Commonwealth of Virginia
State Corporation Commission

Clerk's Information System

User Documentation

For

CISIWEB

August 2011

MARK C. CHRISTIE
COMMISSIONER

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COMMISSIONER

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COMMISSIONER

COMMONWEALTH OF VIRGINIA

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:

Clerk's Office Call Center   (804) 371-9733
                                    (866) 722-2551 (toll-free in Virginia)

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

Tyler Building, 1300 East Main Street, Richmond, VA 23219-3630
Clerk's Office (804) 371-9733 or (866) 722-2551 (toll-free in Virginia) www.scc.virginia.gov/clk
Telecommunications Device for the Deaf-TDD/Voice: (804) 371-9206

Frequently Asked Questions for CIS

Why don't the browser Back and Forward buttons work?

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 key, F keys or the mouse to navigate from one screen to another. The tool used to navigate from one screen to another will depend on the screen you are on. The normal Back and Forward buttons associated with a true web-enabled application do not work in this environment.

How do I navigate from one screen to the next?

The Clerk's Information System (CIS) is not a self-documenting system. CIS is a transaction driven system which requires the use of the Enter key, F keys or the mouse to navigate from one screen to another. 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 works 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: The help dialogue programmed into the mainframe system will display the navigational keys that are available within a particular screen.

F2: Main Menu, will always take you to the CIS Access Home Screen.

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 data summary 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 data summary screen from a query result, the F5 key must be used again to invoke the query menu.

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.

What causes the error message shown below?

The CISIWEB may become unavailable to the viewing public for several reasons:

Disconnect Due to Inactivity

You may receive an error message if there has been at least 4 minutes since the last transaction was submitted to CISIWEB. If you have just recently successfully used CISIWEB and there was a brief period of time since the last transaction, this is likely the reason that you are receiving the error. Simply re-establish a connection to CISIWEB.

Service is Unavailable

A message will also be received in the event that the Commission is experiencing system problems. If repeated attempts over a significant time span continually result in an error message, please feel free to call the Clerk's Office Call Center to determine if system problems are preventing connection. You may reach the Call Center at (804) 371-9733 or toll-free in VA at (866) 722-2551.

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State Corporation Commission

Error in Application CISIWEB

Error Number: **5001**

Error Message: **User is not connected**

- Click Here to try again.
- Click Here to disconnect.
- If the problem persists contact webmaster@scc.virginia.gov

MARK C. CHRISTIE
COMMISSIONER

JAMES C. DIMITRI
COMMISSIONER

JUDITH WILLIAMS JAGDMANN
COMMISSIONER

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STATE CORPORATION COMMISSION
Office of the Clerk
BUSINESS ENTITY INQUIRIES
CIS ACCESS HOME SCREEN

This section of the manual addresses the type of information that is generally available when performing business entity inquiries. UCC and tax lien inquiries are addressed later.

The CIS Access Home Screen is used to select the type of business entity you wish to query.

Single click on the inquiry you wish to perform. If not sure of the entity type, you may wish to use the Name Search all Entities selection.

Commonwealth of Virginia

12/08/09
CIS Access Home Screen   13:13:28

Click on a Function:

Corporate Inquiry Menu
Limited Partnership Inquiry Menu
Registered Limited Liability Partnership (RLLP)
Limited Liability Company Inquiry Menu
Business Trust Inquiry Menu
UCC Filings by Debtor/Taxpayer
Specific UCC Filing Inquiry
History Inquiries Menu
LLC History Inquiries Menu
Business Trust History Inquiries Menu
Name Search all Entities

State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CISIWebMainMenu)

When one of the business entity type inquiries is selected from the CIS Access Home Screen, the inquiry menu specific to that entity type will appear (Corporate, Limited Partnership, Limited Liability Company or Business Trust Data Inquiry). The following data can be retrieved from the database and displayed:

Tyler Building, 1300 East Main Street, Richmond, VA 23219-3630
Clerk's Office (804) 371-9733 or (866) 722-2551 (toll-free in Virginia) www.scc.virginia.gov/clk
Telecommunications Device for the Deaf-TDD/Voice: (804) 371-9206

C/LP/LLC/BT	Corporate, LP, LLC or Business Trust SCC ID number 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)

This example assumes a corporate inquiry.

Single click on the inquiry you wish to perform. The Data Summary inquiry contains most of the basic information usually requested, e.g. good standing indicator, registered agent, status, etc.

Commonwealth of Virginia

12/08/09
13:56:19

Corporate Inquiries Menu

Click on a Function:

Data Summary
Stock
Registered Agent
Officers/Directors and Principal Office
Fictitious Names
Name Search Corp
Reserved/Registered Names
Old Names
Activity

State Corporation Commission

Signoff

Help

Print

Corp ID [ ] [ ]
Corp Name [ ]

PFKeys	F2=Main Menu	F4=Prior Menu

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Inquiries_Menu)

12/08/09
Corporate Inquiries Menu
13:56:19

Click on a Function:

Data Summary
Stock
Registered Agent
Officers/Directors and Principal Office
Fictitious Names
Name Search Corp
Reserved/Registered Names
Old Names
Activity

Corp ID
Corp Name

| PFKeys | F2=Main Menu | F4=Prior Menu |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Inquiries_Menu)

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 entity type inquiries menu or in one of the blank inquiry displays. Display the corporation by following one of the two procedures described below:

    - **If the Corporate, LP, LLC or Business Trust SCC ID number is known:**

        - Type in the ID and

        - Double click within the page or depress the Enter key.

    OR

    - **If the Corporate, LP, LLC or Business Trust SCC ID number is unknown:**

        - Type in the **NAME** (or start of the name, spaces can be omitted)

        - Double click within the page or depress the Enter key.

- The Name Search screen will appear. If the entity you are searching for displays, double click on the entity name. When viewing "list" screens, F8 will page you forward and F7 will page you backward.

- The data will be retrieved from the database and displayed on the screen. See the following sections for the details of each type of inquiry.

Commonwealth of Virginia

```
                                                                    12/08/09
                    CISM0180          CORPORATE DATA INQUIRY         14:25:38

          CORP ID:           - 0   STATUS:                STATUS DATE:
          CORP NAME: documentation exp

          DATE OF CERTIFICATE:          PERIOD OF DURATION:       INDUSTRY CODE:
          STATE OF INCORPORATION:                STOCK INDICATOR:
          MERGER IND:                    CONVERSION/DOMESTICATION IND:
          GOOD STANDING IND:             MONITOR INDICATOR:
          CHARTER FEE:        MON NO:          MON STATUS:   MONITOR DTE:
          R/A NAME:

          STREET:                                        AR RTN MAIL:

          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
          00
```

State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Data_Inquiry)

Enter the corporate id or the corporate name and double click within the page or depress the Enter key.

Name Search all Entities

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CISM8000   Name Search All Entities   12/08/09
                   (Excluding GP)   15:09:46

ENTER STARTING ENTITY NAME:

**State
Corporation
Commission**

documentation exp

Signoff

Help

Print

| PFKeys | F2=Main Menu | F4=Prior Menu |

NOTE: Function Key usage varies depending on the Application
Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CIS_Name_Search_ALL_Input_Value)

Enter the entity name and double click within the page or depress the Enter key.

PURPOSE:

This inquiry is used to display the name search selection for all business entity types and should be used if unsure of the entity type.

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 located the entity you are querying, double click on the name.

CISM9022   NAME SEARCH CORP   12/08/09
                                             14:23:24
                                          PAGE: 1

SEARCH NAME: DOCUMENTDESTRUCTORSINC
GO TO PAGE: DIRECTION: F

CORP-ID	CORPORATION NAME	STATUS/DATE
1: 0772999-9	DOCUMENTATION EXPERTS INCORPORATED	ACTIVE 12/08/09
2: 0336057-5	DOCUMENTATION SERVICES INTERNATIONAL, INC.	PURGED 12/31/95
3: 0530930-7	DOCUMENT AUTHORS (MONTGOMERY CO)	FICTITIOUS 01/11/06
4: 0602020-0	DOCUMENT CONSOLIDATION, INC.	TERM(AUTO 01/02/07
5: 0512310-4	DOCUMENT DEPARTMENT, INC., THE	PURGED 06/30/05
6: 0359273-0	DOCUMENT DESTRUCTION SERVICES	FICTITIOUS 06/11/90
7: 0252651-5	DOCUMENT DESTRUCTORS, INC.	OLD NAME-P 12/31/04

State Corporation Commission

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Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Name_Search)

Depending on the type of entity selected, the appropriate inquiries menu will be displayed:

                                       12/14/09
                   Corporate Inquiries Menu   07:22:05

Click on a Function:

         Data Summary
         Stock
         Registered Agent
         Officers/Directors and Principal Office
         Fictitious Names
         Name Search Corp
         Reserved/Registered Names
         Old Names
         Activity

State Corporation Commission

Signoff

Help

Print

Corp ID 0772999 9
Corp Name DOCUMENTATION EXPERTS INC

PFKeys	F2=Main Menu	F4=Prior Menu

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Inquiries_Menu)

