

DFI—CCS 1.12 Underpayment. Upon receipt of a document with an insufficient fee, the filing officer shall return the document with a notice of deficiency as provided in s. DFI—CCS 2.05.

DFI—CCS 1.13 Public records services. The following methods shall be available for obtaining copies of UCC documents and copies of data from the UCC information management system:

(1) **INDIVIDUALLY IDENTIFIED DOCUMENTS.** Copies of individually identified UCC documents shall be available in paper or portable document format (“pdf”). Requests for individual documents shall be delivered to the filing office by any of the means which UCC documents may be delivered.

(2) **BULK COPIES OF DOCUMENTS.** Bulk copies of UCC documents shall be available. Information on the media in which bulk copies shall be made available can be obtained from the filing officer.

(3) **DATA FROM THE INFORMATION MANAGEMENT SYSTEM.** (a) *Availability.* A list of available data elements from the UCC information management system and the file layout of the data elements shall be available from the filing officer upon request.

(b) *Full extract.* A bulk data extract of information from the UCC information management system, or a bulk data extract and updates since the last full extract shall be available weekly.

(c) *Update extracts.* Updates to the UCC information management system shall be available weekly.

(d) *Format.* Information on the format of extracts from the UCC information management system shall be available from the filing officer.

(4) **DIRECT ON-LINE SERVICES.** A description of on-line services shall be available from the filing officer regarding UCC data and images.

DFI—CCS 1.14 Fees for public records services. Fees for public records services are those fees set forth in s. DFI—CCS 1.10.

SECTION 2: CHAPTER DFI—CCS 2 is created to read:

CHAPTER DFI—CCS 2

ACCEPTANCE AND REFUSAL OF DOCUMENTS

DFI—CCS 2.01 Role of filing officer. The duties and responsibilities of the filing officer with respect to the administration of the UCC shall be ministerial. In accepting for filing or refusing to file a UCC document, the filing officer shall not do any of the following:

- (1) Determine the legal sufficiency or insufficiency of a document.
- (2) Determine that a security interest in collateral exists or does not exist.
- (3) Determine that information in the document is correct or incorrect, in whole or in part.
- (4) Create a presumption that information in the document is correct or incorrect, in whole or in part.

DFI—CCS 2.02 Duty to file. Provided that there is no ground to refuse acceptance of the document under s. DFI—CCS 2.03, a UCC document shall be filed upon its receipt by the filing officer with the filing fee, and the filing officer shall promptly assign a file number to the UCC document and index the document in the information management system.

DFI—CCS 2.03 Grounds for refusal of UCC document. The following grounds shall be the sole grounds for the filing officer's refusal to accept a UCC document for filing:

(1) **REQUIRED FORMAT.** (a) All information that shall be indexed shall be in characters that appear on a standard computer keyboard. All information shall be in American Standard Code for Information Exchange ("ASCII") character set. Only A through Z, 0 (zero) through 9, and "&" shall be considered searchable characters. All other characters shall be treated as punctuation.

(b) Filings shall contain all information necessary for acceptance, shall be clearly identified, and shall be labeled in a manner readily apparent to the filing officer.

(c) The documentation shall be headed by one of the titles listed in the following subdivisions, indicating that it should be filed in that UCC index category, or accompanied by a writing to be filed as part of the filing, instructing the filing officer that it shall be filed under one of the following UCC index category titles:

1. Financing statement.
2. Amendment.
3. Termination.
4. Continuation.
5. Assignment.
6. Correction.

(d) Federal tax liens set forth in s. 779.97, Stats. shall be headed by one of the titles listed below, and the filing officer shall index them according to the "Federal Tax Lien Document Filing Manual" dated August, 1997:

1. Original notice of federal tax lien.
2. Corrected notice of federal tax lien.
3. Refiled notice of federal tax lien.
4. Refiled notice of federal tax lien from other districts.
5. Certificate of discharge.
6. Certificate of subordination.
7. Certificate of nonattachment.
8. Revocation of certificate of nonattachment.
9. Certificate of release of federal tax liens.
10. Partial certificate of release of federal tax lien.
11. Self-released notice of federal tax lien.
12. Revocation of certificate of release of federal tax lien.
13. Notice of erroneously filed notice of federal tax lien.
14. Partial notice of erroneously filed notice of federal tax lien.
15. Notice of inadvertently filed notice of federal tax lien.
16. Withdrawal of filed notice of federal tax lien.
17. Partial withdrawal of filed notice of federal tax lien.

Note: A copy of the manual may be obtained by writing to UCC Section, Department of Financial Institutions, P.O. Box 7847, Madison, WI 53707-7847.

