

Topic: Data Entry Procedures for UCC Filings

Question By: Jeff Harvey

Jurisdiction: Idaho

Date: 2011 June 15

Jurisdiction	Question(s)
	Do you data enter UCC filing information exactly as submitted, including punctuation? Do you omit punctuation and add abbreviations?
Alabama	
Alaska	
Arizona	
Arkansas	
California	Our administrative rules say we key as presented.
Colorado	
Connecticut	
Delaware	
District of Columbia	
Florida	
Georgia	
Hawaii	
Idaho	I just wanted to thank everyone for their responses. Idaho also enters exactly as presented, in accordance with Administrative Rule.
Illinois	
Indiana	Indiana indexes the information exactly as it is presented.
Iowa	
Kansas	Kansas enters verbatim what the customer provides with the punctuation and the abbreviations as long as it is a format we can reproduce.
Kentucky	Kentucky currently indexes the information exactly as it is presented.
Louisiana	Louisiana enters the information exactly as provided on the form.
Maine	
Maryland	
Massachusetts	
Michigan	Michigan data enters information as submitted, per administrative rule R 440.401.

Minnesota	In Minnesota we enter names exactly as given on the filing, in the field it is presented. The only punctuation entered is apostrophes, hyphens and parenthesis. As for the mailing address we have standard abbreviations that are used, i.e. Avenue is Ave, Court is CT.
Mississippi	
Missouri	Missouri keys as presented.
Montana	Montana also enters as presented.
Nebraska	Nebraska enters the same as Kansas and Oregon
Nevada	Nevada enters as presented also.
New Hampshire	New Hampshire keys exactly as presented.
New Jersey	
New Mexico	
New York	
North Carolina	
North Dakota	North Dakota enters the information exactly as provided on the form.
Ohio	Ohio enters the information exactly as presented.
Oklahoma	
Oregon	Oregon's with Kansas on this one.
Pennsylvania	
Rhode Island	
South Carolina	
South Dakota	
Tennessee	
Texas	In the Great state of Texas, we enter exactly as it is presented on the form. Glad the conference was such a success.
Utah	Under RA9, we enter exactly as presented in Utah.
Vermont	
Virginia	
Washington	
West Virginia	
Wisconsin	
Wyoming	

Additional Comments:

Hi everyone:

I'm very pleased to see that "exactly as presented" is the consensus (and indeed correct under MARs) answer. This lets the filer control the name under which they want to file and avoids interpretive issues that can lead to indexing errors on the part of the filing office (which create hidden liens).

Regards, Darrell

Darrell W. Pierce

Dykema | 2723 S State St, Suite 400| Ann Arbor | Michigan | 48104

10 S Wacker Dr, Suite 2300 | Chicago | Illinois | 60606

Work +1 734 214 7634 or +1 312 627 2175

Fax +1 734 214 7696 or +1 312 876 1155

dpierce@dykema.com | www.dykema.com

Full Text of Original Email:

Good morning everyone. I hope you all had an enjoyable time at the conference.

I have a question about data entry procedures for UCC filings. When your agency enters UCC filings, are you entering exactly as the form is presented, down to the last comma? Or, do you have more leeway to leave out punctuation and to add abbreviations?

Any information you can provide will be helpful.

Thanks!

Jeff Harvey

UCC Supervisor

Secretary of State of Idaho

Phone: 208-332-2849

Fax: 208-334-2847

<http://www.sos.idaho.gov>

"The only man who never makes a mistake is the man who never does anything." ~ Theodore Roosevelt