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Help

Print

```
                                                                    12/14/09
                  CISM0180          CORPORATE DATA INQUIRY           07:26:36

      CORP ID:  0772999 - 9  STATUS: 00  ACTIVE         STATUS DATE: 12/09/09
      CORP NAME:  DOCUMENTATION EXPERTS INC


   DATE OF CERTIFICATE:  12/08/2009 PERIOD OF DURATION:     INDUSTRY CODE: 00
   STATE OF INCORPORATION:  VA VIRGINIA        STOCK INDICATOR:  S STOCK
   MERGER IND: S SURVIVOR            CONVERSION/DOMESTICATION IND:
   GOOD STANDING IND: Y              MONITOR INDICATOR:
   CHARTER FEE:  50.00     MON NO:          MON STATUS:   MONITOR DTE:
      R/A NAME:  JOHN DOE
                 DOC EXPERTS
        STREET:  1234 MAIN ST                           AR RTN MAIL:

          CITY:  RICHMOND            STATE :  VA  ZIP:  23219
      R/A STATUS:  1  DIRECTOR       EFF. DATE:  12/08/09  LOC : 216
   ACCEPTED AR#: 000 00 0000  DATE:                        RICHMOND CITY
    CURRENT AR#: 000 00 0000  DATE:         STATUS:     ASSESSMENT INDICATOR:  0
   YEAR    FEES     PENALTY    INTEREST    TAXES     BALANCE      TOTAL SHARES
    00                                                                  1,000
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Data_Inquiry)

Single clicking on the data summary option from the corporate inquiries menu will display basic entity information.

To select another inquiry option for the same entity, press the F5 key. A pop-up window, as shown below, Corporate Queries, will be displayed. Double click on the desired query or depress the desired F key and the inquiry will appear.

Commonwealth of Virginia

```
                                                              12/08/09
         TCPT0043  CISM0180              CORPORATE DATA INQUIRY      16:06:47

              COR ███████████████████████████████████████████ 08/09
             CORP █                                          █
                  █          CORPORATE QUERIES          CISM8713 █
          DATE OF █                                          █ DE: 00
          STATE O █ PF1  CORPORATION DATA        PF10  STOCK HISTORY      █
          MERGER  █ PF2  CURRENT STOCK           PF11  STATUS HISTORY     █
          GOOD ST █ PF3  REGISTERED AGENT        PF12  OLD NAME           █
          CHARTER █ PF4  OFFICERS/DIRECTORS AND  PF13  NAME AVAILABILITY  █
            R/A   █      PRINCIPAL OFFICE        PF14  ASSESSMENT/PAYMENT █
                  █ PF5  MICROFILM               PF15  AMENDMENT HISTORY  █
              ST  █ PF6  FICTITIOUS NAMES        PF16  ANNUAL REPORT HISTORY █
                  █ PF7  MERGER DATA             PF17  NAME SEARCH CORP   █
                  █ PF8  CORPORATION ACTIVITY    PF18  CONVERSION HISTORY █
          R/A ST  █ PF9  CASE/MONITOR            PF19  DOMESTICATION HISTORY █
          ACCEPTE ███████████████████████████████████████████ TY
          CURRENT AR#: 000 00 0000  DATE:        STATUS:     ASSESSMENT INDICATOR:  0
          YEAR    FEES     PENALTY    INTEREST    TAXES     BALANCE       TOTAL SHARES
           00                                                                  100
```

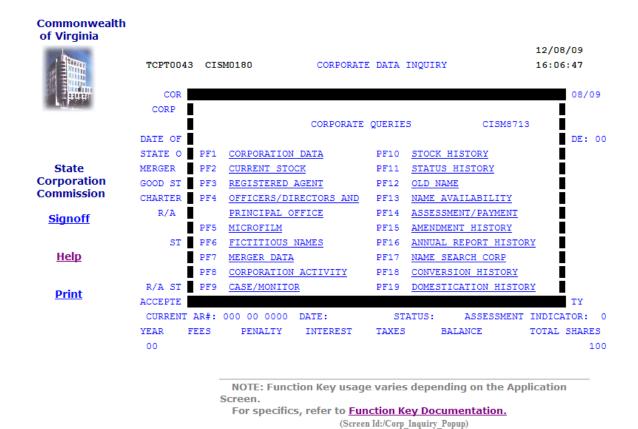State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Inquiry_Popup)

NOTE: Information for case/monitor (PF9) and name availability (PF13) cannot be obtained through the CISIWEB.

```
                                                                    12/08/09
              CISM0210            CORPORATE  CURRENT  STOCK  DATA    16:26:57


         CORP ID:    0772999 - 9          CORP STATUS:  00  ACTIVE
         CORP NAME:  DOCUMENTATION EXPERTS INCORPORATED



                         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          100



         TOTAL NUMBER SHARES AUTHORIZED:            100
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**

(Screen Id:/Corp_Current_Stock)

CURRENT STOCK DISPLAY (Corporate Only)

PURPOSE:

This inquiry is used to display current stock information on a corporation. To view this screen from the queries menu click on the Current Stock option or depress the F2 key.

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

```
                                                              12/08/09
         CISM3050          REGISTERED AGENT INQUIRY           16:29:30

      CORP ID:  0772999 - 9        CORP STATUS:  00  ACTIVE
      CORP NAME:  DOCUMENTATION EXPERTS INCORPORATED


   CURRENT REGISTERED AGENT:
     NAME:  JOHN DOE
   STREET:  1234 MAIN ST

     CITY:  RICHMOND            STATE:  VA  ZIP:  23219-0000
   STATUS:  1  DIRECTOR     EFF DATE: 12/08/09    LOC:  216 RICHMOND CITY


   OLD REGISTERED AGENT:
     NAME:
   STREET:

     CITY:                     STATE:       ZIP:
   STATUS:              EFF DATE:            LOC:
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Registered_Agent_Inquiry)

REGISTERED AGENT

PURPOSE:

This inquiry is used to display information about the current and previous registered agents for a corporation, limited partnership or limited liability company. To view this screen from the queries menu click on the Registered Agent option or depress the F3 key.

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
    - city
    - state
    - zip code
    - status
    - effective date
    - locality

- Information about the old registered agent
    - name
    - street

- city
- state
- zip code
- status
- effective date
- locality

Commonwealth of Virginia

```
                                                          12/09/09
                 CISM1001   OFFICERS/DIRECTORS AND PRINCIPAL OFFICE    09:21:20

        CORPORATE ID:  0772999 9          CURRENT AR#         DATE
          CORP NAME:  DOCUMENTATION EXPERTS INC


            STREET:  1300 E MAIN ST

              CITY:  RICHMOND          STATE:  VA  ZIP:  23219
        S  C                                        DIR REQUIRED: Y
        E  A            OFFICERS/DIRECTORS DISPLAY FOR AR#
        L  T               NAME                      TITLE       SIGN
           O   JANE DOE                            PRESIDENT
           D   JOHN DOE                            DIRECTOR
```

State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Officer_Director PO_Inquiry)

OFFICERS/DIRECTORS AND PRINCIPAL OFFICE ADDRESS

PURPOSE:

This inquiry is used to display information on the corporation's officers/directors and the corporation's principal office address. To view this screen from the queries menu click on the Officers/Directors And Principal Office option or depress the F4 key.

PROCEDURE:

When this option has been selected, the data screen will appear (Officers/Directors and Principal Office). The following data will be retrieved from the database and displayed on the screen:

- Corp id
- Corp name
- Current A/R microfilm number
- Date of Report
- Principal office address of corporation
- Names and titles

Commonwealth of Virginia

12/09/09
09:21:20

CISM1001   OFFICERS/DIRECTORS AND PRINCIPAL OFFICE

CORPORATE ID: 0772999 9   CURRENT AR#   DATE

CORP NAME: DOCUMENTATION EXPERTS INC

STREET: 1300 E MAIN ST

State Corporation Commission

CITY: RICHMOND   STATE: VA ZIP: 23219

S C   DIR REQUIRED: Y

E A   OFFICERS/DIRECTORS DISPLAY FOR AR#

Signoff

L T   NAME   TITLE   SIGN

X O   JANE DOE   PRESIDENT

D JOHN DOE   DIRECTOR

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Officer_Director PO_Inquiry)

Further information on each officer/director may be viewed by placing an **"X"** beside the name of the officer or director and depressing 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:

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

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

17

Commonwealth of Virginia

```
CORPORATE ID:  0772999 9          CURRENT AR#          DATE
   CORP NAME:  DOCUMENTATION EXPERTS INC_____
                              _____
      STREET:  1300 E MAIN ST
```

State Corporation Commission

Signoff

Help

Print

```
        CITY:  RICHMOND          STATE:  VA  ZIP:  23219


                                                              N

     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
        NAME:  JANE DOE
       TITLE:  PRESIDENT
      STREET:  1300 E MAIN ST

        CITY:  RICHMOND              STATE:  VA  ZIP:  23219
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Officer_Director_Inquiry_Details)

Depress the Enter key to continue.

Commonwealth of Virginia

			12/09/09
	CISM0250	MICROFILM INQUIRY	09:25:09

CORP ID: 0772999 - 9   CORP STATUS: 00 ACTIVE
CORP NAME: DOCUMENTATION EXPERTS INC

COURT LOCALITY: 216 RICHMOND CITY   TOTAL CHARTER FEES:

State Corporation Commission

MICROFILM NO	DOCUMENT TYPE	DATE	CHARTER FEE PAGES
09 12 09 0101	FICT > FICTITIOUS NAM	12/09/09	1
09 12 09 0100	AMEN > AMENDMENT	12/09/09	2

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Microfilm_History_Inquiry)

MICROFILM INQUIRY

PURPOSE:

This inquiry is used to display microfilm information for a corporation. To view this screen from the queries menu click on the Microfilm option or depress the F5 key.

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 ID
- 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

Commonwealth of Virginia

CISM3120   FICTITIOUS NAME INQUIRY

CORP ID: 0772999 - 9   CORP STATUS: 00 ACTIVE
CORP NAME: DOCUMENTATION EXPERTS INC

	DATE	FICTITIOUS NAME(S)
State Corporation Commission	12/09/09	001. DOC DOCTORS
		(RICHMOND CI)

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Name_Inquiry_Corp)

FICTITIOUS NAMES

PURPOSE:

This inquiry is used to display information on fictitious names filed for a corporation, limited partnership or limited liability company. To view this screen from the queries menu click on the Fictitious Names option or depress the F6 key.

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)**

12/09/09
CISM1060   MERGER INQUIRY   09:27:11

CORP/LP ID: 0772999 - 9   CORP/LP STATUS: 00 ACTIVE   STATUS DATE: 12/09/09

CORP/LP NAME: DOCUMENTATION EXPERTS INC   CORP/LP: C

MERGE EFF DATE: 12/09/09   RESTATEMENT:

**State
Corporation
Commission**

            EFF DATE   CORP/LP/
     TYPE   DCN   LC ID   OTHER CORP/LP/LC INVOLVED

Signoff   N   12/09/09   FNONDOM   MANUAL WRITERS INC (A CA CORPORATION NOT QUALIFIED
                09-12-09-0002   IN VA)

Help   - - -

Print   - - -

                - - -

                - - -

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_LP_LLC_Merger_Inquiry)

MERGER DATA

PURPOSE:

This inquiry is used to display information on merged corporations, limited partnerships and limited liability companies. To view this screen from the queries menu click on the Merger Data option or depress the F7 key.

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

```
                                                          12/14/09
            CISM0190        CORPORATE ACTIVITY SUMMARY     07:32:13

        CORP ID:   0772999 - 9              ACTIVITY TYPE:  9999
        CORP NAME:  DOCUMENTATION EXPERTS INC


   S
   L  TYPE DESC              STATUS      EFF DATE   SCC FEE    DCN
      ADMN ADMINISTRATIVE CHA 3 ACCEPTED 12/09/09             -  -  -
      CNVR CONVERSION         3 ACCEPTED 12/09/09          09-12-09-0100
      AMDS AMENDMENT - STOCK  3 ACCEPTED 12/09/09    25.00 09-12-09-0004
      MERG MERGER             3 ACCEPTED 12/09/09    25.00 09-12-09-0002
      FICT FICTITIOUS NAME    3 ACCEPTED 12/09/09    10.00 09-12-09-2300
      AMDN AMENDMENT - NAME C 3 ACCEPTED 12/09/09    25.00 09-12-09-0001
      NEWC NEW CHARTER        3 ACCEPTED 12/08/09    75.00 09-12-08-0501
                                                           -  -  -
                                                           -  -  -
                                                           -  -  -
                                                           -  -  -
                                                           -  -  -
```

NOTE: Function Key usage varies depending on the Application
Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Activity_Summary)

CORPORATION ACTIVITY

PURPOSE

This inquiry displays recent activity occurring on the corporation. While some activities are maintained indefinitely, most routine transactions are purged after two years. To view this screen from the queries menu click on the Corporation Activity option or depress the F8 key.

PROCEDURES:

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

- Corp ID
- Type and description of activity
- Status of the activity
- DCN number associated with the activity

State
Corporation
Commission

Signoff

Help

Print

				12/09/09
CISM0270	CORPORATION STOCK HISTORY			09:28:04

CORP ID: 0772999 - 9   CORP STATUS: 00 ACTIVE

CORP NAME: DOCUMENTATION EXPERTS INC

DATE		TYPE	CLASS	SHARES AUTH
12/09/09	C	STOCK	COMMON	100

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Stock_History_Inquiry)

STOCK HISTORY

PURPOSE:

This inquiry is used to display history information on stock changes for a corporation. To view this screen from the queries menu click on the Stock History option or depress the F10 key.

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

```
                                                        12/09/09
           CISM0260        CORPORATE STATUS HISTORY      09:28:55

              CORP ID:  0772999 - 9  CORP STATUS: 00 ACTIVE
            CORP NAME:  DOCUMENTATION EXPERTS INC


      CORP STATUS DATE:  12/09/09
                            S T A T U S   H I S T O R Y
                       OLD STATUS DATE        OLD STATUS
                          12/08/09          00 ACTIVE
```

:

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**

(Screen Id:/Corp_Status_History_Inquiry)

STATUS HISTORY

PURPOSE:

This inquiry is used to display history on the status of a corporation. To view this screen from the queries menu click on the Status History option or depress the F11 key.

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

Commonwealth of Virginia

CISM3155   OLD NAME INQUIRY

12/09/09
09:29:40

CORP ID: 0772999 - 9   CORP STATUS: 00 ACTIVE

CORP NAME: DOCUMENTATION EXPERTS INC

OLD NAME: DATE OF NAME CHANGE:

DOCUMENTATION EXPERTS INCORPORATED   12/09/09

State Corporation Commission

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Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Old_Name_Inquiry)

OLD NAME

PURPOSE:

This inquiry is used to display all of the previous names for a corporation. To view this screen from the queries menu click on the Old Name option or depress the F12 key.

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

```
Commonwealth
of Virginia
                                                                     08/10/11
                      CISM5110       ASSESSMENT/PAYMENT INQUIRY        15:14:35
                      CORP ID:   0999999 - 6     CORP STATUS:  00  ACTIVE
                      CORP NAME: DOCUMENTATION EXPERTS INC

                  YEAR    FEE     TAX    PENALTY  INTEREST      BALANCE
                  2011   100.00
                  2010   100.00
  State           2009   100.00
Corporation       2008   100.00
Commission        2007   100.00
                  2006   100.00
 Signoff          2005   100.00
                                       -- PAYMENTS -- OVER     TOTAL   PMT DATE
  Help            2011   100.00                              100.00   03/31/11
                  2010   100.00                              100.00   03/22/10
                  2009   100.00                              100.00   03/26/09
 Print            2008   100.00                              100.00   03/17/08
                  2007   100.00                              100.00   03/23/07
                  2006   100.00                              100.00   03/13/06
                  2005   100.00                              100.00   03/04/05

        CIS has changed to enhance its navigation.
        Click on menu items or buttons to select and perform functions.
        You may also use function keys as labeled. Function key usage
        varies depending on the Application Screen.
        Please refer to Function Key Documentation for details.
```

ASSESSMENT / PAYMENT INQUIRY

PURPOSE:

This inquiry is used to display assessment and payment history for a corporation.

PROCEDURE:

When this option has been selected, the inquiry screen will appear (Assessment / Payment Inquiry). The following data will be retrieved from the database and displayed on the screen: To view this screen from the queries menu click on the Assessment/Payment option.

* Corp id and corp status
    * Corp name
    * Year and amount of assessment, penalties and interest
    * Year and amount of payments, payment date

CISM3170   CORPORATE AMENDMENT HISTORY

12/09/09
09:30:29

CORP ID: 0772999 - 9 CORP STATUS: 00 ACTIVE
CORP NAME: DOCUMENTATION EXPERTS INC

DATE	TIME	AMENDMENT TYPE
12/09/09	09:03:394	STOCK
12/09/09	08:57:042	NAME CHANGE

:

NOTE: Function Key usage varies depending on the Application Screen.
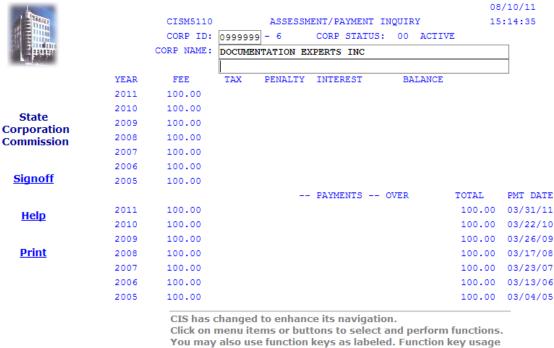For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Amendment_History_Inquiry)

AMENDMENT HISTORY

PURPOSE:

This inquiry is used to display amendment history for a corporation.

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: To view this screen from the queries menu click on the Amendment History option or simultaneously depress a combination of the shift key and the F3 key.

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

27

```
Commonwealth        CIS4434 - NO ANNUAL REPORT DATA FOUND FOR THIS CORPORATION
of Virginia                                                              12/10/09
                    CISM0265      CORPORATE ANNUAL REPORT HISTORY        09:17:47

                    CORP ID:   0772999 - 9  CORP STATUS: 00 ACTIVE
                    CORP NAME: DOCUMENTATION EXPERTS INC

                CORP STATUS DATE:  12/09/09

    State                        A N N U A L  R E P O R T  H I S T O R Y
 Corporation                REVIEW DATE  REFERENCE NO       STATUS
 Commission                            000
                                       000
  Signoff                              000
                                       000
                                       000
   Help                                000
                                       000
                                       000
   Print                               000
                                       000
                                       000

        :

                   NOTE: Function Key usage varies depending on the Application
                 Screen.
                     For specifics, refer to Function Key Documentation.
                          (Screen Id:/Corp_Annual_Report_History_Inquiry)
```

ANNUAL REPORT HISTORY

PURPOSE:

This inquiry is used to display history of annual reports submitted by a corporation.

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: To view this screen from the queries menu click on the Annual Report History option or simultaneously depress a combination of the shift key and the F4 key.

