	
Taxpayer Name:	Trumbull Surgical Services		





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Have you ever received an estimate from a service provider prior to performing your search, only to receive a final invoice that was much higher than expected?
The final invoice matters!

SAMPLE ESTIMATE

Debtor Name	Description	Service Fees	Correspondent Fees	Advanced Fees	Amount
Debtor 1	Secretary of State UCC Search	\$30.00	\$10.00	\$25.00	\$65.00
Debtor 1	County Federal Tax Lien Search	\$30.00	\$15.00	\$0.00	\$45.00
Debtor 1	County State Tax Lien Search	\$30.00	\$15.00	\$0.00	\$45.00
Debtor 1	US District Court Search	\$30.00	\$10.00	\$0.00	\$40.00
				TOTAL SERVICE FEES	\$120.00
				TOTAL CORRESPONDENT FEES	\$50.00
				TOTAL ADVANCED FEES	\$25.00
					ESTIMATE TOTAL
					\$195.00

Middle-tier service fees quoted on every estimate
If no records are found we will reduce our service fee on the final invoice

Correspondent and jurisdictional fees are always included on your estimate

SAMPLE FINAL INVOICE

Debtor Name	Description	Service Fees	Correspondent Fees	Advanced Fees	Amount
Debtor 1	Secretary of State UCC Search	\$30.00	\$10.00	\$25.00	\$65.00
Debtor 1	County Federal Tax Lien Search	\$20.00	\$15.00	\$0.00	\$35.00
Debtor 1	County State Tax Lien Search	\$20.00	\$15.00	\$0.00	\$35.00
Debtor 1	US District Court Search	\$20.00	\$10.00	\$0.00	\$30.00
				TOTAL SERVICE FEES	\$90.00
				TOTAL CORRESPONDENT FEES	\$50.00
				TOTAL ADVANCED FEES	\$25.00
					INVOICE TOTAL
					\$165.00

4 filings were found at the Secretary of State. The tax lien and USDC searches had no records found
As a result, we've reduced our service fees

Copies of the filings were free therefore the advanced fees remain the same

Reduced service fees and free copies = savings on the final invoice!



Our Answer is YES!

Can your current provider(s) say the same?

COMPANY INFORMATION

- Does the individual handling your order have 15+ years of UCC search and filing experience?
- Does the company focus exclusively on providing legal due diligence services for law firms?
- Is the company both woman-owned and veteran-owned?

SEARCH REPORTS

- Search report lists "no records found" results first to help expedite review of search results?
- Search report always contains the collateral description from all UCC-1 filings as part of the standard report?
- UCC-3 filings are analyzed and a detailed description of the action(s) taken by each UCC-3 is provided within the search report?

AFTER YOUR ORDER

- Invoice is sent with final results?
- Guarantee the final invoice will never exceed the amount of the estimated service fees?

BEFORE STARTING YOUR ORDER

- Search strategy consultation with experienced UCC attorney?
- Estimate includes a transparent, itemized breakdown of all fees - service, statutory, and correspondent?
- Offer a lien searching package that includes the most commonly-searched lien types for under \$189?

PRICING

- Prices for services are transparent and a price sheet is provided directly on their website?
- Significantly reduce their service fees when searches are conducted and no records are found?
- Copies are always FREE or at cost. No profit is ever made by charging excessive copy fees?

If their answer is NO, contact us to experience our simplified approach to due diligence!

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