



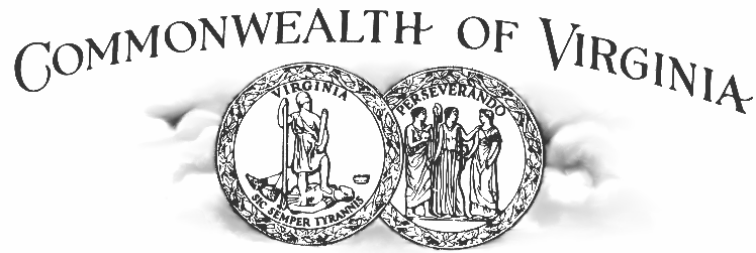
CLERK'S INFORMATION SYSTEM (CIS)

July 2009

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STATE CORPORATION COMMISSION
Office of the Clerk

New Clerk's Information System Users:

Thank you for your interest in the State Corporation Commission's (SCC) Clerk's Information System (CIS) that allows you to directly access general information on corporations, limited partnerships, limited liability companies, business trusts and UCC filings. While CIS is accessible through the web, it is not considered a web-enabled system. The CIS system was originally designed for internal use by trained employees in a high volume data entry environment. However, the need to make this information more readily available to our customers through the Internet outweighs concerns regarding ease of use.

Performing the following steps can help make your experience a successful one:

- Familiarize yourself with the Frequently Asked Questions (FAQS)
- Please read the section of the Help Manual applicable to the type of inquiry you are trying to perform

Again, thank you for your interest in the Clerk's Information System. We welcome your comments and questions; please use the following phone numbers or email address if you wish to contact us:

Internet Access Help Desk (804) 371-9819

SCC Call Center (804) 371-9733
(866) 722-2551 (toll-free in Virginia)

(for business entity information or copies)

E-mail address: webmaster@scc.virginia.gov

Frequently Asked Questions for CIS

Why is the standard tool bar missing from the browser window?

The Clerk's Information System (CIS) is not a true web-enabled application. CIS is a mainframe system that has been made accessible through the Internet. CIS is a transaction driven system which requires the use of the Enter or F keys to navigate from one screen to another. The normal Back and Forward buttons associated with a true web-enabled application do not work in this environment. To prevent unnecessary frustration, the navigation bar does not appear in the browser window.

How do I navigate from one screen to the next?

The Clerk's Information System (CIS) is not a self-documenting system. To maximize your effective use of the system it will be necessary to become familiar with the documentation associated with the various inquiry functions such as "Corporate Inquiries" or "UCC Filings by Debtor/Taxpayer".

How do the F keys work?

F key functionality can work differently from screen to screen. The documentation for each type of inquiry will explain in detail the role of the F keys in navigating through the system. Following is a general overview of how the F keys function, but keep in mind that this may not apply to all screens.

F1: Mainframe Help Screens: Use of this button is not recommended. The help dialogue programmed into the mainframe system will only display the navigational keys that are available in a particular screen, with no explanation attached. Instead, it is recommended that the HELP button in the blue border be used. This HELP button will display a PDF version of the Clerk's Information System Help Manual.

F2: Main Menu, will always take you to the Clerk's Information System Main Menu.

F3: Prior Screen or start over current function with blank input screen.

F4: Prior Menu or start over current function from the previous menu screen

F5: Queries Menu, applicable only when viewing business entity information, e.g., corporations or limited liability companies. The query menu can be invoked when viewing the general display screen for a business entity or from one of the query result screens that was previously chosen from the query menu. To return to the general display screen from a query result, the F5 key must be used again to invoke the query menu, so that the F1 key can be used to return to the general display screen.

F7: For screens that show a list of items, F7 can be used to page backward through the list.

F8: For screens that show a list of items, F8 can be used to page forward through the list.

All Other F Keys: Other F keys are used in the various query menus and are self-explanatory but these keys do not usually play a role in the general navigation of the system. For F keys higher than F12, you must use a combination of the shift key and appropriate F key. For example, to select F13, while holding down the shift key, depress the F1 key. For F14, while holding down the shift key, depress the F2 key and so on.

Why are the function keys not producing the results described above?

Internet access to CIS performs optimally when using Internet Explorer. Other browsers may produce unpredictable results. The software that handles the communication between the database and the presentation of data on your computer was specifically designed to work with Internet Explorer.

What causes the “YOU ARE NOT AUTHORIZED TO EXECUTE THIS COMMAND” error?

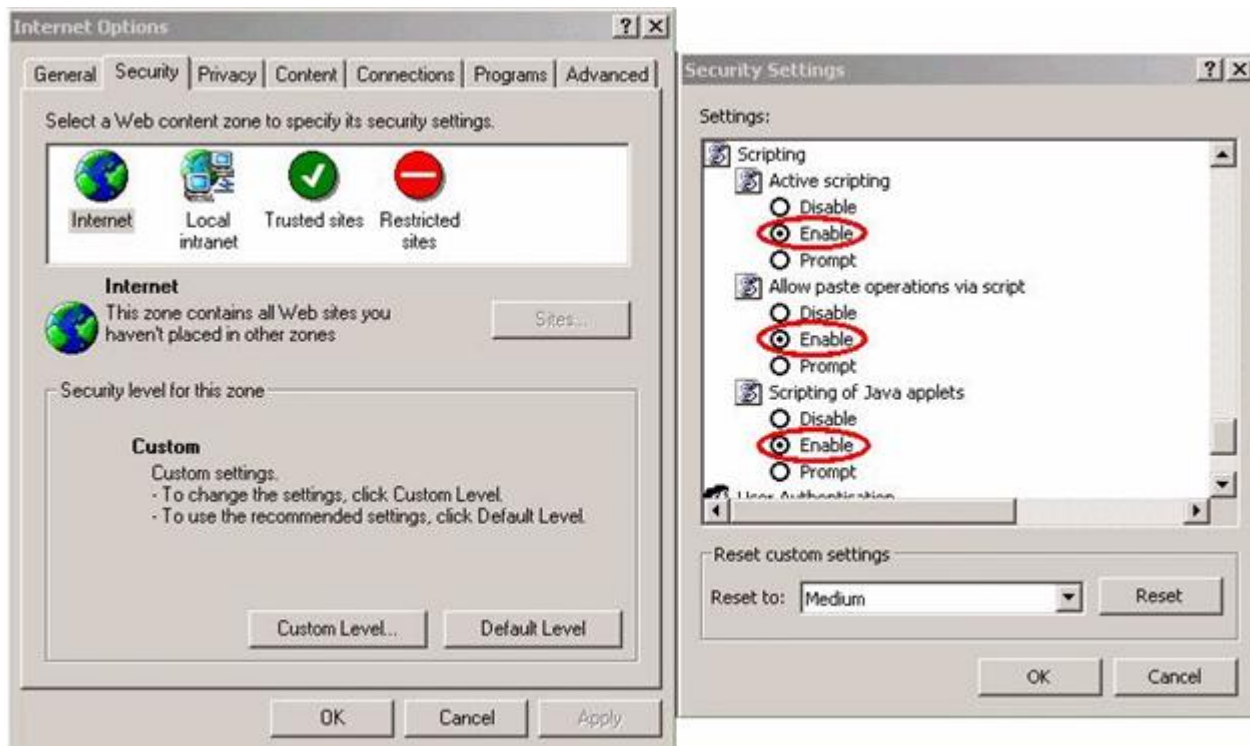
You have accidentally keyed a value in the Command Line field on the screen. Even keying a space in this field can cause this error. Highlight the Command Line field by clicking on it and depress the Delete key to erase all contents. Normal navigation should be allowed to continue.