(2) **DEBTOR NAME AND ADDRESS.** An initial financing statement or an amendment that adds a debtor shall be refused if the document fails to include a legible debtor name and address for a debtor, in the case of an initial financing statement, or for the debtor added in the case of an amendment. If the document contains more than one debtor name or address and some names or addresses are missing or illegible, the filing officer shall index the legible name and address pairings, and provide a notice to the remitter containing the file number of the document, identification of the

debtor names that were indexed and a statement that debtors with illegible or missing names or addresses were not indexed.

(3) **ADDITIONAL DEBTOR IDENTIFICATION.** An initial financing statement or an amendment adding one or more debtors shall be refused if the document fails to identify whether each named debtor, or each added debtor in the case of an amendment, is an individual or an organization, if the last name of each individual debtor is not identified, or if, for each debtor identified as an organization, the document does not include in legible form the organization type, and state of organization and organization number, if it has one, or a statement that it does not have one.

(4) **SECURED PARTY NAME AND ADDRESS.** An initial financing statement, an amendment that adds a secured party of record, or an assignment, shall be refused if the document fails to include a legible secured party, or assignee in the case of an assignment, name and address. If the document contains more than one secured party, or assignee, name or address and some names or addresses are missing or illegible, the filing officer shall refuse the UCC document.

(5) **LACK OF IDENTIFICATION OF INITIAL FINANCING STATEMENT.** A UCC document other than an initial financing statement shall be refused if the document does not provide a file number of a financing statement in the UCC information management system that has not lapsed.

(6) **TIMELINESS OF CONTINUATION.** A continuation shall be refused if it is not received during the six-month period concluding on the day upon which the related financing statement would lapse. The first day on which a continuation may be filed shall be the date of the month corresponding to the date upon which the financing statement would lapse, six months preceding the month in which the financing statement would lapse. If there is no corresponding date during the sixth month preceding the month in which the financing statement would lapse, the first day on which a continuation may be filed shall be the last day of the sixth month preceding the month in which the financing statement would lapse, although filing by certain means may not be possible on this date if the filing office is not open on this date. The last day on which a continuation shall be filed is the date upon which the financing statement lapses.

(7) **FEE.** A document shall be refused if the document is accompanied by less than the full filing fee tendered by a method described in rule s. DFI—CCS 1.10.

(8) **MEANS OF COMMUNICATION.** UCC documents communicated to the filing office by a means of communication not authorized by the filing officer for the communication of UCC documents shall be refused.

(9) **MULTIPLE ACTIONS.** Each individual amendment form shall not include more than one filing action and shall only amend information that can be indexed within the constraints of the form. *Example: On the same form, the debtor and secured party shall not be added or changed. On the standard amendment form, more than one box 2-5 shall not be checked.*

(10) LEGIBILITY. As used in this chapter, the term "legible" is not limited to refer only to written expressions on paper. "Legible" also requires a machine readable transmission for electronic transmissions and an otherwise readily decipherable transmission in other cases.

DFI—CCS 2.04 Grounds not warranting refusal. The following do not constitute grounds for refusal to accept a document:

(1) ERRORS. The UCC document contains or appears to contain a misspelling or other erroneous information.

(2) INCORRECT NAMES. The UCC document appears to identify a debtor, a secured party or a secured party of record incorrectly.

(3) EXTRANEOUS INFORMATION. The UCC document contains additional or extraneous information of any kind.

(4) INSUFFICIENT INFORMATION. The UCC document contains less information than is required by the UCC, provided that the document contains the information required in s. DFI—CCS 2.03 (2) through 2.03 (5).

(5) COLLATERAL DESCRIPTION. The UCC document incorrectly identifies collateral, or contains an illegible or unintelligible description of collateral, or appears to contain no description.

(6) EXCESSIVE FEE. The document is accompanied by funds in excess of the full filing fee.

(7) OTHER. The document contains any other defect outside the scope of permitted grounds for refusal to accept a UCC document for filing.

Note: The sole grounds for the filing officer's refusal to accept a UCC document for filing are enumerated in s. DFI—CCS 2.03.

(8) IDENTIFYING INFORMATION. A UCC document that does not identify itself as an amendment or identify an initial financing statement to which it relates, as required by ss. 409.512, 409.514 or 409.518, Stats., shall be an initial financing statement.