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

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Signoff

Help

Print

```
                    CISM9022          NAME SEARCH CORP        12/14/09
                                                             10:48:38
                                                             PAGE:    1
          SEARCH NAME:  AAAAAAUTOREPAIRSINCORPORATED
          GO TO PAGE:                                        DIRECTION:  F
            CORP-ID              CORPORATION NAME             STATUS/DATE
        1: 0331195-8  _ A                                     FICTITIOUS
                                                             09/23/91
        2: 0449671-7  _ A                                     FICTITIOUS
                                                             01/19/96
        3: 0528391-6  _ AAAAAAAAABFT-ASSESSMENT AND ASSISTANCE BOARD FOR    FICT PURGE
                        TREATMENT                            03/31/06
        4: 0528391-6  _ AAAAAAABFT-ASSESSMENT AND ASSISTANCE BOARD FOR      FICT PURGE
                        TREATMENT                            03/31/06
        5: 0435535-0  _ A AAAAA AFFORDABLE                   FICTITIOUS
                                                             09/16/96
        6: 0528391-6  _ AAAAAABFT-ASSESSMENT AND ASSISTANCE BOARD           FICT PURGE
                                                             03/31/06
        7: 0194720-9  _ A A A A A AUTO REPAIRS, INCORPORATED  PURGED
                                                             12/31/86
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Name_Search)

PURPOSE:

This inquiry is used to perform a name search for a corporation. To view this screen from the queries menu click on the Name Search Corp option or simultaneously depress a combination of the shift key and the F5 key.

PROCEDURE:

When this option has been selected, the Name Search Corp screen will appear allowing a new search to begin for another corporation. The following data will be retrieved from the database and displayed on the screen:

- Corp ID
- Corp Name
- Corp Status

```
WEBD004                        CIS                    12/09/09
TCPD0042  CISM0640       CONVERSION INQUIRY           09:31:22


    ENTITY ID:  0772999 - 9  ENTITY STATUS: 00  ACTIVE    STATUS DATE: 12/09/09
  ENTITY NAME:  DOCUMENTATION EXPERTS INC                      ENTITY:  C


                      CONV EFF DATE/
          TYPE    ENTITY NAME    ORIG FORM DATE      ENTITY ID

           S      12/09/2009      12/08/2009          S294937


                  DOCUMENTATION EXPERTS LLC




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

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UNKNOWN)

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. To view this screen from the queries menu click on the Conversion History option or simultaneously depress a combination of the shift key and the F6 key.

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

```
                                                              12/10/09
              CISM0645          DOMESTICATION INQUIRY          09:18:46

         ENTITY ID:  0772999 - 9  ENTITY STATUS: 00  ACTIVE   STATUS DATE: 12/09/09
         ENTITY NAME:  DOCUMENTATION EXPERTS INC              ENTITY: C


                       DOMESTICATION  ORIG    ORIGINAL
                 TYPE    EFF DATE     STATE   FORM DATE    ENTITY ID


              ENTITY NAME:
```

State Corporation Commission

Signoff

Help

Print

PFKeys   Refresh Prior

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/Corp_Domestication_Inquiry)

DOMESTICATION HISTORY

PURPOSE:

This inquiry is used to display domestication information for a foreign corporation that has re-domesticated as a Virginia corporation **or** a Virginia corporation that has re-domesticated as a foreign corporation. To view this screen from the queries menu click on the Domestication History option or simultaneously depress a combination of the shift key and the F7 key.

PROCEDURE:

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

- * Previous corp id
- * Previous corp name
- * Status date
- * Domestication effective date
- * Original formation date
- * New corp name (if applicable)
- * New corp id

Commonwealth of Virginia

State Corporation Commission

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Help

Print

12/10/09
09:20:05

CIS Access Home Screen

Click on a Function:

Corporate Inquiry Menu
Limited Partnership Inquiry Menu
Registered Limited Liability Partnership (RLLP)
Limited Liability Company Inquiry Menu
Business Trust Inquiry Menu
UCC Filings by Debtor/Taxpayer
Specific UCC Filing Inquiry
History Inquiries Menu
LLC History Inquiries Menu
Business Trust History Inquiries Menu
Name Search all Entities

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CISIWebMainMenu)

To access Limited Partnership information from the CIS Access Home Screen, single click the Limited Partnership Inquiry Menu option.

12/10/09

Limited Partnership Inquiries Menu

09:21:55

Click on a Function:

State Corporation Commission

Data Summary
Registered Agent
Fictitious Names
Name Search LP
Reserved Names
Old Names
Activity

Signoff

L/P ID

Help

L/P Name

Print

| PFKeys | F2=Main Menu | F4=Prior Menu |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**

(Screen Id:/LP_Inquiries_Menu)

Single click the desired inquiry. If the limited partnership SCC ID number is unknown, click on the Data Summary inquiry to key the name in order to conduct a name search.

Commonwealth of Virginia

12/10/09

CISM3220   LIMITED PARTNERSHIP DATA INQUIRY   09:29:27

L/P ID: [   ] -   STATUS: STATUS DATE:

L/P NAME: manual writers

DATE OF FILING: PERIOD OF DURATION: INDUSTRY CODE:
STATE OF FILING: MERGER INDICATOR:
LLP-EFF-DTE: LLP-CONT-DTE: LLP-EXP-DTE:

State Corporation Commission

S P E C I F I E D   O F F I C E   A D D R E S S   LLP-STATUS:

STREET:

Signoff

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:

Help

STREET:

Print

CITY: STATE: ZIP:
R/A STATUS: EFF DATE: LOC:
     YEAR   FEES   PENALTY   INTEREST   BALANCE
     00

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LP_Data_Inquiry)

Enter the LP SCC ID number or the LP name and depress the enter key or double click within the screen area.

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State Corporation Commission

Signoff

Help

Print

```
                                                              12/10/09
            CISM9022              NAME SEARCH LP               09:32:04
                                                              PAGE:      1
    SEARCH NAME:   MAPGROUPLPTHE
    GO TO PAGE:                                               DIRECTION:  F
       LP-ID             LIMITED PARTNERSHIP NAME             STATUS/DATE
    1: L029978-6 [-] MANUAL WRITERS LP                        ACTIVE
                                                              12/09/09
    2: L014036-0 [-] MANUEL FAMILY LIMITED PARTNERSHIP        ACTIVE
                                                              01/04/05
    3: L013229-2 [-] MANUTE SOUL, L.P.                        PURGED
                                                              12/31/00
    4: L012030-5 [-] MANWARING MANAGEMENT ASSOCIATES, A LIMITED  PURGED
                     PARTNERSHIP                              12/31/05
    5: L011499-3 [-] MANZANITA PLAZA FAMILY LIMITED PARTNERSHIP  CANC(AUTO-
                                                              12/31/04
    6: L007258-9 [-] M.A. PARTNERSHIP, A VIRGINIA LIMITED     PURGED
                     PARTNERSHIP, THE                         12/31/04
    7: L017982-2 [-] MAP GROUP, LP, THE                       CANC(AUTO-
                                                              12/31/06
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LP_Name_Search_Results)

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

When you have located the entity you are querying, double click on the name.

Commonwealth of Virginia

State Corporation Commission

Signoff

Help

Print

```
                                                          12/10/09
              CISM3220    LIMITED PARTNERSHIP DATA INQUIRY        09:33:35
         L/P ID:  L029978 - 6   STATUS: 00  ACTIVE        STATUS DATE:  12/09/09
         L/P NAME:  MANUAL WRITERS LP


     DATE OF FILING: 12/09/2009  PERIOD OF DURATION: 12/31/2050  INDUSTRY CODE: 00
     STATE OF FILING:  VA VIRGINIA            MERGER INDICATOR:
     LLP-EFF-DTE:             LLP-CONT-DTE:            LLP-EXP-DTE:
                  S P E C I F I E D   O F F I C E   A D D R E S S    LLP-STATUS: N
         STREET:  1234 MAIN ST

         CITY:  RICHMOND               STATE:  VA  ZIP:  23219-0000
               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:  JOHN DOE

         STREET:  1234 MAIN ST

         CITY:  RICHMOND               STATE:  VA  ZIP:  23219-0000
     R/A STATUS: 1 GENERAL PARTNER  EFF DATE:  12/09/09 LOC: 219  STAUNTON CITY
         YEAR      FEES       PENALTY     INTEREST      BALANCE
         00
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LP_Data_Inquiry)

To select another inquiry option for the same LP, depress the F5 key. A pop-up window, as shown on the next page - Limited Partnership Queries, will display. Double click on the desired query type or depress the associated F key.

For inquiries which present a list that may not show in only one screen, depress the F7 key to page backward and the F8 key to page forward to view additional information.

Commonwealth of Virginia

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Help

Print

```
                                                    12/10/09
            CISM3220    LIMITED PARTNERSHIP DATA INQUIRY        09:33:35
        L/P ID:  L029978 - 6   STATUS: 00  ACTIVE        STATUS DATE:  12/09/09
    L/P █████████████████████████████████████████████████████

    DATE OF █                LIMITED PARTNERSHIP QUERIES      CISM8714    █ : 00
    STATE O █                                                            █
    LLP-EFF █  PF1  L/P DATA SUMMARY         PF10                         █
            █  PF2                           PF11   STATUS HISTORY        █ : N
        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 STATUS: 1 GENERAL PARTNER  EFF DATE:  12/09/09 LOC: 219  STAUNTON CITY
            YEAR        FEES        PENALTY      INTEREST        BALANCE
            00
```

NOTE: Function Key usage varies depending on the Application Screen.

For specifics, refer to **Function Key Documentation.**

(Screen Id:/LP_Data_Inquiry)

NOTE: Currently, information on the general partners (PF4) and name availability (PF13) cannot be obtained through the CISIWEB.

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of Virginia**

Click on a Function:

**State
Corporation
Commission**

Signoff

Help

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Corporate Inquiry Menu
Limited Partnership Inquiry Menu
Registered Limited Liability Partnership (RLLP)
Limited Liability Company Inquiry Menu
Business Trust Inquiry Menu
UCC Filings by Debtor/Taxpayer
Specific UCC Filing Inquiry
History Inquiries Menu
LLC History Inquiries Menu
Business Trust History Inquiries Menu
Name Search all Entities

NOTE: Function Key usage varies depending on the Application
Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CISIWebMainMenu)

To access Limited Liability Company information from the CIS Access Home Screen, single click on the Limited Liability Company Inquiry Menu.

State
Corporation
Commission

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Help

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12/10/09
09:39:26

LLC Inquiries Menu

Click on a Function:

Data Summary
Registered Agent
Fictitious Names
Name Search LLC
Reserved Names
Old Names
Activity

LLC ID [   ] [ ]
LLC Name [   ]

| PFKeys | F2=Main Menu | F4=Prior Menu |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LLC_Inquiries_Menu)

Single click the desired inquiry. If the limited liability company SCC ID number is unknown, click the Data Summary option to key the name in order to conduct a name search..

