



## Federal Judgment Instructions

**FILING FEE:** \$40

**ADDITIONAL RECEIPT:** To send a copy of the receipt to an additional party, check the box and enter the party's email address.

**JUDGMENT PARTY:** Enter the judgment party(ies) information. If an individual, provide the name as it appears on the individual's driver's license or identity card issued by this state. If no license or identity card has been issued, provide the first personal name and surname. If an organization, provide the name as registered according to the organization's public record. If not registered, provide the correct legal name. **Do not omit, modify or abbreviate any part of the judgment party's name.**

**SECURED PARTY:** Select the appropriate secured party.

**JUDGMENT INFO:** Provide the judgment information, including a judgment description, which may be described in the box provided or a file containing the description may be uploaded.

**REVIEW:** Before clicking the "**Process Filing**" button, carefully review the filing for accuracy. Once the financing statement is filed, inaccuracies may only be corrected by filing a Judgment Amendment.

**PAYMENT:** Select the payment method and enter the necessary payment information.