What causes the “Server Exceeded Connection Pool” error?

At this time the maximum number of customers that can simultaneously access CIS is 125. An attempt to access CIS while the maximum number of customers is being served will result in a message saying “Server Exceeded Connection Pool”. Customers are most likely to receive this message on a business day between the hours of 10:00 a.m. and 2:00 p.m. when usage is highest. If you receive this message, please continue your attempts to access the system or try accessing outside of the aforementioned hours.

Why am I receiving this warning: Warning: This page contains links that use JavaScript and either your browser does not support JavaScript or it is currently disabled.

Scripting options for your browser must be enabled to use CIS. You may check your security settings under Tools, Internet Options in Internet Explorer. Select Custom Level to review and/or change scripting options.



DIRECT ACCESS MAIN MENU

The Direct Access Main Menu is for selecting the type of inquiry you wish to perform.

Key the numeric value or place your cursor adjacent to the inquiry type you wish to perform and depress or click the Enter key.

WEB#999	Clerk's Information System	02/24/97
CISD8900	Direct Access Main Menu	08:52:28

Select a function, then press Enter.

- 1 1. Corporate Inquiry Menu
2. Limited Partnership Inquiry Menu
3. Registered Limited Liability Partnership (RLLP)
4. Limited Liability Company Inquiry Menu
5. Business Trust Inquiry Menu
6. UCC Filings By Debtor/Taxpayer
7. Specific UCC Filing Inquiry
8. History Inquiries Menu
9. LLC History Inquiries Menu
10. Business Trust History Inquiries Menu
11. Name Search all Entities
12. SIGNOFF

Command:

F1=Help F2=Main Menu F4=Prior Menu

PURPOSE:

This inquiry is used to retrieve general information on corporations, limited partnerships, limited liability companies and business trusts.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporate, Limited Partnership, Limited Liability Company or Business Trust Data Inquiry). The following data will be retrieved from the database and displayed on the screen:

- C/LP/LLC/BT** Corporate, LP, LLC or Business Trust ID and Name
- C/LP/LLC/BT** Status and Status Date
- C/LP/LLC/BT** Incorporation Date/Date of filing and period of duration
- C** Industry Code
- C/LP/LLC/BT** State of Incorporation/Filing
- C** Stock Indicator
- C/LP/LLC/BT** Merger Indicator
- C** Monitor Indicator, Case Status, Case Number and Hearing Date
- C** Good Standing Indicator
- C/LP/LLC/BT** Registered Agent Information including name, address, status, effective date and court location
- LP/LLC/BT** Specified Office Address
- C** Annual Report Information including microfilm number, date received, status
- C/LP/LLC/BT** Annual Assessment Information including Assessment Indicator, year, fees, penalty, balance and total shares (corporate only)

CISDRCT1
CLKD0318

Clerk's Information System
Corporate Inquiries Menu

01/21/97
16:32:16

Select a function, then press Enter.

- 1_ 1. Data Summary
- 2. Stock
- 3. Registered Agent
- 4. Officers/Directors and Principal Office
- 5. Fictitious Names
- 6. Name Search
- 7. Reserved/Registered Names
- 8. Old Names
- 9. Activity

Corp ID _____
Corp Name _____

Command:
F1=Help F2=Main Menu F4=Prior Menu

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```

CISDRCT1                CIS                01/21/97
SW2LU55   CISM0180      CORPORATE DATA INQUIRY      16:33:21

CORP ID: _____ - 0   STATUS:                STATUS DATE:
CORP NAME: _____

DATE OF CERTIFICATE:      PERIOD OF DURATION:      INDUSTRY CODE:
STATE OF INCORPORATION:      STOCK INDICATOR:
MERGER INDICATOR:          MONITOR INDICATOR:
GOOD STANDING INDICATOR:    CASE STATUS:      HEARING DATE:
CHARTER FEE:              CASE NO:
R/A NAME:

STREET:

CITY:                      STATE :      ZIP:
R/A STATUS:                EFF. DATE:      LOC.:
ACCEPTED AR#: 000 00 0000  DATE:
CURRENT AR#: 000 00 0000  DATE:          STATUS:      ASSESSMENT INDICATOR:
YEAR   FEES      PENALTY   INTEREST   TAXES      BALANCE      TOTAL SHARES

COMMAND: .....

```

Corporate, Limited Partnership, Limited Liability Company and Business Trust Data Inquiry

CORPORATE, LIMITED PARTNERSHIP, LIMITED LIABILITY COMPANY AND BUSINESS TRUST INQUIRY MENUS

To display information on corporations, limited partnerships, limited liability companies or business trusts:

- The corporation, LP, LLC or business trust to be displayed can be specified on the inquiry menu or on the inquiry display. Identify the corporation by following one of the two procedures described below:
 - **If the Corporate, LP, LLC or Business Trust ID is known:**
 - Type in the ID and
 - Press the <ENTER> key.

OR

- **If the Corporate, LP, LLC or Business Trust ID is unknown:**
 - Type in the **NAME** (or start of the name, spaces can be omitted)
 - Press the <ENTER> key
 - The Name Search screen will appear. When viewing the list screens, F8 will page you forward through the list and F7 will page you back.
- The data will be retrieved from the database and displayed on the screen. See the following sections for the details of each inquiry.

```

CISDRCT1          CIS          01/21/97
SW2LU55  CISM0180  CORPORATE DATA INQUIRY  16:34:35

CORP ID: _____ - 0  STATUS:          STATUS DATE:
CORP NAME:  abcas  _____

DATE OF CERTIFICATE:          PERIOD OF DURATION:          INDUSTRY CODE:
STATE OF INCORPORATION:          STOCK INDICATOR:
MERGER INDICATOR:          MONITOR INDICATOR:
GOOD STANDING INDICATOR:          CASE STATUS:          HEARING DATE:
CHARTER FEE:          CASE NO:
R/A NAME:

STREET:

CITY:          STATE :          ZIP:
R/A STATUS:          EFF. DATE:          LOC.:
ACCEPTED AR#: 000 00 0000  DATE:
CURRENT AR#: 000 00 0000  DATE:          STATUS:          ASSESSMENT INDICATOR:
YEAR  FEES  PENALTY  INTEREST  TAXES  BALANCE  TOTAL SHARES

COMMAND: .....

```

Enter the corporate id or the corporate name and press <ENTER>.

```

CISDRCT1                      Clerk's Information System                      01/21/97
SW2LU55  CISM9022              NAME SEARCH ALL ENTITIES              16:35:18
                                (Excluding GP)                          PAGE:      1

Enter Starting Entity Name:

ABC_____

COMMAND: .....
F1=Help F2=Main Menu F4=Prior Menu

```

NAME SEARCH – “ALL ENTITIES”

PURPOSE:

This inquiry is used to display the name search selection for all business entity types.

PAGE FORWARD/BACKWARD

To page forward through the name list, depress the F8 key. To page backward through the name list, depress the F7 key.

PROCEDURE:

When you have found the entity about which you would like more information, place your cursor beside the corporate, limited partnership, limited liability company or business trust name and press <ENTER>.

```

CISDRCT1                      CIS                      01/21/97
SW2LU55  CISM9022              NAME SEARCH ALL ENTITIES              16:35:18
                                (Excluding GP)                          PAGE:      1
SEARCH NAME: ABCBAKINGCORPORATIONOFVIRGINIAINC_____
GO TO PAGE: _____
CORP-ID                      CORPORATION NAME                      DIRECTION: F
1: 0251874-4 - ABCA'S INC.                      ACTIVE                      STATUS/DATE
11/12/96
2: 0320902-0 - ABC ASSOCIATES, LTD.              PURGED                      12/31/94
3: 0198241-2 - ABCAT CONSTRUCTION CO.            PURGED                      12/31/87
4: 0416940-5 - ABC AUTO BODY, INC.                TERMINATED                   09/01/95
5: 0167392-0 - ABC AUTO RENTALS, INC.              PURGED                      12/31/87
6: F050872-3 - ABC AUTO SALES                      FICT PURGE                   12/31/92
7: 0194399-2 - A.B.C. BAKING CORPORATION OF VIRGINIA, INC. PURGED                      12/31/86
COMMAND: .....

```

Depending on the type of entity selected, the following basic data will display on the screen:

```
CISDRCT1          CIS          01/21/97
SW2LU55  CISM0180    CORPORATE DATA INQUIRY    16:36:09

CORP ID: 0251874 - 4  STATUS: 00 ACTIVE          STATUS DATE: 11/12/96
CORP NAME: ABCA'S INC.

DATE OF CERTIFICATE: 02/06/84  PERIOD OF DURATION:          INDUSTRY CODE: 00
STATE OF INCORPORATION: VA VIRGINIA          STOCK INDICATOR: S STOCK
MERGER INDICATOR:          MONITOR INDICATOR:
GOOD STANDING INDICATOR: Y          CASE STATUS:          HEARING DATE:
CHARTER FEE:          CASE NO:
R/A NAME: BARBARA STEWART

STREET: 12650 MCMANUS BLVD STE 102

CITY: NEWPORT NEWS          STATE : VA ZIP: 23602
R/A STATUS: O ANY OTHER OFFIC EFF. DATE: 11/13/96  LOC.: 211
ACCEPTED AR#: 096 01 6757  DATE: 11/12/96          NEWPORT NEWS CI
CURRENT AR#: 096 01 6757  DATE: 11/12/96  STATUS: A  ASSESSMENT INDICATOR: 0
YEAR  FEES  PENALTY  INTEREST  TAXES  BALANCE  TOTAL SHARES
97    95.00          95.00          20,000
COMMAND: .....
```

To quickly select another inquiry option for the same entity, press the **<F5>** key. A pop-up window, as shown on the next page - Corporate Queries, will be displayed. Press the desired **<F>** key and the new inquiry will appear.

```

CISDRCT1                CIS                01/21/97
SW2LU55   CISM0180      CORPORATE DATA INQUIRY      16:36:09

CORP ID: 0251874 - 4   STATUS: 00   ACTIVE           STATUS DATE: 11/12/96
CORP
CORPORATE QUERIES
DATE OF STATE O MERGER GOOD ST CHARTER R/A ST R/A ST ACCEPTE CURREN
PF1 CORPORATION DATA PF10 STOCK HISTORY DE: 00
PF2 CURRENT STOCK PF11 STATUS HISTORY
PF3 REGISTERED AGENT PF12 OLD NAME
PF4 OFFICERS/DIRECTORS AND PF13 NAME AVAILABILITY
PRINCIPAL OFFICE PF14 ASSESSMENT/PAYMENT
PF5 MICROFILM PF15 AMENDMENT HISTORY
PF6 FICTITIOUS NAMES PF16 ANNUAL REPORT HISTORY
PF7 MERGER DATA PF17 NAME SEARCH CORP
PF8 CORPORATION ACTIVITY PF18 CONVERSION HISTORY
PF9 CASE/MONITOR PF19 DOMESTICATION HISTORY
S CI
OR: 0
YEAR FEES PENALTY INTEREST TAXES BALANCE TOTAL SHARES
97 95.00 95.00 20,000
COMMAND: .....

```

NOTE: Currently, information for case/monitor (PF9), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```

SW2LU48  CISM0210          CORPORATE CURRENT STOCK DATA          12:02:37

CORP ID:  0251874 - 4          CORP STATUS:  00  ACTIVE
CORP NAME:  ABCA'S INC.
-----
                C U R R E N T   S T O C K   D A T A

CLASS      SHARES AUTH   CLASS      SHARES AUTH   CLASS      SHARES AUTH
COMMON          20,000

TOTAL NUMBER SHARES AUTHORIZED:          20,000
COMMAND:  .....

```

CURRENT STOCK DISPLAY (Corporate Only)

PURPOSE:

This inquiry is used to display stock information on a corporation. Arrived at by selecting F2 from the Queries Menu.

PROCEDURE:

When this option has been selected, the data screen will appear (Corporate Stock Data). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp name
- Class
- Shares authorized
- Total number of authorized shares

```

CIS20326                                CIS                                02/10/97
SW2LU48  CISM3050                      REGISTERED AGENT INQUIRY                12:07:56

CORP ID: 0251874 - 4                    CORP STATUS: 00 ACTIVE
CORP NAME: ABCA'S INC._____

CURRENT REGISTERED AGENT:
NAME: BARBARA STEWART
STREET: 12650 MCMANUS BLVD STE 102

CITY: NEWPORT NEWS                      STATE: VA  ZIP: 23602-0000
STATUS: O ANY OTHER                      EFF DATE: 11/13/96  LOC: 211 NEWPORT NEWS CITY
-----
OLD REGISTERED AGENT:
NAME: BARBARA L. STEWART
STREET: BUILDING E
12600 JEFFERSON AVENUE

CITY: NEWPORT NEWS                      STATE: VA  ZIP: 23602-0000
STATUS: O ANY OTHER                      EFF DATE: 10/09/87  LOC: 211 NEWPORT NEWS CITY
COMMAND: .....

```

REGISTERED AGENT DISPLAY

PURPOSE:

This inquiry is used to display information about the current and previous registered agents for a corporation, limited partnership or limited liability company. Arrived at by selecting F3 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Registered Agent Inquiry). The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust name and status
- Information about the current registered agent
 - name
 - street
 - monitor
 - city
 - state
 - zip code
 - status
 - effective date
 - locality
- Information about the old registered agent
 - name
 - street
 - city
 - state
 - zip code
 - status
 - effective date
 - locality


```

CIS20326                CIS                02/10/97
SW2LU48   CISM1001   OFFICERS/DIRECTORS AND PRINCIPAL OFFICE   12:08:43

CORPORATE ID: 0251874 4                CURRENT AR# 096-01-6757 DATE 11/12/96
CORP NAME: ABCA'S INC.
STREET: 710 DENBIGH BLVD., STE. 6-C

CITY: NEWPORT NEWS                STATE: VA ZIP: 23602
S C                                DIR REQUIRED: Y
E A                                OFFICERS/DIRECTORS DISPLAY FOR AR# 096-01-6757
L T                                NAME                TITLE                SIGN
X B ALMA P MITCHELL                PRESIDENT
_ B BARBARA L STEWART                S/T
_
_
_
_
_
_
COMMAND: .....