Commonwealth of Virginia

12/10/09

LLCM3220   LLC DATA INQUIRY   09:41:14

LLC ID: [ ] -   STATUS: STATUS DATE:

LLC NAME: system demonstrators

DATE OF FILING: PERIOD OF DURATION: INDUSTRY CODE:

STATE OF FILING: MERGER INDICATOR:

CONVERSION/DOMESTICATION INDICATOR:

State Corporation Commission

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:

Signoff

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:

Help

STREET:

Print

CITY: STATE: ZIP:

R/A STATUS: EFF DATE: LOC:

YEAR	FEES	PENALTY	INTEREST	BALANCE
00				

NOTE: Function Key usage varies depending on the Application Screen.

For specifics, refer to **Function Key Documentation.**

(Screen Id:/LLC_Data_Inquiry)

Enter the LLC SCC ID number or the LLC name and double click in the screen area or depress the Enter key.

```
                                                      12/10/09
        CISM9022              NAME SEARCH LLC          09:42:40
                                                      PAGE:     1
SEARCH NAME:  SYSTEMEFFICIENCYLLC
 GO TO PAGE:                                          DIRECTION:  F
    LLC-ID          LIMITED LIABILITY COMPANY NAME    STATUS/DATE
1: S294942-0 – SYSTEM DEMONSTRATORS LLC               ACTIVE
                                                      12/09/09
2: S078549-5 – SYSTEM DESIGN & CONSULTING SERVICES, L.L.C.  ACTIVE
                                                      12/05/05
3: T038289-7 – SYSTEM DEVELOPMENT.INTEGRATION, LLC    ACTIVE
                                                      07/16/08
4: S023897-4 – SYSTEM DEVELOPMENT, L.L.C.             CANC(AUTO-
                                                      12/31/05
5: S107205-9 – SYSTEM DYNAMICS LLC                    CANC(AUTO-
                                                      12/31/04
6: T013933-9 – SYSTEMED, L.L.C.                       CANC(VOLUN
                                                      08/18/06
7: S115959-1 – SYSTEM EFFICIENCY, LLC                 ACTIVE
                                                      01/05/09
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LLC_Name_Search)

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

When you have located the entity you are querying, double click on the name.

Commonwealth of Virginia

12/10/09

LLCM3220   LLC DATA INQUIRY   09:44:33

LLC ID: S294942 -   STATUS: 00 ACTIVE   STATUS DATE: 12/09/09

LLC NAME: SYSTEM DEMONSTRATORS LLC

DATE OF FILING: 12/09/2009   PERIOD OF DURATION: 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: 1234 MAIN ST

CITY: RICHMOND   STATE: VA   ZIP: 23219-0000

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: JOHN DOE

STREET: 1234 MAIN ST

CITY: RICHMOND   STATE: VA   ZIP: 23219-0000

R/A STATUS: 1 MEMBER/MANAGER   EFF DATE: 12/09/09 LOC: 216 RICHMOND CITY

YEAR	FEES	PENALTY	INTEREST	BALANCE
00				

State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/LLC_Data_Inquiry)

To select another inquiry option for the same LLC, depress the F5 key. A pop-up window, as shown on the next page - LLC Queries, will display. Click on the desired query type or depress the associated F key.

For inquiries which present a list that may not show in only one screen, depress the F7 key to page backward and the F8 key to page forward to view additional information.

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```
                                                        12/10/09
        LLCM3220          LLC DATA INQUIRY              09:44:33
   LLC ID:  S294942 -    STATUS: 00  ACTIVE     STATUS DATE:  12/09/09
   LLC ▐████████████████████████████████████████████████████▌

   DATE OF▐              LLC QUERIES            LLCM8712      ▌ : 00
   STATE O▐                                                  ▌
         ▐ 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                   ▌
         ▐ PF8  LLC ACTIVITY DISPLAY  PF17  RESERVED NAME    ▌
      ST ▐ PF9                        PF18  CONVERSION HISTORY▌
         ▐                            PF19  LLC DOMESTICATION HISTOR▌
         ▐████████████████████████████████████████████████████▌
   R/A STATUS: 1 MEMBER/MANAGER   EFF DATE:  12/09/09 LOC: 216  RICHMOND CITY
          YEAR      FEES       PENALTY    INTEREST      BALANCE
           00
```

NOTE: Function Key usage varies depending on the Application Screen.
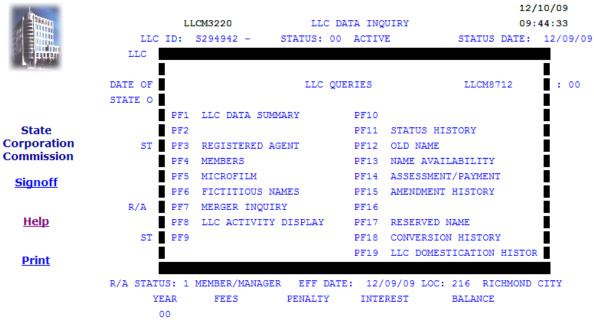For specifics, refer to **Function Key Documentation.**
(Screen Id:/LLC_Data_Inquiry)

NOTE: Currently, information on the members (PF4) and name availability (PF13) cannot be obtained through the CISIWEB.

Commonwealth of Virginia

CIS Access Home Screen

Click on a Function:

State Corporation Commission

Signoff

Help

Print

Corporate Inquiry Menu
Limited Partnership Inquiry Menu
Registered Limited Liability Partnership (RLLP)
Limited Liability Company Inquiry Menu
Business Trust Inquiry Menu
UCC Filings by Debtor/Taxpayer
Specific UCC Filing Inquiry
History Inquiries Menu
LLC History Inquiries Menu
Business Trust History Inquiries Menu
Name Search all Entities

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CISIWebMainMenu)

To access Business Trust information from the CIS Access Home Screen, single click on the Business Trust Inquiry Menu.

Commonwealth
of Virginia

Click on a Function:

State
Corporation
Commission

Data Summary
Registered Agent
Used In VA By Name
Name Search BT
Reserved Names
Old Names
Activity

Signoff

BT ID [   ][ ]

Help

BT Name [   ]

Print

| PFKeys | F2=Main Menu | F4=Prior Menu |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/BT_Inquiries_Menu)

Single click on the desired inquiry. If the Business Trust SCC ID number is unknown, click on the Data Summary inquiry to key the name in order to conduct a name search..
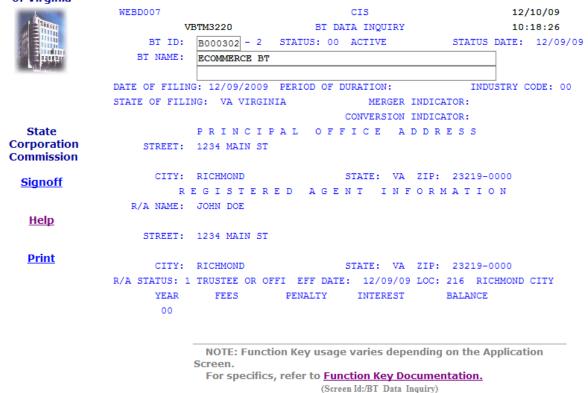
Commonwealth of Virginia

WEBD004		CIS	12/10/09
	VBTM3220	BT DATA INQUIRY	10:05:42

```
BT ID:  [      ]  -    STATUS:                    STATUS DATE:
BT NAME:  ECOMMERCE BT

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:                  EFF DATE:          LOC:
      YEAR      FEES      PENALTY     INTEREST      BALANCE
      00
```

State Corporation Commission

Signoff

Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/BT_Data_Inquiry)

Enter the business trust ID or the business trust name and double click in the screen area or depress the Enter key.

```
                                                              12/10/09
          CISM9022                      NAME SEARCH BT         10:16:54
                                                              PAGE:      1
  SEARCH NAME:  ELECTRICALLOCALNO26JOINTAPPRENTICESHIPANDTRAININGT
  GO TO PAGE:                                           DIRECTION:  F
    BT-ID                  BUSINESS TRUST NAME           STATUS/DATE
  1: B000302-2  -  ECOMMERCE BT                          ACTIVE
                                                         12/09/09
  2: B000107-5  -  EDW TRUST                             CANC(AUTO-
                                                         12/31/08
  3: B000182-8  -  E-GOEZ                                ACTIVE
                                                         04/29/08
  4: B000017-6  -  ELAH BUSINESS TRUST                   ACTIVE
                                                         03/02/04
  5: B000057-2  -  ELDERCARE FINANCIAL SERVICES LIMITED  FEE DELINQ
                                                         10/01/09
  6: B000131-5  -  ELDERCARE LEGAL SERVICES, LTD.        FEE DELINQ
                                                         10/01/09
  7: B000180-2  -  ELECTRICAL LOCAL NO. 26 JOINT APPRENTICESHIP AND  ACTIVE
                   TRAINING TRUST FUND                   04/16/08
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/BT_Name_Search_Inquiry)

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

When you have located the entity you are querying, double click on the name.

Commonwealth of Virginia

State Corporation Commission

Signoff

Help

Print

```
WEBD007                          CIS                      12/10/09
       VBTM3220              BT DATA INQUIRY                10:18:26
  BT ID:  B000302 - 2   STATUS: 00  ACTIVE      STATUS DATE: 12/09/09
  BT NAME:  ECOMMERCE BT

DATE OF FILING: 12/09/2009  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:  1234 MAIN ST

     CITY:  RICHMOND              STATE:  VA  ZIP:  23219-0000
          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:  JOHN DOE

     STREET:  1234 MAIN ST

     CITY:  RICHMOND              STATE:  VA  ZIP:  23219-0000
  R/A STATUS: 1 TRUSTEE OR OFFI  EFF DATE:  12/09/09 LOC: 216  RICHMOND CITY
       YEAR      FEES       PENALTY      INTEREST      BALANCE
       00
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/BT_Data_Inquiry)

To select another inquiry option for the same Business Trust, depress the F5 key. A pop-up window, as shown on the next page - BT Queries, will display. Click on the desired query type or depress the associated F key.