DFI—CCS 2.05 Procedure upon refusal. If the filing officer finds grounds under s. DFI—CCS 2.03 to refuse acceptance of a UCC document, the filing officer shall return the document, if written, to the remitter. The filing office shall send a notice that contains the date and time the document would have been filed had it been accepted for filing, unless the date and time are stamped on the document, and a brief description of the reason for refusal to accept the document under s. DFI—CCS 2.03.

DFI—CCS 2.06 Acknowledgment. At the request of a filer or remitter who files a paper or paper-based UCC document, the filing officer shall either send to said filer or remitter an image of the

record of the UCC document showing the file number assigned to it and the date and time of filing or, if the filer or remitter provides a copy of the UCC document, note the file number and the date and time of filing on the copy and deliver or send it to filer or remitter. For UCC documents not filed in paper or paper-based form the filing officer shall communicate to the filer or remitter the information in the filed document, the file number, and the date and time of filing.

DFI—CCS 2.07 Other notices. Nothing prevents a filing officer from communicating to a filer or a remitter that the filing officer noticed potential defects in a UCC document, whether or not it was filed or refused for filing. However, the filing office shall be under no obligation to do so. The responsibility for the legal effectiveness of filing shall rest with filers and remitters, and the filing office shall bear no responsibility for its effectiveness.

Note: The filing officer may not, in fact, have the resources to do so or to identify defects.

DFI—CCS 2.08 Refusal errors. If a secured party or a remitter demonstrates to the satisfaction of the filing officer that a UCC document that was refused for filing should not have been refused under s. DFI—CCS 2.03, the filing officer shall:

- (1) File the UCC document with the filing date and time assigned when the filing was originally tendered for filing;
- (2) File a statement that states that the effective date and time of filing is the date and time the UCC document was originally tendered for filing. The demonstration of error shall constitute the secured party's authorization to file the statement; and
- (3) Set forth the date and time the filing was marked active and the information added to the index in to the officer's statement.

SECTION 3: CHAPTER DFI—CCS 3 is created to read:

CHAPTER DFI—CCS 3

UCC INFORMATION MANAGEMENT SYSTEM

DFI—CCS 3.01 Purpose. The filing officer uses an information management system to store, index, and retrieve information relating to financing statements. The information management system includes an index of the names of debtors named on financing statements. This chapter describes the UCC information management system.

DFI—CCS 3.02 Primary data elements. The primary data elements used in the UCC information management system shall be the following:

- (1) IDENTIFICATION NUMBERS. (a) Each initial financing statement shall be identified by its file number as set forth in s. DFI-CCS 1.01 (7). Identification of the initial financing statement shall be

permanently associated with the record maintained for UCC documents in the UCC information management system. A record shall be created in the information management system for each initial financing statement, and all information comprising the record shall be maintained in the system. The record shall be identified by the same information assigned to the initial financing statement.

(b) A UCC document other than an initial financing statement shall be identified by a unique file number assigned by the filing officer. In the information management system, records of all UCC documents other than initial financing statements shall be linked to the record of their related initial financing statement.

(2) TYPE OF DOCUMENT. The type of UCC document from which data is transferred shall be identified in the information management system from information supplied by the remitter.

(3) FILING DATE AND FILING TIME. The filing date and filing time of UCC documents shall be stored in the information management system. Calculation of the lapse date of an initial financing statement shall be based upon the filing date.

(4) IDENTIFICATION OF PARTIES. The names and addresses of debtors and secured parties shall be transferred from UCC documents to the UCC information management system using one or more data entry or transmittal techniques.

(5) STATUS OF FINANCING STATEMENT. In the information management system, each financing statement shall have a status of active or inactive.

(6) PAGE COUNT. The total number of pages in a UCC document shall be maintained in the information management system.

(7) LAPSE INDICATOR. An indicator shall be maintained by which the information management system identifies whether or not a financing statement shall lapse and, if it does, when it shall lapse. The lapse date shall be determined as provided in s. DFI—CCS 4.05.

DFI—CCS 3.03 Names of debtors who are individuals. The following shall apply to the name of a debtor or a secured party on a UCC document who is an individual as defined in s. DFI—CCS 1.01(15):

(1) INDIVIDUAL NAME FIELDS. The names of individuals shall be stored in files that include only the names of individuals, and not the names of organizations. Separate data entry fields shall be established for first (given), middle (given), and last names (surnames or family names) of individuals. A filer shall place the name of a debtor with a single name in the last name field. The filing officer shall assume no responsibility for the accurate designation of the components of a name but shall accurately enter the data in accordance with the filer's designations. *Example: Place the name of a debtor with a single name "Cher" in the last name field.*