```

Further information on each officer/director may be viewed by placing an "X" beside the name of the officer or director and pressing the <ENTER> key. A pop-up window as shown on the next page - Officer/Director Name and Address Screen will appear showing the following data:

- type
- name
- title
- street, city, state and zip code

If more than one name has been selected, continue to press the <ENTER> key until all selected officers and/or directors names and addresses have been displayed.

CIS20326 CIS 02/10/97
SW2LU48 CISM1001 OFFICERS/DIRECTORS AND PRINCIPAL OFFICE 12:08:43

CORPORATE ID: 0251874 4 CURRENT AR# 096-01-6757 DATE 11/12/96
CORP NAME: ABCA'S INC. _____

STREET: 710 DENBIGH BLVD., STE. 6-C

CITY: NEWPORT NEWS STATE: VA ZIP: 23602

S C

DIR REQUIRED: Y

O F F I C E R / D I R E C T O R N A M E A N D A D D R E S S

TYPE: OFFICER & DIRECTOR

NAME: ALMA P MITCHELL

TITLE: PRESIDENT

STREET: 20 MARVIN DR

CITY: NEWPORT NEWS

STATE: VA ZIP: 23602

N

PRESS <ENTER> AGAIN TO CONTINUE

CIS20326	CIS	02/10/97			
SW2LU48 CISM0250	MICROFILM INQUIRY	12:15:43			
CORP ID: 0251874 - 4	CORP STATUS: 00 ACTIVE	ORDER/LINE #'S			
CORP NAME: ABCA'S INC.					
COURT LOCALITY: 211 NEWPORT NEWS CITY	TOTAL CHARTER FEES:	20.00			
ORD SEL	MICROFILM NO	DOCUMENT TYPE	DATE	CHARTER FEE	PAGES
---	96 11 02 1327	RAC > REGISTERED AGE	11/13/96		1
---	96 11 02 1155	REIN > REINSTATEMENT	11/12/96		1
---	94 09 09 3048	TERM > TERMINATION	09/01/94		
---	87 10 04 0207	RAC > REGISTERED AGE	10/09/87		1
---	86 02 03 0446	RAC > REGISTERED AGE	02/11/86		1
---	84 02 02 0164	NEWC > NEW CHARTER	02/06/84	20.00	3
COMMAND:					

MICROFILM HISTORY

PURPOSE:

This inquiry is used to display microfilm information for a corporation. Arrived at by selecting F5 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Microfilm Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust status and name
- Court locality
- Charter, LP, LLC or business trust fee
- Microfilm number
- Document type

Date and number of pages for each microfilmed document for the corporation, limited partnership or limited liability company

```
CIS4182 - NO FICTITIOUS NAMES FOUND
CIS20326          CIS          02/10/97
SW2LU48   CISM3120   FICTITIOUS NAME INQUIRY   12:10:23

CORP ID: 0251874 - 4          CORP STATUS: 00 ACTIVE
CORP NAME: ABCA'S INC. _____

DATE          FICTITIOUS NAME(S)

COMMAND: .....
```

FICTITIOUS NAME

PURPOSE:

This inquiry is used to display information on fictitious names filed for a corporation, limited partnership or limited liability company. Arrived at by selecting F6 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Fictitious Name Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust id
- Name
- Status
- Date filed
- Fictitious name/ (s)

```

CIS20326                CIS                02/10/97
SW2LU48   CISM1060      MERGER INQUIRY      12:13:14

CORP/LP ID: 0042167 - 7   CORP/LP STATUS: 00   ACTIVE       STATUS DATE: 12/31/75
CORP/LP NAME:  ALBANO CLEANERS, INCORPORATED      CORP/LP: C

MERGE EFF DATE: 01/06/81   RESTATEMENT:

      EFF DATE   CORP/LP/
TYPE   DCN      LC ID   OTHER CORP/LP/LC INVOLVED
  N    01/06/81  0108698 KING ARTHUR'S ONE HOUR DRY CLEANERS, INC.
      - - -
  N    01/06/81  0181467 ARTHUR'S ONE HOUR CLEANERS & COIN OPERATED LAUNDRY
      - - -           , INC.
  N    03/24/77  0135298 SOUTHERN DRAG RACING, INC.
      - - -
      - - -
      - - -
COMMAND: .....

```

MERGER HISTORY

PURPOSE:

This inquiry is used to display information on merged corporations, limited partnerships and limited liability companies. Arrived at by selecting F7 from the Queries Menu.

PROCEDURE:

When this option has been selected, the Merger Inquiry Screen will appear. The following data will be retrieved from the database and displayed on the screen:

- Corp, LP, LLC or business trust id and status date
- Corp, LP, LLC or business trust name
- Merger effective date
- Date of restatement (if applicable)
- Type (survivor or non-survivor)
- Effective date (first six digits of DCN#)
- Corp, LP, LLC or business trust id
- Name of other corporations, LP or LLC's involved in the merger

CIS20326		CIS		02/10/97
SW2LU48	CISM0270	CORPORATION STOCK HISTORY		12:12:45
CORP ID: 0042167 - 7		CORP STATUS: 00 ACTIVE		
CORP NAME: ALBANO CLEANERS, INCORPORATED				
<hr/>				
DATE	TYPE	CLASS	SHARES	AUTH
09/23/93	C STOCK	COMV	150	
09/05/90	C STOCK	COMMON	150	
		PREFER	2,000	
COMMAND:				

STOCK HISTORY

PURPOSE:

This inquiry is used to display history information on stock changes for a corporation. Arrived at by selecting F10 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporation Stock History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Date of amendment filing
- Type
- Class
- Shares Authorized

```
CIS20326                CIS                02/10/97
SW2LU48  CISM0260      CORPORATE STATUS HISTORY      12:14:23

CORP ID: 0251874 - 4  CORP STATUS: 00 ACTIVE
CORP NAME: ABCA'S INC.
CORP STATUS DATE: 11/12/96

      S T A T U S      H I S T O R Y
      OLD STATUS DATE      OLD STATUS
      09/01/94            10 TERMINATED (AUTOMATIC)
      04/01/94            01 FEE DELINQUENT
      05/26/92            00 ACTIVE
      04/01/92            01 FEE DELINQUENT
      02/03/84            00 ACTIVE

COMMAND: .....
```

STATUS HISTORY

PURPOSE:

This inquiry is used to display history on the status of a corporation. Arrived at by selecting F11 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporation Status History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Current corp status
- Corp name
- Present status date
- Old status date and old status

```
CIS1021 - NO OLD NAME RECORDS
CIS20326                CIS                02/10/97
SW2LU48    CISM3155      OLD NAME INQUIRY    12:11:51

CORP ID: 0251874 - 4      CORP STATUS: 00  ACTIVE
CORP NAME: ABCA'S INC._____

OLD NAME:                DATE OF NAME CHANGE:

COMMAND: .....
```

OLD NAMES

PURPOSE:

This inquiry is used to display all of the previous names for a corporation. Arrived at by selecting F12 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Old Name Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Corp name
- Old name
- Date of name change for each previous name

```
CIS3090 - NO FURTHER DATA EXISTS FOR THIS SPECIFIC TYPE OF INQUIRY
CIS20326          CIS          02/10/97
SW2LU48   CISM3170   CORPORATE AMENDMENT HISTORY   12:17:07

CORP ID: 0251874 - 4 CORP STATUS: 00 ACTIVE
CORP NAME: ABCA'S INC.
_____
_____

DATE          TIME          AMENDMENT TYPE

COMMAND: .....
```