For inquiries which present a list that may not show in only one screen, depress the F7 key to page backward and the F8 key to page forward to view additional information.

```
WEBD007                           CIS                    12/10/09
         VBTM3220              BT DATA INQUIRY            10:18:26
      BT ID:  B000302 - 2   STATUS: 00  ACTIVE      STATUS DATE:  12/09/09
  BT
                                                                   : 00
DATE OF                        BT QUERIES
STATE O
        PF1  BT DATA SUMMARY          PF10
        PF2                           PF11   STATUS HISTORY
   ST   PF3  REGISTERED AGENT         PF12   OLD NAME
        PF4                           PF13   NAME AVAILABILITY
        PF5  MICROFILM                PF14   ASSESSMENT/PAYMENT
        PF6  USED IN VA BY NAMES      PF15   AMENDMENT HISTORY
   R/A  PF7  MERGER INQUIRY           PF16
        PF8  BT ACTIVITY DISPLAY      PF17   RESERVED NAME
   ST   PF9                           PF18

  R/A STATUS: 1 TRUSTEE OR OFFI  EFF DATE:  12/09/09 LOC: 216  RICHMOND CITY
        YEAR       FEES       PENALTY     INTEREST      BALANCE
        00
```

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/BT_Data_Inquiry)

This menu shows all the options on the BT Queries and several options on the BT History Inquiry menu.

NOTE: Information for Merger Inquiry (PF7) and Name Availability (PF13) cannot be obtained through the CISIWEB.

This section of the manual addresses the type of information that is generally available when performing UCC filing and tax lien inquiries.

The CIS Access Home Screen is used to select the type of inquiry you wish to perform.

Single click on the inquiry you wish to perform.

Commonwealth of Virginia

12/10/09
CIS Access Home Screen   09:37:30

Click on a Function:

                    Corporate Inquiry Menu
                    Limited Partnership Inquiry Menu
                    Registered Limited Liability Partnership (RLLP)
                    Limited Liability Company Inquiry Menu
State   Business Trust Inquiry Menu
Corporation   UCC Filings by Debtor/Taxpayer
Commission   Specific UCC Filing Inquiry
                    History Inquiries Menu
Signoff   LLC History Inquiries Menu
                    Business Trust History Inquiries Menu
                    Name Search all Entities
Help

Print

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/CISIWebMainMenu)

UNIFORM COMMERCIAL CODE (UCC) AND TAX LIEN 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 specific 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**

Commonwealth of Virginia

12/10/09
10:29:55

UCC Filings Inquiry By Debtor/Taxpayer Name

CURRENT GOOD THROUGH DATE: 12/04/2008

Organization Name:

Documentation Experts

State Corporation Commission

Individual Name:
Last:
First:
Middle:
Suffix:

Signoff

Help

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

Print

Filing Status: All   x   Unlapsed

PFKeys

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UCC_Filing_Search_by_Debtor_Name)

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.

Double click within the screen area or depress the Enter key

12/10/09

UCC Filing Inquiry List

10:30:42

More?   >   +

```
S  DCN/File No   Type Status Name
L  / Microfilm          / Address
D  0912097000 8 FSO     A    DOCUMENTATION EXPERTS INCORPORATED
   /
                             / 1234 MAIN ST
```

State Corporation Commission

Signoff

```
   0303277216 2 FSO     A    DOCUMENT AUTOMATION & PRODUCTION SERVICE
   / 0303250485
                             / 1641 MORRIS STREET NAVAL STATION
```

Help

Print

```
   0802087062 3 FSC     A    DOCUMENT AUTOMATION & PRODUCTION SERVICE
   / 0802220670
                             / 1641 MORRIS STREET NAVAL STATION
```

Help		Scroll Up	Scroll Down	Left		Right

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UCC_Filing_Search_Results_List)

To display the Details for a specific filing, enter a "D" in the box to the left of the desired filing and depress the Enter key.

NOTE: Depress the F7 key to page backward, press the F8 key to page forward.

12/10/09

Financing Statement Details Inquiry   10:32:37

DCN: [09] [12] [09] [7000] [8] File Date: 12 09 2009 Time: 08:09 AM Exp Date: 12 09 2014
No Pages: 1   Statement Type: FSO   Trans Type: Purge Date: 12 09 2019
Original DCN/File Number: 0912097000 8
Microfilm No: Refilm No:
 Debtor: DOCUMENTATION EXPERTS INCORPORATED
   Name:
Address: 1234 MAIN ST

State Corporation Commission

   City: RICHMOND   St: VA Zip: 232190000 Country:
Secured: RORR FINANCIAL SERVICES INC
  Party:

Signoff

Help

Address: 1234 WALL ST

   City: RICHMOND   St: VA Zip: 232190000 Country:

Print

| PFKeys | Display History | Addl Sec Party | Addl Debtors |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UCC_Financing_Stmt_Inquiry_Details)

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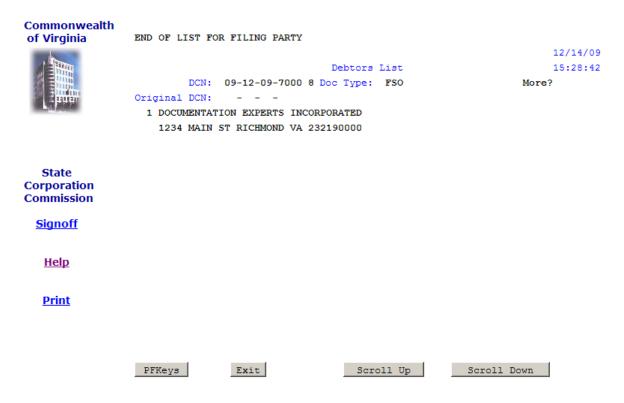
* **Filing Inquiry List**

* 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)
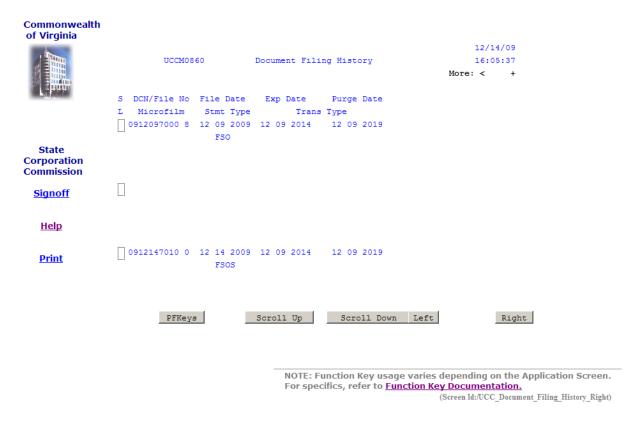* Secured party name, address, etc.

Use the buttons at the bottom of the screen to obtain additional information regarding the filing. If the history option is chosen, use the F3 key to return to the original name list from which the filing was chosen.
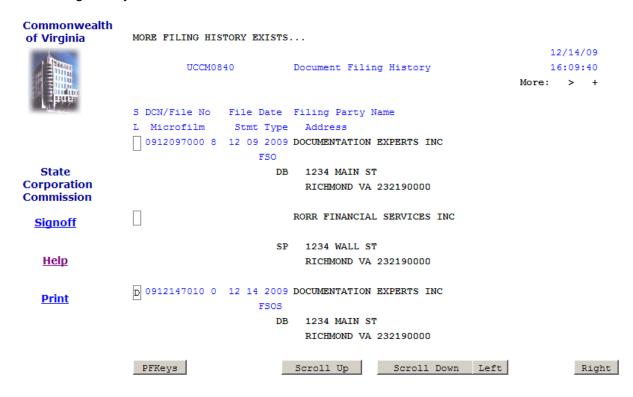
END OF LIST FOR FILING PARTY

12/14/09
Debtors List   15:28:42
DCN: 09-12-09-7000 8 Doc Type: FSO   More?
Original DCN: - - -
  1 DOCUMENTATION EXPERTS INCORPORATED
    1234 MAIN ST RICHMOND VA 232190000

| PFKeys | Exit | Scroll Up | Scroll Down |

To view all of the debtors associated with the filing, click on the Addl Debtors button from the Financing Statement Details Inquiry.

MORE FILING HISTORY EXISTS...