(2) **TITLES AND PREFIXES BEFORE NAMES.** Titles and prefixes shall not be entered in the UCC information management system. However, as provided in s. DFI—CCS 4.08, when a UCC document is submitted with designated name fields, the data shall be entered in the UCC information management system exactly as it appears. *Example: “Doctor,” “Reverend,” “Mr.” and “Ms.” should not be entered in the system.*

(3) **TITLES AND SUFFIXES AFTER NAMES.** Titles or indications of status shall not be part of an individual’s name and should not be provided by filers in UCC documents. Suffixes that indicate which individual is being named shall be appropriate. In either case, as provided in s. DFI—CCS 4.08, they shall be entered into the information management system exactly as received. *Example: “M.D.” and “esquire” should not be provided; “senior,” “junior,” “I,” “II” and “III” are appropriate.*

(4) **TRUNCATION - INDIVIDUAL NAMES.** (a) Personal name fields in the UCC database shall be fixed in length. Although filers should continue to provide full names on their UCC documents, a name that exceeds the fixed length shall be entered as presented to the filing officer, up to the maximum length of the data entry field.

(b) The length of data entry name fields shall be as follows:

1. First name: 100 characters.
2. Middle name: 100 characters.
3. Last name: 100 characters.
4. Suffix: 100 characters.

DFI—CCS 3.04 Names of debtors that are organizations. The following shall apply to the name of an organization which is a debtor or a secured party on a UCC document:

(1) **SINGLE FIELD.** The names of organizations shall be stored in files that include only the names of organizations and not the names of individuals. A single field shall be used to store an organization name.

(2) **TRUNCATION ORGANIZATION NAMES.** The organization name field in the UCC database shall be fixed in length. The maximum length shall be 300 characters. Although filers should continue to provide full names on UCC documents, a name that exceeds the fixed length shall be entered as presented to the filing officer, up to the maximum length of the data entry field.

DFI—CCS 3.05 Estates. Estates shall be treated as if the decedent were the debtor under s. DFI—CCS 3.03.

DFI—CCS 3.06 Trusts. If the trust is named in its organic document, its full legal name, as set forth in the document, shall be used. The trust shall be treated as an organization. If the trust is not so named, the name of the settlor shall be used. If a settlor is indicated to be an organization, the name shall be treated as an organization name. If the settlor is an individual, the name shall be treated as an individual name. A UCC document that uses a settlor's name shall include other information provided by the filer to distinguish the debtor trust from other trusts having the same settlor, and all financing statements filed against trusts or trustees acting with respect to property held in trust shall indicate the nature of the debtor. If this is done in, or as part of, the name of the debtor, it shall be entered as if it were a part of the name under ss. DFI—CCS 4.08 and 4.09.

DFI—CCS 3.07 Initial financing statement. Upon the filing of an initial financing statement the status of the parties and the status of the financing statement shall be as follows:

(1) STATUS OF SECURED PARTY. Each secured party named on an initial financing statement shall be a secured party of record, except that if the UCC document names an assignee, the secured party/assignor shall not be a secured party of record and the secured party/assignee shall be a secured party of record.

(2) STATUS OF DEBTOR. The status of a debtor named on the document shall be active and shall continue as active until one year after the financing statement lapses.

(3) STATUS OF FINANCING STATEMENT. The status of the financing statement shall be active. A lapse date shall be calculated, five years from the file date, unless the initial financing statement indicates that it is filed with respect to a public-financing transaction or a manufactured home transaction, in which case the lapse date shall be thirty years from the file date, or if the initial financing statement indicates that it is filed against a transmitting utility, in which case there shall be no lapse date. A financing statement shall remain active until one year after it lapses, or if it is indicated to be filed against a transmitting utility, until one year after it is terminated with respect to all secured parties of record.

DFI—CCS 3.08 Amendment. Upon the filing of an amendment, the status of the parties and the status of the financing statement shall be as follows:

(1) STATUS OF SECURED PARTY AND DEBTOR. (a) *Collateral amendment or address change.* An amendment that amends only the collateral description or one or more addresses shall have no effect upon the status of any debtor or secured party. If a statement of amendment is authorized by less than all of the secured parties, or, in the case of an amendment that adds collateral, less than all of the debtors, the statement shall affect only the interests of each authorizing secured party or debtor.

(b) *Debtor name change.* An amendment that changes a debtor's name shall have no effect on the status of any debtor or secured party, except that the related initial financing statement, and all UCC documents that include an identification of the initial financing statement shall be cross-indexed in the UCC information management system so that a search under either the debtor's old name or the

debtor's new name shall reveal the initial financing statement and the related UCC documents. The statement of amendment shall affect only the rights of its authorizing secured party.