AMENDMENT HISTORY

PURPOSE:

This inquiry is used to display amendment history for a corporation. Arrived at by selecting F15 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporation Amendment History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id and corp status
- Corp name
- Date, time and amendment type for each amendment

CIS20326	CIS	02/10/97	
SW2LU48 CISM0265	CORPORATE ANNUAL REPORT HISTORY	12:15:10	
CORP ID: 0251874 - 4 CORP STATUS: 00 ACTIVE			
CORP NAME: ABCA'S INC.			
CORP STATUS DATE: 11/12/96 ORDER NO: _____ LINE NO: ____			
A N N U A L R E P O R T H I S T O R Y			
SEL ORD	REVIEW DATE	REFERENCE NO	STATUS
—	11/12/96	96 01 6757	A ACCEPTED
—	03/29/93	93 25 1031	A ACCEPTED
—	05/21/92	92 38 1756	A ACCEPTED
—	03/12/91	91 04 3961	A ACCEPTED
—	03/26/90	90 14 2021	A ACCEPTED
—	03/20/89	89 11 3357	A ACCEPTED
—	03/29/88	8 17 3416	A ACCEPTED
—	03/07/87	7 08 4877	A ACCEPTED
—	03/20/86	6 05 0204	A ACCEPTED
—	03/29/85	5 20 0866	A ACCEPTED
COMMAND:			

ANNUAL REPORT HISTORY

PURPOSE:

This inquiry is used to display history of annual reports submitted by a corporation. Arrived at by selecting F16 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Corporation Annual Report History Inquiry Screen). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp status
- Review date
- Microfilm reference number
- Status

```

CIS0326                CIS                09/12/02
SCC098  CISM0640      CONVERSION INQUIRY    09:20:22

  ENTITY ID: 0412968 -   ENTITY STATUS: 46 CONVERTED   STATUS DATE: 07/01/02
  ENTITY NAME: PALMER & CAY OF VIRGINIA, INC.          ENTITY: C_

```

	CONV EFF DATE/ ENTITY NAME	ORIG FORM DATE	ENTITY ID
S	07/01/2002 Palmer & Cay of Virginia, LLC	07/27/1993	S080212

```

COMMAND: .....
F1=HELP F3=REFRESH F4=PRIOR

```

CONVERSION HISTORY

PURPOSE:

This inquiry is used to display conversion information for a domestic corporation that has converted to a domestic limited liability company (LLC), or vice versa. Arrived at by selecting F18 from the Queries Menu.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Conversion Inquiry). The following data will be retrieved from the database and displayed on the screen:

- Previous corp or LLC id
- Corp or LLC status
- Status date
- Conversion effective date
- Original formation date
- New corp or LLC entity name
- New corp or LLC id

WEB#999
CISD8900

Clerk's Information System
Direct Access Main Menu

02/24/97
08:52:28

Select a function, then press Enter.

- 2 1. Corporate Inquiry Menu
- 2. Limited Partnership Inquiry Menu
- 3. Registered Limited Liability Partnership (RLLP)
- 4. Limited Liability Company Inquiry Menu
- 5. Business Trust Inquiry Menu
- 6. UCC Filings By Debtor/Taxpayer
- 7. Specific UCC Filing Inquiry
- 8. History Inquiries Menu
- 9. LLC History Inquiries Menu
- 10. Business Trust History Inquiries Menu
- 11. Name Search all Entities
- 12. SIGNOFF

Command:
F1=Help F2=Main Menu F4=Prior Menu

To access Limited Partnership information from the main menu, select option 2.

CISDRCT1
CLKD0319

Clerk's Information System
Limited Partnership Inquiries Menu

02/10/97
11:58:15

Select a function, then press Enter.

- 1_ 1. Data Summary
- 2. Registered Agent
- 3. Fictitious Names
- 4. Name Search LP
- 5. Reserved Names
- 6. Old Names
- 7. Activity

L/P ID _____
L/P Name _____

Command:
F1=Help F2=Main Menu F4=Prior Menu

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```

CISDRCT1                                CIS                                02/10/97
SW2LU48      CISM3220      LIMITED PARTNERSHIP DATA INQUIRY      11:58:55
L/P ID: _____ -      STATUS:                                STATUS DATE:
L/P NAME: CAD ASSOCIATES_____

DATE OF FILING:                PERIOD OF DURATION:                INDUSTRY CODE:
STATE OF FILING:                MERGER INDICATOR:
LLP-STATUS:      LLP-EFFECTIVE-DATE: 0 0 0      LLP-EXPIRATION-DATE: 0 0 0
S P E C I F I E D   O F F I C E   A D D R E S S
STREET:

CITY:                STATE:                ZIP:
R E G I S T E R E D   A G E N T   I N F O R M A T I O N
R/A NAME:

STREET:

CITY:                STATE:                ZIP:
R/A STATUS:                EFF DATE:                LOC:
YEAR      FEES                PENALTY      INTEREST      BALANCE

COMMAND: .....

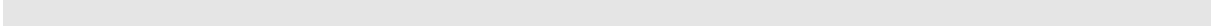
```

Enter the **LP id** or the **LP name** and press **<ENTER>**.



CISDRCT1	CIS	02/10/97
SW2LU48 CISM9022	NAME SEARCH LP	12:00:09
		PAGE: 1
SEARCH NAME: CAFFERTYWESTFIELDSILIMITEDPARTNERSHIP		
GO TO PAGE: _____		DIRECTION: F
LP-ID LIMITED PARTNERSHIP NAME		STATUS/DATE
1: L003311-0 - CAD ASSOCIATES LIMITED PARTNERSHIP		ACTIVE
		09/23/91
2: L009659-6 - C.A.D. FAMILY LIMITED PARTNERSHIP		CANCELED (
		12/31/96
3: M001293-2 - CADY ASSOCIATES LIMITED PARTNERSHIP		CANCELED (
		12/31/96
4: L010186-7 - C & A FAMILY LIMITED PARTNERSHIP		ACTIVE
		11/27/95
5: L005544-4 - CAFFERTY-ALLSTATE II ASSOCIATES LIMITED PARTNERSHIP		CANCELED
		09/04/91
6: L007357-9 - CAFFERTY BREN MAR ASSOCIATES LIMITED PARTNERSHIP		CANCELED (
		12/31/96
7: L003848-1 - CAFFERTY-WESTFIELDS I LIMITED PARTNERSHIP		CANCELED
		12/31/91
COMMAND:		

Place your cursor beside the desired LP name and press <ENTER>.



```

CISDRCT1                CIS                02/10/97
SW2LU48    CISM3220    LIMITED PARTNERSHIP DATA INQUIRY    12:00:34
L/P ID: L003311 -    STATUS: 00 ACTIVE    STATUS DATE: 09/23/91
L/P NAME: CAD ASSOCIATES LIMITED PARTNERSHIP_____

DATE OF FILING: 03/10/1988 PERIOD OF DURATION:    INDUSTRY CODE: 00
STATE OF FILING: VA VIRGINIA    MERGER INDICATOR:
LLP-EFF-DTE: 01/19/05    LLP-CONT-DTE: 01/19/05    LLP-EXP-DTE: 07/01/05
S P E C I F I E D    O F F I C E    A D D R E S S    LLP-STATUS: Y
STREET: 921 Priscilla Lane

CITY: Alexandria    STATE: VA ZIP: 22308-0000
R E G I S T E R E D    A G E N T    I N F O R M A T I O N
R/A NAME: Richard Breed, Jr.

