

## Instructions for Completing the Charging Application Change Form

Please type or laser-print information on this form. Be sure information provided is legible. Read and follow all instructions completely. Fill out the form very carefully as mistakes may have important legal consequences. Do not insert anything in the open space in the upper right portion of this form as it is reserved for filing office use. Do not staple or otherwise mutilate the barcode in the upper left corner of the document, as this will prevent filing.

**Return Acknowledgement:** Please do not enclose a duplicate copy. A return acknowledgement will automatically be generated upon filing.

**Section A.** To assist filing office communication with the filer, information in this section should be provided.

**Section B.** Enter the name and mailing address of filer in this section. This information is required.

**Item 1a.** Enter the Secretary of State file number assigned to the original Charging Application.

**Item 1b.** Enter the Secretary of State file date on the original Charging Application.

**Item 2.** **Termination.** If the judgment creditor no longer claims a lien on the personal property under the judgment lien, check the box in item 2.

**Item 3.** **Assignment.** To assign some or all of judgment creditor's rights under the judgment lien certificate, check box in item 3, enter name of Assignee in item 7a or 7b, and enter the Assignee's mailing address in item 7c.

**Item 4.** **Partial Release.** If the lien on personal property covered by the judgment is being partially released, check box in item 4 and list the value of the lien remaining unpaid as of the date of this statement.

**Items 5-7.** **Amendment/Party Information Change.** To indicate a party information change, check box in section 5; also check additional boxes (as applicable) and complete items 5, 6, and/or 7 as appropriate.

To change the name and/or address of a party (items 5, 6, and 7): Check box in item 5 to indicate whether this Amendment relates to a Debtor or Secured Party of record; and check the CHANGE name and/or mailing address box in item 5 and enter name of affected party (current record name) in item 6a or 6b; and repeat or enter the new name in item 7a or 7b; always enter the party's mailing address in item 7c.

To add a party (items 5 and 7): Check box in item 5 to indicate whether this Amendment relates to a Debtor or Secured Party of record; and check the ADD name box in item 5 and enter the added party's name in item 7a or 7b; always enter the party's mailing address in item 7c.

**\*A court order must accompany this document.**

**Fee:** The Charging Application Change Form must be submitted with a filing fee of six dollars (\$6.00) for the first page and fifty cents (\$0.50) for each additional page. Please send a check made payable to the **Secretary of State**. Contact the filing office for information concerning the establishment of prepay accounts, use of special handling services, or other payment options. Documents not accompanied by the filing fee will not be processed.

**Mailing Address:** When properly completed, send the **original form** and **payment of filing fee** to:

**Secretary of State  
Attn: UCC Division  
State Capitol, 500 Woodlane  
Little Rock, AR 72201**

## **Instructions for Completing the Charging Application Change Form**

Use this form to list only additional Judgment Debtors to be released or subordinated when filing a Charging Application Change Form.

**Item 8.** Enter file number of the Charging Application to which this Additional Party relates, exactly as shown in Item 1a of the Charging Application Change Form.

**Item 9.** Enter the name of the Judgment Creditor.

**Items 10-15.** Additional Judgment Debtor information

**\*A court order must accompany this document.**

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# CHARGING APPLICATION CHANGE FORM

FOLLOW INSTRUCTIONS CAREFULLY

A. NAME & PHONE OF FILER'S CONTACT (optional)
B. SEND ACKNOWLEDGMENT TO: (Name and Address)
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THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

1a. SECRETARY OF STATE FILE NO. (Original Notice of Charging Application)

1b. DATE OF FILING ORIGINAL CHARGING APPLICATION

2.  TERMINATION: The judgment creditor no longer claims a lien on the personal property under the judgment lien bearing the number indicated above.
3.  ASSIGNMENT (full or partial): All of the judgment creditor's rights under the judgment lien certificate indicated above have been assigned to the new judgment lienowner. Provide name of Assignee in item 7a or 7b.
4.  PARTIAL RELEASE: The judgment lien bearing the file number indicated above has been partially released and the value of the lien remaining unpaid as of the date of the statement is \$\_\_\_\_\_.

5.  AMENDMENT/PARTY INFORMATION CHANGE:

Check one of these two boxes:      AND      Check one of these two boxes to:

This Change affects  Debtor or  Secured Party of record       CHANGE name and/or address: Complete item 6a or 6b; and item 7a or 7b and item 7c       ADD name: Complete item 7a or 7b, and item 7c

6. CURRENT RECORD INFORMATION: Complete for Party Information Change - provide only one name (6a or 6b)

6a. ORGANIZATION'S NAME				
OR	6b. INDIVIDUAL'S SURNAME	FIRST PERSONAL NAME	ADDITIONAL NAME(S)/INITIAL(S)	SUFFIX

7. CHANGED OR ADDED INFORMATION: Complete for Assignment or Party Information Change - provide only one name (7a or 7b) (use exact, full name; do not omit, modify, or abbreviate any part of the Debtor's name)

7a. ORGANIZATION'S NAME				
OR	7b. INDIVIDUAL'S SURNAME			
	INDIVIDUAL'S FIRST PERSONAL NAME			
	INDIVIDUAL'S ADDITIONAL NAME(S)/INITIAL(S)			SUFFIX

7c. MAILING ADDRESS	CITY	STATE	POSTAL CODE	COUNTRY
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**CHARGING APPLICATION CHANGE FORM ADDENDUM**

FOLLOW INSTRUCTIONS CAREFULLY

8. INITIAL JUDGMENT LIEN FILE #

9. NAME OF JUDGMENT CREDITOR

9a. ORGANIZATION NAME

OR

9b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME, SUFFIX

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

10. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (10a or 10b) – do not abbreviate or combine names

10a. ORGANIZATION'S NAME

OR

10b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

10c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

11. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (11a or 11b) – do not abbreviate or combine names

11a. ORGANIZATION'S NAME

OR

11b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

11c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

12. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (12a or 12b) – do not abbreviate or combine names

12a. ORGANIZATION'S NAME

OR

12b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

12c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

13. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (13a or 13b) – do not abbreviate or combine names

13a. ORGANIZATION'S NAME

OR

13b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

13c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

14. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (14a or 14b) – do not abbreviate or combine names

14a. ORGANIZATION'S NAME

OR

14b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

14c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY

15. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (15a or 15b) – do not abbreviate or combine names

15a. ORGANIZATION'S NAME

OR

15b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

15c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY