

Title and Closing Operations Contact List

TITLE OPERATIONS

TITLE DEPARTMENT

VP of Title: Carol King
Phone: 773.516.6382
carol.king@advocustitle.com

Search Team

Order Entry, Search/Abstract
Phone: 312.372.1735
Fax: 312.372.8488

New Orders:
orders@advocustitle.com

Search Questions:
searchdepartment@advocustitle.com

Manager: Dawn Markunas
Phone: 312.752.1179
dawn.markunas@advocustitle.com

Title Services Team

Commitment Prep, Refinance/Direct
Phone: 217.403.0300
title@advocustitle.com

Manager: Mindy Ward
Phone: 217.403.0103
mindy.ward@advocustitle.com

Clearance Team

Village Transfer Stamps, Water/Zoning, QCD
Preparation, HOA/Sanitary Letters, Surveys
Phone: 312.752.1993
clearance@advocustitle.com

Manager: Kimberly Keegan
Phone: 773.969.5693
kim.keegan@advocustitle.com

Final Title Policy Team

Policy Preparation
policyrequests@advocustitle.com

Manager: Mindy Ward
Phone: 217.403.0103
mindy.ward@advocustitle.com

RECORDING DEPARTMENT

Recording/Original docs/My Dec
Phone: 312.752.1989
recordings@advocustitle.com

Manager : Vicki Voigt
Phone: 312.752.1161
vicki.voigt@advocustitle.com

CLOSING and ESCROW OPERATIONS

CLOSING DEPARTMENT

VP of Closing: Heidi Minyen
Phone: 737.356.3332
heidi.minyen@advocustitle.com

Scheduling Team / CertifID

Schedule a Closing
Phone: 312.372.1585
scheduling@advocustitle.com

Manager: Julissa Acevedo
Phone: 312.752.1115
julissa.quiroga@advocustitle.com

Pre-Closing and CD Production Team

Figures/package submission, CD preparation
Seller's Figures: figures@advocustitle.com
Lender's Figures: packages@advocustitle.com

Manager: Meaghan Lee
Phone: 312.509.4215
meaghan.walsh@advocustitle.com

Closing Team

Closings and Signings
Manager: Sheila Cotton
Phone: 312.752.1105
sheila.m.cotton@advocustitle.com

DISBURSEMENT ACCOUNTING DEPT.

Wires, disbursements, and stop payments
Phone: 312.752.1995
disbursementaccounting@advocustitle.com
Manager: Mareigha (Maré) Acosta
Phone: 312.372.8394
mare.acosta@advocustitle.com

POST-CLOSING AND ESCROW DEPT.

Earnest money, post-closing funding,
title indemnities, tax payments
Phone: 312.752.1986
escrow@advocustitle.com

Manager: Joan Lowery
Phone: 312.509.4225
joan.lowery@advocustitle.com

SPECIAL SERVICES

WIRE TRANSFER INSTRUCTIONS

Visit: www.advocus.com

- » Always call to confirm instructions prior to wiring.
- » Advocus never sends new or revised wire instructions via email.

CLOSING PROTECTION LETTERS (CPL)

Phone: 800.252.0402
Questions:
cpl@advocustitle.com
Orders/Requests: Visit: cpl.advocus.com

SOFTWARE HELP DESK

Phone: 888.776.4420
softwarehelp@advocustitle.com

HOLD HARMLESS

Phone: 312.752.1982
Fax: 312.224.0255
holdharm@advocustitle.com

UNDERWRITING DEPARTMENT

Phone: 217.359.2000, option 6
underwriting@advocustitle.com
Manager: Greg Miely
Phone: 217.403.0173
greg.miely@advocustitle.com

COMMERCIAL TITLE AND ESCROW

See Advocus form 4232

Questions and Escalations

SVP of Operations
Dawn Parmelee Efflandt
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AdvocusTM

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