12/14/09
UCCM0840   Document Filing History   15:55:49
More: >   +

S DCN/File No   File Date Filing Party Name
L Microfilm   Stmt Type   Address
☐ 0912097000 8 12 09 2009 DOCUMENTATION EXPERTS INC
                     FSO
               DB   1234 MAIN ST
                    RICHMOND VA 232190000

☐   RORR FINANCIAL SERVICES INC

               SP   1234 WALL ST
                    RICHMOND VA 232190000

☐ 0912147010 0 12 14 2009 DOCUMENTATION EXPERTS INC
                     FSOS
               DB   1234 MAIN ST
                    RICHMOND VA 232190000

| PFKeys | Scroll Up | Scroll Down | Left | Right |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UCC_Document_Filing_History)

To view the history associated with the filing, click the Display History button from the Financing Statement Details Inquiry.

```
                                                              12/14/09
            UCCM0860        Document Filing History           16:05:37
                                                        More: <    +

      S  DCN/File No  File Date    Exp Date    Purge Date
      L   Microfilm     Stmt Type        Trans Type
      ☐ 0912097000 8  12 09 2009  12 09 2014    12 09 2019
                        FSO



      ☐


      ☐ 0912147010 0  12 14 2009  12 09 2014    12 09 2019
                        FSOS
```

| PFKeys | | Scroll Up | Scroll Down | Left | | Right |

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UCC_Document_Filing_History_Right)

All history information for a filing will not fit onto one screen therefore it is necessary to click on the Right button from the Document Filing History screen to scroll right and view the remaining history information.

```
      MORE FILING HISTORY EXISTS...
                                                              12/14/09
            UCCM0840        Document Filing History           16:09:40
                                                        More: >    +

      S DCN/File No   File Date  Filing Party Name
      L  Microfilm     Stmt Type    Address
      ☐ 0912097000 8  12 09 2009 DOCUMENTATION EXPERTS INC
                        FSO
                        DB    1234 MAIN ST
                              RICHMOND VA 232190000

      ☐                     RORR FINANCIAL SERVICES INC

                        SP    1234 WALL ST
                              RICHMOND VA 232190000

      D 0912147010 0  12 14 2009 DOCUMENTATION EXPERTS INC
                        FSOS
                        DB    1234 MAIN ST
                              RICHMOND VA 232190000
```

| PFKeys | | Scroll Up | Scroll Down | Left | | Right |

To view details of a filing type FSOS (Filing Officer Statement), place a D by the statement in the designated field and double click within the page or depress the Enter key.

```
Commonwealth
of Virginia
                                      CIS                    12/14/09
         UCCM0876          Filing Officer Statement Details Inquiry    16:10:59

         DCN: 09 12 14 7010 0 File Date: 12 14 2009    Time: 03:48 PM

         Statement Type: FSOS

         Original DCN/File No: 0912097000 8    Associated DCN: 0912097000 8

State
Corporation  Microfilm No:          Refilm No:
Commission

Signoff      Comments :     OUR UCC RECORDS HAVE BEEN CORRECTED TO ACCURATELY
                            REFLECT THE (DEBTOR NAME), WHICH HAS BEEN CHANGED
                            FROM DOCUMENTATION EXPERTS INCORPORATED TO
Help                        DOCUMENTATION EXPERTS INC.
                            ASSOC. NO. 0912097000-8

Print
             User Id: CIS0326

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

NOTE: Function Key usage varies depending on the Application Screen.
For specifics, refer to **Function Key Documentation.**
(Screen Id:/UNKNOWN)

EXITING THE CISIWEB

To reduce system resource usage and help other users more easily gain access to the CISISWEB, please click on the Signoff link on the left side of the page. Thank you.

```
Commonwealth
of Virginia
                                                             12/14/09
                               CIS Access Home Screen         16:27:56

             Click on a Function:

                         Corporate Inquiry Menu
                         Limited Partnership Inquiry Menu
                         Registered Limited Liability Partnership (RLLP)
State                    Limited Liability Company Inquiry Menu
Corporation              Business Trust Inquiry Menu
Commission               UCC Filings by Debtor/Taxpayer
                         Specific UCC Filing Inquiry
Signoff                  History Inquiries Menu
                         LLC History Inquiries Menu
                         Business Trust History Inquiries Menu
Help                     Name Search all Entities