STREET: 921 Priscilla Lane

CITY: Alexandria    STATE: VA ZIP: 22308-0000
R/A STATUS: U *UNKNOWN*    EFF DATE: 03/10/88 LOC: 129 FAIRFAX COUNTY
YEAR    FEES    PENALTY    INTEREST    BALANCE
96    50.00

COMMAND: .....

```

To quickly select another inquiry option for the same LP, press the **<F5> key**. A pop-up window, as shown on the next page - Limited Partnership Queries, will be displayed. Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.



```

CISDRCT1                                CIS                                02/10/97
SW2LU48      CISM3220      LIMITED PARTNERSHIP DATA INQUIRY      12:00:34
L/P ID: L003311 -      STATUS: 00 ACTIVE      STATUS DATE: 09/23/91
L/P NAME: CAD ASSOCIATES LIMITED PARTNERSHIP_____

DATE OF STATE O
LLP-STA  PF1 L/P DATA SUMMARY      PF10      0
          PF2                      PF11 STATUS HISTORY
          ST PF3 REGISTERED AGENT    PF12 OLD NAME
          PF4 GENERAL PARTNERS    PF13 NAME AVAILABILITY
          PF5 MICROFILM          PF14 ASSESSMENT/PAYMENT
          PF6 FICTITIOUS NAMES    PF15 AMENDMENT HISTORY
          R/A PF7 MERGER INQUIRY    PF16
          PF8 L/P ACTIVITY DISPLAY PF17 RESERVED NAME
          ST PF9

R/A STA      YEAR      FEES      PENALTY      INTEREST      BALANCE      TY
          96      50.00
COMMAND: .....

```

NOTE: Currently, information on the general partners (PF4), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```
WEB#999          Clerk's Information System          02/24/97
CISD8900        Direct Access Main Menu            08:52:28

Select a function, then press Enter.

4  1. Corporate Inquiry Menu
   2. Limited Partnership Inquiry Menu
   3. Registered Limited Liability Partnership (RLLP)
   4. Limited Liability Company Inquiry Menu
   5. Business Trust Inquiry Menu
   6. UCC Filings By Debtor/Taxpayer
   7. Specific UCC Filing Inquiry
   8. History Inquiries Menu
   9. LLC History Inquiries Menu
  10. Business Trust History Inquiries Menu
  11. Name Search all Entities
  12. SIGNOFF

Command: .....
F1=Help F2=Main Menu F4=Prior Menu
```

To access Limited Liability Company information from the main menu, select option 4.

```
CISDRCT1        Clerk's Information System          02/10/97
CLKD0319        LLC Inquiries Menu                11:58:15

Select a function, then press Enter.

1_ 1. Data Summary
   2. Registered Agent
   3. Fictitious Names
   4. Name Search LLC
   5. Reserved Names
   6. Old Names
   7. Activity

LLC ID _____
LLC Name _____

Command: .....
F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```

CISDRCT1                CIS                02/10/97
SW2LU48  LLCM3220        LLC DATA INQUIRY  12:20:23
  LLC ID: _____ -   STATUS:           STATUS DATE:
  LLC NAME:  ABCE
_____
DATE OF FILING:          PERIOD OF DURATION:  INDUSTRY CODE:
STATE OF FILING:          MERGER INDICATOR:
                          CONVERSION/DOMESTICATION INDICATOR:
                          P R I N C I P A L   O F F I C E   A D D R E S S
STREET:
                          CITY:              STATE:        ZIP:
                          R E G I S T E R E D   A G E N T   I N F O R M A T I O N
R/A NAME:
                          STREET:
                          CITY:              STATE:        ZIP:
R/A STATUS:              EFF DATE:          LOC:
  YEAR      FEES          PENALTY      INTEREST      BALANCE
COMMAND: .....

```

Enter the LLC id or the LLC name and press <ENTER>.



CISDRCT1	CIS	02/10/97
SW2LU48 CISM9022	NAME SEARCH LLC	12:20:46
		PAGE: 1
SEARCH NAME: ABCWALLCOMPANYLLC		
GO TO PAGE: _____		DIRECTION: F
LLC-ID LIMITED LIABILITY COMPANY NAME		STATUS/DATE
1: S013859-6 - ABC EDUCATORS, L.L.C.		ACTIVE
		04/09/96
2: S009760-2 - A.B.C. GENERAL CONTRACTING, L.L.C.		ACTIVE
		08/07/95
3: S008019-4 - ABC HOTEL, L.L.C.		ACTIVE
		03/31/95
4: S017285-0 - ABC IMAGING OF VIRGINIA, L.L.C.		ACTIVE
		12/11/96
5: S010360-8 - ABCOTT FINANCIAL, L.L.C.		FEE DELINQ
		09/01/96
6: S006862-9 - ABC'S, L.C.		ACTIVE
		12/30/94
7: S009760-2 - A.B.C. WALL COMPANY, L.L.C.		OLD NAME
		08/14/95
COMMAND:		

Place your cursor beside the desired LLC name and press <ENTER>.



```

CISDRCT1                CIS                02/10/97
SW2LU48    LLCM3220        LLC DATA INQUIRY    12:21:08
    LLC ID:  S013859 - 6    STATUS: 00 ACTIVE    STATUS DATE:  04/09/96
    LLC NAME:  ABC EDUCATORS, L.L.C.
-----
DATE OF FILING:  04/09/96 PERIOD OF DURATION:  03/31/2016 INDUSTRY CODE:  00
STATE OF FILING:  VA VIRGINIA    MERGER INDICATOR:
                CONVERSION/DOMESTICATION INDICATOR:
    P R I N C I P A L   O F F I C E   A D D R E S S
STREET:  6111 WYTHE PLACE

    CITY:  NORFOLK                STATE:  VA  ZIP:  23508-1259
    R E G I S T E R E D   A G E N T   I N F O R M A T I O N
R/A NAME:  CRAIG L. MYTELKA

    STREET:  DOMINION TOWER, 15TH FLOOR
            999 WATERSIDE DR.
    CITY:  NORFOLK                STATE:  VA  ZIP:  23320-0000
R/A STATUS: 4 MEMBER OF VIRGI EFF DATE:  04/09/96 LOC: 212 NORFOLK CITY
    YEAR      FEES      PENALTY      INTEREST      BALANCE

COMMAND:  .....

```

To quickly select another inquiry option for the same LLC, press the **<F5> key**. A pop-up window, as shown on the next page - Limited Liability Company Queries, will be displayed. Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.

```

CISDRCT1                CIS                02/10/97
SW2LU48    LLCM3220      LLC DATA INQUIRY    12:21:08
    LLC ID:  S013859 - 6    STATUS: 00  ACTIVE    STATUS DATE:  04/09/96
    LLC NAME:  ABC EDUCATORS, L.L.C.
DATE OF STATE O          LLC QUERIES          00
PF1  LLC DATA SUMMARY      PF10
PF2                                     PF11  STATUS HISTORY
ST  PF3  REGISTERED AGENT    PF12  OLD NAME
PF4  MEMBERS                 PF13  NAME AVAILABILITY
PF5  MICROFILM              PF14  ASSESSMENT/PAYMENT
PF6  FICTITIOUS NAMES       PF15  AMENDMENT HISTORY
R/A PF7  MERGER INQUIRY      PF16
ST  PF8  LLC ACTIVITY DISPLAY PF17  RESERVED NAME
PF9                                     PF18  CONVERSION HISTORY
                                       PF19  LLC DOMESTICATION HISTORY
R/A STA
YEAR      FEES      PENALTY      INTEREST      BALANCE
COMMAND: .....

```

NOTE: Currently, information on the members (PF4), name availability (PF13) and assessment/payment history (PF14) cannot be obtained through the Clerk's Information System.

```
WEB#999          Clerk's Information System          02/24/97
CISD8900        Direct Access Main Menu            08:52:28

Select a function, then press Enter.

5  1. Corporate Inquiry Menu
   2. Limited Partnership Inquiry Menu
   3. Registered Limited Liability Partnership (RLLP)
   4. Limited Liability Company Inquiry Menu
   5. Business Trust Inquiry Menu
   6. UCC Filings By Debtor/Taxpayer
   7. Specific UCC Filing Inquiry
   8. History Inquiries Menu
   9. LLC History Inquiries Menu
  10. Business Trust History Inquiries Menu
  11. Name Search all Entities
  12. SIGNOFF

Command: .....
F1=Help F2=Main Menu F4=Prior Menu
```

To access Business Trust information from the main menu, select option 5.

```
WEB#999          Clerk's Information System          02/24/97
CISD8900        BT Inquiries Menu                  08:52:28

Select a function, then press Enter.

1  1. Data Summary
   2. Registered Agent
   3. Used in VA By Name
   4. Name Search BT
   5. Reserved Names
   6. Old Names
   7. Activity

   BT ID
   BT Name

Command: .....
F1=Help F2=Main Menu F4=Prior Menu
```

Key the numeric value for the type of inquiry you wish to perform and depress the Enter key.

```

WEB0999                      CIS                      07/08/03
TCP00029                    BT DATA INQUIRY          14:41:05
  BT ID:                      STATUS:    ACTIVE          STATUS DATE:
  BT NAME:  KMB BUSINESS TRUST

DATE OF FILING:              PERIOD OF DURATION:        INDUSTRY CODE:
STATE OF FILING:              MERGER INDICATOR:
                                CONVERSION INDICATOR:
                                P R I N C I P A L   O F F I C E   A D D R E S S
STREET:

  CITY:                      STATE:    ZIP:
R E G I S T E R E D   A G E N T   I N F O R M A T I O N
R/A NAME:

STREET:

  CITY:                      STATE:    ZIP:
R/A STATUS:  OFFICER/DIRECTOR  EFF DATE:    LOC:
  YEAR      FEES      PENALTY    INTEREST    BALANCE

COMMAND: .....

```

Enter the **business trust ID** or the **business trust name** and press **<ENTER>**.

```

CIS4177 - NEW PAGE
WEBD000                      CIS                      09/23/03
TCP00064  CISM9022          NAME SEARCH BT          15:17:07
                                           PAGE: 4

SEARCH NAME:
GO TO PAGE:
  BT-ID                      BUSINESS TRUST NAME          DIRECTION:  B
1:  B000053-1  KMB BUSINESS TRUST          ACTIVE
                                           STATUS/DATE
                                           07/09/03
2:  B000068-9  LAURA MARIE BUSINESS TRUST  ACTIVE
                                           08/26/03
3:  B000056-4  MASSEY BUSINESS TRUST        OLD NAME
                                           08/11/03
4:  B000057-2  NORWOOD BUSINESS TRUST        ACTIVE
                                           07/18/03
5:  B000067-1  PINE AVENUE BUSINESS TRUST    ACTIVE
                                           08/14/03
6:  B000057-2  QUINCE BUSINESS TRUST        TERMINATED
                                           07/18/03
7:  B000054-9  RORR BUSINESS TRUST          PURGED
                                           07/10/03

COMMAND:

```

Place your cursor beside the desired business trust name and press **<ENTER>**.

```

WEB0999          CIS          07/08/03
TCP00029        BT DATA INQUIRY  14:41:05
  BT ID: B000015 -   STATUS: 00 ACTIVE   STATUS DATE: 04/30/03
  BT NAME: KMB Business Trust

DATE OF FILING: 04/30/2003 PERIOD OF DURATION:          INDUSTRY CODE: 00
STATE OF FILING: VA VIRGINIA          MERGER INDICATOR:
          CONVERSION INDICATOR:
  P R I N C I P A L   O F F I C E   A D D R E S S
STREET: 1 Washington Street

  CITY: Washington          STATE: DC ZIP: 10001-0001
  R E G I S T E R E D   A G E N T   I N F O R M A T I O N
R/A NAME: SAMUEL P LONGHORN

  STREET: 23 UNITED BLVD

  CITY: ALEXANDRIA          STATE: VA ZIP: 22310-3265
R/A STATUS: 1 TRUSTEE      EFF DATE: 07/02/03 LOC: 202 BUENA VISTA CITY
  YEAR      FEES          PENALTY      INTEREST      BALANCE
  03              100.00
COMMAND: .....

```

To quickly select another inquiry option for the same business trust, press the **<F5> key**. A pop-up window, as shown below will be displayed. Press the desired **<F> key** and the new inquiry will appear.

For inquiries which have repetitive data which cannot all fit onto one screen, use the **<F7> key** to page backward and the **<F8> key** to page forward to view additional information.

```

          BT QUERIES

PF1  BT DATA SUMMARY          PF10
PF2                                     PF11 STATUS HISTORY
PF3  REGISTERED AGENT          PF12 OLD NAME
PF4                                     PF13 NAME AVAILABILITY
PF5  MICROFILM                 PF14 ASSESSMENT/PAYMENT
PF6  USED IN VA BY NAMES       PF15 AMENDMENT HISTORY
PF7  MERGER INQUIRY            PF16
PF8  BT ACTIVITY DISPLAY       PF17 RESERVED NAME
PF9                                     PF18

```

This menu shows all the options on the BT Inquiries Menu & several options on the BT History Inquiry menu.

Press the corresponding PF key to select the option. NOTE: Merger Inquiry, Name Availability and Assessment/Payment options are not available.

Press PF4 to return to the previous screen.

WEB#999
CISD8900

Clerk's Information System
Direct Access Main Menu

02/24/97
08:52:28

Select a function, then press Enter.

- 6 1. Corporate Inquiry Menu
2. Limited Partnership Inquiry Menu
3. Registered Limited Liability Partnership (RLLP)
4. Limited Liability Company Inquiry Menu
5. Business Trust Inquiry Menu
6. UCC Filings By Debtor/Taxpayer
7. Specific UCC Filing Inquiry
8. History Inquiries Menu
9. LLC History Inquiries Menu
10. Business Trust History Inquiries Menu
11. Name Search all Entities
12. SIGNOFF

Command:
F1=Help F2=Main Menu F4=Prior Menu

UNIFORM COMMERCIAL CODE INQUIRIES

FILINGS BY DEBTOR/TAXPAYER

PURPOSE:

This section describes the inquiry capabilities of CIS for Uniform Commercial Code Filings - financing statements and tax liens by a given debtor/taxpayer.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (UCC Filings Inquiry By Debtor/Taxpayer Name and Address). The following data will be retrieved from the database and displayed on the screen:

- **Filing Inquiry List**
- For each Document Control Number/Microfilm Number displayed, the following information can be retrieved:
 - Debtor/taxpayer name
 - Debtor/taxpayer city, state, zip and country (as of filing date 3/8/93)
 - Document type

```

UCCM0810          UCC Filings Inquiry By Debtor/Taxpayer Name          12:24:49
                CURRENT GOOD THROUGH DATE: 99/99/9999

Organization Name:
    _____
    _____

Individual Name:
    Last: _____
    First: _____
    Middle: _____
    Suffix: _____

Lien Type: _ T=Federal Tax Liens F=UCC A=All

Filing Status: All _ Unlapsed _

Command: _____
F1=Help

```

For organizations:

- Enter the organization name.