Print
```

REFERENCE TABLES

In the Clerk's Information System (CIS), many fields use abbreviated descriptions or codes to conserve space. Following are various codes or abbreviations, found on some CIS pages or screens, with an associated description.

ACTIVITY TYPE DESCRIPTIONS

ABAL	ASMT BAL SHEET
ACRN	LLP ANNUAL CONTINUATION NOTICE
ADMN	ADMINISTRATIVE CHANGE
AMDE	SHARE EXCHANGE
AMDN	AMENDMENT - NAME CHANGE
AMDO	AMENDMENT - OTHER
AMDR	RESTATEMENT
AMDS	AMENDMENT - STOCK
AMEN	AMENDMENT
AR	ANNUAL REPORT
ARDE	ANNUAL REPORT DATA ENTRY
AREQ	ANNUAL REPORT DELINQUENCY IMPENDING TERMINATION
ARF	ANNUAL REPORT FORM PRINTED
ARS	STATEMENT OF R/A CHANGE PRINTED (AR REJECTION)
ARX	ANNUAL REPORT FOREIGN MAX SHARES EXCEEDED
ASCR	ASSESSMENT PAYMENT CORRECTION/REVERSAL
ASM	ASSESSMENT MAINTENANCE
ASMB	ASSESSMENT BILL PRINTED
ASML	ASMT PAY FROM DOCUMENT FILING
ASMT	ASSESSMENT PAYMENT
ASPK	ASSESSMENT PACKAGE PRINTED (INCLUDES AR FORM)
ASTI	ASMT TRANSFER TO
ASTO	ASMT TRANSFER FROM
ASTR	ASSESSMENT PAYMENT TRANSFER
BTA	BT AMENDMENT
BTAJ	BT AMENDMENT - STATE WHERE FORMED
BTAN	BT AMENDMENT - NAME CHANGE
BTAO	BT AMENDMENT - OTHER
BTAP	BT AMENDMENT - PRINCIPAL OFFICE
BTAR	BT RESTATEMENT
BTAS	BT ASSESSMENT PAYMENT
BTAU	BT CANCELLATION - AUTOMATIC
BTCC	BT CERT OF CORRECTION
BTCF	BT CERT OF CORRECTION - DATE OF FORMATION
BTCJ	BT CERT OF CORRECTION - STATE WHERE FORMED
BTCL	BT CANCELLATION
BTCN	BT CERT OF CORRECTION - NAME CHANGE

BTCO	BT CERT OF CORRECTION - OTHER
BTCP	BT CERT OF CORRECTION - PRINCIPAL OFFICE
BTCR	BT CERT OF CORRECTION - RESTATED CERTIFICATE
BTNC	NEW BUSINESS TRUST
BTNR	BT RESERVED NAME RENEWAL
BTNT	BT RESERVED NAME TRANSFER
BTRA	BT REGISTERED AGENT CHANGE
BTRD	DELETE BT REIN GUIDE LETTER
BTRE	BT REINSTATEMENT
BTRI	BT RA IMPEND NOTICE
BTRL	BT REIN INSTRUCTION LETTER
BTRN	BT RESERVED NAME
BTRR	BT RA RESIGNATION
BTRT	BT RA RESIGNED CANC NOTICE
BUS	CORPORATION NOT DOING BUSINESS
CANC	CANCELLATION
CASA	RA MONITOR FOR AR REJECT
CASF	FMAX MONITOR
CASI	NAME CHANGE MONITOR ON REINSTATEMENT
CASM	MERGER MONITOR
CASP	RA UNOFFICIAL NOTIFICATION
CASR	RA MONITOR
CAUT	CERTIFICATE OF AUTHORITY
CDIS	MEMORANDUM REQUESTING CASE DISMISSAL ISSUED
CINC	CERTIFICATE OF INCORPORATION
CNVR	CONVERSION
COP	COPYWORK
CORA	CORP RA RESIGNATION
CORI	RA IMPENDING NOTICE
CORR	CORRECTION
CORT	RA RESIGNED TERM NOTICE
DIS	DISSOLUTION
DOM	DOMESTICATION
EINS	EIN/SSN REFUND REQUIREMENTS
FEE	FEE REJECTION
FICT	FICTITIOUS NAME
FORM	PRE-PRINTED FORMS REQUEST
FSAM	FINANCING STATEMENT - AMENDMENT
FSAS	FINANCING STATEMENT - ASSIGNMENT
FSC	FINANCING STATEMENT - CONTINUATION
FSCS	FINANCING STATEMENT - CORRECTION STATEMENT
FSO	FINANCING STATEMENT - ORIGINAL
FSOS	FILING OFFICER STATEMENT
FSR	FINANCING STATEMENT - RELEASE

FST	FINANCING STATEMENT - TERMINATION
GOVC	GOVERNMENT CHANGE OF ADDRESS
GPA	GP AMENDMENT
GPAC	GP AMENDMENT - CHIEF EXECUTIVE OFFICER
GPAE	GP AUTO EXPIRATION
GPAN	GP AMENDMENT - NAME CHANGE
GPAO	GP AMENDMENT - OTHER
GPAS	GP IMPENDING CANCELLATION PRINTED
GPCL	GP CANCELLATION
GPDC	GP DISSOCIATION
GPDE	GP DENIAL
GPDS	GP DISSOLUTION
GPFN	GP FICTITIOUS NAME
GPFR	GP FICTITIOUS NAME RELEASE
GPNC	GP AUTHORITY (NEW GP)
GPRA	GP LLP REGISTERED AGENT CHANGE
GPRE	GP RENEWAL
LASM	LTD. PARTNERSHIP ASSESSMENT PAYMENT
LCAA	LLC AMENDMENT - PRINCIPAL OFFICE
LCAJ	LLC AMENDMENT - STATE WHERE FORMED
LCAN	LTD. PARTNERSHIP CANCELLATION - VOLUNTARY
LCAO	LLC AMENDMENT - OTHER
LCAS	LC IMPENDING CANCELLATION PRINTED
LCAU	LLC CANCELLATION - AUTOMATIC
LCCA	LLC CERT OF CORRECTION - PRINCIPAL OFFICE
LCCF	LLC CERT OF CORRECTION - DATE OF FORMATION
LCCG	LLC CERT OF CORRECTION - MEMBER/MANAGER
LCCJ	LLC CERT OF CORRECTION - STATE WHERE FORMED
LCCN	LLC CERT OF CORRECTION - NAME CHANGE
LCCO	LLC CERT OF CORRECTION - OTHER
LCCR	LLC CERT OF CORRECTION - RESTATED CERTIFICATE
LCDM	LLC DOMESTICATION
LCDS	LC NOTICE OF DISS
LCNC	LLC AMENDMENT - NAME CHANGE
LCOC	LTD. PARTNERSHIP CERTIFICATE OF CORRECTION
LCPF	LC PRIN OFC FORM
LCPO	LLC PRINCIPAL OFFICE ADDRESS
LCRD	DELETE LLC REIN GUIDE LETTER
LCRI	LLC RA IMPEND NOTICE
LCRR	LLC RA RESIGNATION
LCRT	LLC RA RESIGNED CANC NOTICE
LCSR	LLC SURRENDER
LFIC	LTD. PARTNERSHIP FICTITIOUS NAME
LLA	LLC AMENDMENT

LLAR	LLC AGENT RESIGNATION
LLAS	LLC ASSESSMENT PAYMENT
LLCC	LLC CERT OF CORRECTION
LLCL	LLC CANCELLATION
LLCR	LLC RESTATEMENT
LLFN	LLC FICTITIOUS NAME
LLFR	LLC FICTITIOUS NAME RELEASE
LLNC	NEW LLC
LLNR	LLC RESERVED NAME RENEWAL
LLNT	LLC RESERVED NAME TRANSFER
LLPA	LLP STATUS NEW APPLICATION
LLPC	LLP STATUS REGISTERED AGENT CHANGE
LLPI	LLP IMPENDING TERMINATION
LLPM	LLP STATUS AMENDMENT
LLPN	LLP STATUS (NEW APPLICATION)
LLPQ	LLP STATUS REINSTATEMENT REQUEST
LLPR	LLP STATUS RENEWAL (OLD LAW)
LLPS	LLP STATUS REINSTATEMENT
LLPT	LLP ANNUAL REPORT (RENEWAL - NEW LAW)
LLPW	LLP STATUS CANCELLATION
LLPX	LLP TERMINATION
LLRA	LLC REGISTERED AGENT CHANGE
LLRE	LLC REINSTATEMENT
LLRI	LLP RA IMPEND NOTICE
LLRL	LLC REIN INSTRUCTION LETTER
LLRN	LLC RESERVED NAME
LLRR	LLP RA RESIGNATION
LLRT	LLP RA RESIGNED CANC NOTICE
LLSP	LLC SERVICE OF PROCESS
LPA	LTD. PARTNERSHIP AMENDMENT
LPAA	LTD. PARTNERSHIP AMENDMENT - SPECIFIED OFFICE
LPAG	LTD. PARTNERSHIP AMENDMENT - GENERAL PARTNER
LPAJ	LTD. PARTNERSHIP AMENDMENT - STATE WHERE FORMED
LPAN	LTD. PARTNERSHIP AMENDMENT - NAME CHANGE
LPAO	LTD. PARTNERSHIP AMENDMENT - OTHER
LPAR	LTD. PARTNERSHIP AMENDMENT - RESTATED CERTIFICATE
LPAS	LP IMPENDING CANCELLATION PRINTED
LPAU	LTD. PARTNERSHIP CANCELLATION - AUTOMATIC
LPCA	L/P CERTIFICATE OF CORRECTION - SPECIFIED OFFICE
LPCF	L/P CERTIFICATE OF CORRECTION - DATE OF FORMATION
LPCG	L/P CERTIFICATE OF CORRECTION - GENERAL PARTNER
LPCJ	L/P CERTIFICATE OF CORRECTION - STATE WHERE FORMED
LPCN	L/P CERTIFICATE OF CORRECTION - NAME CHANGE
LPCO	L/P CERTIFICATE OF CORRECTION - OTHER

LPCR	L/P CERTIFICATE OF CORRECTION - RESTATED CERT.
LPDS	LP NOTICE OF DISS
LPRI	LP RA IMPEND NOTICE
LPRR	LP RA RESIGNATION
LPRT	LP RA RESIGNED CANC NOTICE
LRAC	LTD. PARTNERSHIP REGISTERED AGENT CHANGE
LRED	DELETE LP REIN GUIDE LETTER
LREG	LTD. PARTNERSHIP REGISTERED NAME
LREL	LP REIN INSTRUCTION LETTER
LREN	LP REINSTATEMENT
LRFI	L/P RELEASE FICTITIOUS NAMES
LRGR	LTD. PARTNERSHIP REGISTERED NAME RELEASE
LRGT	LTD. PARTNERSHIP REGISTERED NAME TRANSFER
LRGW	LTD. PARTNERSHIP REGISTERED NAME RENEWAL
LRSN	LTD. PARTNERSHIP RESERVED NAME
LRSR	LTD. PARTNERSHIP RESERVED NAME RELEASE
LRST	LTD. PARTNERSHIP RESERVED NAME TRANSFER
LRSW	LTD. PARTNERSHIP RESERVED NAME RENEWAL
LSOP	L/P SERVICE OF PROCESS
MERG	MERGER
MICR	MICROFILM NUMBER RECORDED
MISC	MISCELLANOUS PAYMENT
MRA	MISCELLANOUS REGISTERED AGENT
MRAS	STATEMENT OF REGISTERED AGENT FORM
NEWC	NEW CHARTER
NLP	NEW LIMITED PARTNERSHIP
NRLP	NEW RESTATED LTD. PARTNERSHIP
OALC	LLC - OFFSITE ASSESSMENT PAYMENT
OASL	OFFSITE ASSESSMENT PAYMENT - LP
OASM	OFFSITE ASSESSMENT PAYMENT - CORP
OVEX	ASMT OVERAGE EXPIRED TO STATE TREASURY
PREW	PRE-REVIEW
RAC	REGISTERED AGENT CHANGE
RAF	STATEMENT OF REGISTERED AGENT CHANGE
REG	REGISTERED NAME
REGR	REGISTERED NAME RELEASE
REGT	REGISTERED NAME TRANSFER
REGW	REGISTERED NAME RENEWAL
REID	DELETE REIN GUIDE LETTER
REIL	REINSTATEMENT INSTRUCTION LETTER
REIN	REINSTATEMENT
REPC	REPLACED CHECK
RETC	RETURNED CHECK
REV	REVDISSOLUTION

REVA	AUTOMATIC REVOCATION - ANNUAL REPORT DELINQUENT
REVF	AUTOMATIC REVOCATION - FEE DELINQUENT
REXP	REIN PACK EXP
RFIC	RELEASE FICTITIOUS NAME
RFND	REFUND ISSUED
RSN	RESERVED NAME
RSNR	RESERVED NAME RELEASE
RSNT	RESERVED NAME TRANSFER
RSNW	RESERVED NAME RENEWAL
RULE	MEMORANDUM REQUESTING RULE ISSUED
SOP	SERVICE OF PROCESS
SURR	SURRENDER INC
TERM	TERMINATION
TLC	TAX LIEN - REFILING
TLD	TAX LIEN - DISCHARGE
TLN	TAX LIEN - NONATTACHMENT
TLO	TAX LIEN - ORIGINAL
TLR	TAX LIEN - RELEASE
TLS	TAX LIEN - SUBORDINATION
TLV	TAX LIEN - REVOCATION
TLW	TAX LIEN - WITHDRAWAL
TRMA	AUTOMATIC TERMINATION - ANNUAL REPORT DELINQUENT
TRMF	AUTOMATIC TERMINATION - FEE DELINQUENT
TRMI	INVOLUNTARY TERMINATION
UIVB	BT USED IN VA BY
UNR	UNOFFICIAL NOTIFICATION OF RA CHANGE
VOID	VOID ABINITIO
WITH	WITHDRAWAL

STATUS CODE DESCRIPTIONS

00	ACTIVE
01	FEE DELINQUENT
02	FEE DELINQUENT FOLLOWING REINSTATEMENT
08	CANC INVOL
09	TERM INVOL
10	TERM(AUTO AR/$) CORP-NO REPORT AND/OR FEES
11	TERM(AUTO R/A) CORP-FAILURE TO MAINTAIN R/A
12	TERM(EXPIRED) CORP-DATE OF DURATION EXPIRED
13	TERM(VOLUNTARY) (CORP)
14	DISSOLVING
15	CANC(VOLUNTARY) (LLC/LP/BT)
16	INVDISS/COURT
17	CANC/DOM (CORP)
18	SURRENDERED (CORP)

19	CANC (AUTO-FEE) LLC/LP/BT-FEES NOT PAID
20	MERGED
21	MERGED - DELINQUENT
22	CONV NATL BANK
23	GP EXPIRED AUTO
24	CANCBYDIS
25	CANC/DOM (LLC)
26	SURRENDERED (LLC)
30	REVKD-AUTO AR/$ CORP-NO REPORT AND/OR FEES
31	REVOKED-AUTO RA CORP-FAILURE TO MAINTAIN R/A
32	REVOKED (EXP) CORP-DATE OF DURATION EXPIRED
40	WITHDRAWN(VOL) (CORP)
42	WTHDRWN-MERGER
43	WTHDRWN-CNVRSION
44	CANCELED-CNVRSION
45	CONVERTED ADM
46	CONVERTED
50	LLP STATUS ONLY
51	LLP STATUS CANCELLED
67	REPEALED
76	CANC(AUTO R/A) LLC/LP/BT-FAILED MAINTAIN R/A
98	CONV FOREIGN/DOMESTIC
99	VOID

UCC STATEMENT TYPES

FSAM	FINANCING STATEMENT AMENDMENT
FSAS	FINANCING STATEMENT ASSIGNMENT
FSC	FINANCING STATEMENT CONTINUATION
	FINANCING STATEMENT CORRECTION
FSCS	STATEMENT
FSO	FINANCING STATEMENT ORIGINAL
FSOS	FILING OFFICER STATEMENT
FSR	FINANCING STATEMENT RELEASE
FST	FINANCING STATEMENT TERMINATION
TLC	TAX LIEN REFILING
TLD	TAX LIEN CERTIFICATE OF DISCHARGE
TLN	TAX LIEN CERTIFICATE OF NONATTACHMENT
TLO	TAX LIEN ORIGINAL
TLR	TAX LIEN CERTIFICATE OF RELEASE
TLS	TAX LIEN CERTIFICATE OF SUBORDINATION
TLV	TAX LIEN CERTIFICATE OF REVOCATION
TLW	TAX LIEN WITHDRAWAL
UCCF	FINANCING STATEMENT
UCCT	TAX LIEN