For individuals:

- Enter the last, first, and middle names and suffix, if applicable.

Keying a name value in both the organization and individual name fields will result in an error.

- Lien Type:
 - Enter "T" for tax liens only
 - Enter "F" for financing statements only
 - Enter "A" for all filings
- Enter a "Y" or an "X" in the desired filing status field, "all" or "unlapsed" only.

Press the <ENTER> key

```
CISDRCT1                CIS                02/10/97
UCCM0820                UCC Filing Inquiry List          12:25:44
                                                More?  >  +

S   DCN/File No Type Status Name
L   / Microfilm           / Address
-   9307067390 FSO      A   JOHN, SARAH
    / 9307221192
                                   / 3816 POE COURT

D   8711920435 FSO      A   JOHNS ARCHITECT BEN R JR
    / 8711920435
                                   /

-   8804930995 FSO      A   JOHNS ARCHITECT BEN R JR
    / 8804930995
                                   /

Command: _____
F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

NOTE: Press the <F7> key to page backward, press the <F8> key to page forward.

- To display the **Details** for a specific filing, enter a "D" in the field to the left of the desired filing and press the <ENTER> key.

CISDRCT1	CIS	02/10/97
UCCM0870	Financing Statement Details Inquiry	12:27:25
DCN: 87 11 92 0435	File Date: 11 14 1987	Time: 12:00 AM
No Pages: 1	Statement Type: FSO	Exp Date: 11 14 1992
Original DCN/File Number: 8711920435		Purge Date: 11 14 1997
Microfilm No: 8711920435	Refilm No:	
Debtor: JOHNS ARCHITECT BEN R JR		SSN/EIN:
Name:		
Address:		
City: RICHMOND	St: VA	Zip: 000000000
Secured:		Country:
Party:		SSN/EIN:
Address:		
City:	St:	Zip:
		Country:
Command: _____		
F1=Help F5=Display History F10=Addl Sec Party F11=Addl Debtors		

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Filing Inquiry List**
- For each Document Control Number/Microfilm Number displayed, the following information can be retrieved:
 - DCN/File Number
 - Date
 - Time
 - Expiration Date
 - DOC Type
 - Debtor/taxpayer name
 - Debtor/taxpayer city (as of filing date 3/5/93)
 - Secured party name, address, etc.

NOTE: To view the current debtors for the financing statement show, press **<F11>**. See the **<F>** key functions at the bottom of the screen.

END OF LIST FOR FILING PARTY

CIS20326

CIS

02/24/97

UCCM2915

Debtors List

13:54:22

DCN: 87-11-92-0435 Doc Type: FSO

More?

Original DCN: - - -

1 JOHNS ARCHITECT BEN R JR
RICHMOND VA 000000000

2 JOHNS, BEN R JR ARCHITECT
RICHMOND VA 000000000

Command: _____

F1=Help F3=Exit F7=Scroll Backward F8=Scroll Forward

```
CISDRCT1                CIS                02/10/97
UCCM0820                UCC Filing Inquiry List        12:25:44
                                                More?  >  +

S  DCN/File No Type Status Name
L  / Microfilm          / Address
-  9307067390 FSO      A   JOHN, SARAH
   / 9307221192
                                   / 3816 POE COURT

H  8711920435 FSO      A   JOHNS ARCHITECT BEN R JR
   / 8711920435
                                   /

-  8804930995 FSO      A   JOHNS ARCHITECT BEN R JR
   / 8804930995
                                   /

Command: _____
F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

NOTE: Press the <F7> key to page backward, press the <F8> key to page forward.

- To display the **History** for a specific filing, enter a "H" in the field to the left of the desired filing and press the <ENTER> key.

```
END OF FILING HISTORY LIST
CISDRCT1                CIS                02/10/97
UCCM0840 UCCM0840      Document Filing History  12:29:54
                                           More:   >

S DCN/File No File Date   Filing Party Name
L Microfilm  Stmt Type    Address
- 8711920435 11 14 1987 DB JOHNS ARCHITECT BEN R JR
  8711920435   FSO
                                RICHMOND VA 000000000
-                                DB JOHNS, BEN R JR ARCHITECT
                                RICHMOND VA 000000000
-

Command: _____
F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Document Filing History**
- Displays history information related to the filing regardless of the status, type and dates specified. The following information can be retrieved:
 - DCN/File number
 - Statement type
 - File date
 - Filing party name

NOTE: To view additional history press the <F11> key.

```
CISDRCT1                CIS                02/10/97
UCCM0860 UCCM0860        Document Filing History    12:31:41
                                                More: <

S  DCN/File No  File Date   Exp Date   Purge Date
L  Microfilm    Stmt Type
-  8711920435   11 14 1987  11 14 1992  11 14 1997
   8711920435   FSO

-

-

Command: _____
F1=Help F7=Page Backward F8=Page Forward F10=Scroll Left F11=Scroll Right
```

When this option has been selected, the following data will be retrieved from the database and displayed on the screen:

- **Document Filing History**
- Displays history information related to the filing regardless of the status, type and dates specified. The following information can be retrieved:
 - DCN/File number
 - Microfilm number
 - Statement type
 - File date
 - Expiration date

```
CISDRCT1                CIS                02/25/97
UCCM0876                Filing Officer Statement Details Inquiry  08:21:06

DCN: 01 05 29 7003      File Date: 06 06 2001      Time:11:45 AM

Statement Type: FSOS

Original DCN/File No: 9999999999          Associated DCN: 8888888888

Microfilm No:           Refilm No:

Comments      : ADDED DEBTOR LEFT OUT OF FILING FSC

User Id: DIRECTA

Command: .....
F5=Display History F10=Secured Parties F11=Debtors
```

If details were requested on a filing type of FSOS (Filing Officer Statement), then this screen will be displayed indicating the reason for the correction.

WEB#999
CISD8900

Clerk's Information System
Direct Access Main Menu

02/24/97
08:52:28

Select a function, then press Enter.

- 12 1. Corporate Inquiry Menu
2. Limited Partnership Inquiry Menu
3. Registered Limited Liability Partnership (RLLP)
4. Limited Liability Company Inquiry Menu
5. Business Trust Inquiry Menu
6. UCC Filings By Debtor/Taxpayer
7. Specific UCC Filing Inquiry
8. History Inquiries Menu
9. LLC History Inquiries Menu
10. Business Trust History Inquiries Menu
11. Name Search all Entities
12. SIGNOFF

Command:
F1=Help F2=Main Menu F4=Prior Menu

Exiting from the Direct Access System

Please exit the system by selecting the numeric selection of 12 and depressing Enter or by clicking on the Signoff button.