(c) *Secured party name change.* An amendment that changes the name of a secured party shall have no effect on the status of any debtor or any secured party, but the new name shall be added to the index as if it were a new secured party of record.

(d) *Addition of a debtor.* An amendment that adds a new debtor name shall have no effect upon the status of any party to the financing statement, except the new debtor name shall be added as a new debtor on the financing statement. The addition shall affect only the rights of the secured party authorizing the statement of amendment.

(e) *Addition of a secured party.* An amendment that adds a new secured party shall not affect the status of any party to the financing statement, except that the new secured party name shall be added as a new secured party on the financing statement.

(f) *Deletion of a debtor.* An amendment that deletes a debtor shall have no effect on the status of any party to the financing statement, even if the amendment purports to delete all debtors.

(g) *Deletion of a secured party.* An amendment that deletes a secured party of record shall have no effect on the status of any party to the financing statement, even if the amendment purports to delete all secured parties of record.

(2) STATUS OF FINANCING STATEMENT. An amendment shall have no effect upon the status of the financing statement, except that a continuation shall extend the period of effectiveness of a financing statement.

DFI—CCS 3.09 Assignment of powers of secured party of record. (1) STATUS OF THE PARTIES. An assignment shall have no effect on the status of the parties to the financing statement, except that each assignee named in the assignment shall become a secured party of record.

(2) STATUS OF FINANCING STATEMENT. An assignment shall have no effect upon the status of the financing statement.

DFI—CCS 3.10 Continuation. (1) CONTINUATION OF LAPSE DATE. Upon the timely filing of one or more continuations by any secured party of record, the lapse date of the financing statement shall be postponed for five years.

(2) STATUS OF PARTIES. The filing of a continuation shall have no effect upon the status of any party to the financing statement.

(3) STATUS OF FINANCING STATEMENT. Upon the filing of a continuation statement, the status of the financing statement shall remain active.

DFI—CCS 3.11 Termination. (1) STATUS OF PARTIES. The filing of a termination shall have no effect upon the status of any party to the financing statement.

(2) STATUS OF FINANCING STATEMENT. A termination shall have no effect upon the status of the financing statement and the financing statement shall remain active in the information management system until one year after it lapses, unless the termination relates to a financing statement that indicates it is filed against a transmitting utility, in which case the financing statement shall become inactive one year after it is terminated with respect to all secured parties of record.

DFI—CCS 3.12 Correction statement. (1) STATUS OF PARTIES. The filing of a correction statement shall have no effect upon the status of any party to the financing statement.

(2) STATUS OF FINANCING STATEMENT. A correction statement shall have no effect upon the status of the financing statement.

DFI—CCS 3.13 Procedure upon lapse. If there is no timely filing of a continuation with respect to a financing statement, the financing statement shall lapse on its lapse date. On the first anniversary of the lapse date, the information management system renders or is caused to render the financing statement inactive and the financing statement shall no longer be made available to a searcher unless inactive statements are requested by the searcher and the financing statement is still retrievable by the information management system.

DFI—CCS 3.14 XML authorized. When XML is available a remitter may be authorized for XML transmission upon the written authorization of the filing officer. The filing officer shall authorize a remitter to engage in XML transmissions if the remitter holds an account for the billing of fees by the filing officer, the remitter has entered into a user agreement, in form and substance satisfactory to the filing officer, with the department, and the filing officer determines, after appropriate testing of transmissions in accordance with the filing officer's specifications, that the remitter is capable of transmitting XML documents in a manner that permits the filing officer to receive, index, and retrieve the XML documents. The filing officer may suspend or revoke the authorization when, in the filing officer's sole discretion, the filing officer determines that a remitter's transmissions are incompatible with the filing officer's XML system. A request to be authorized to transmit XML documents shall be in writing and delivered to the filing officer. Upon receipt of a request for authorization, the filing officer shall provide the remitter with necessary information on the requirements for XML transmission, including format, address for transmission, and other necessary specifications.

DFI—CCS 3.15 IACA standard adopted. The XML format, as adopted by the International Association of Corporation Administrators, shall be the format for electronic transmission of UCC documents, although the filing officer may, periodically and at the request of an authorized XML remitter, identify which versions and releases of the XML format are then in use by and acceptable to the filing office.

DFI—CCS 3.16 Implementation guide. The filing office shall publish an implementation guide that prescribes in further detail the use of the XML format in the UCC filing system. The guide shall be available upon request made in writing to the filing office.

Note: Requests should be sent to UCC Section, Department of Financial Institutions, P.O. Box 7847, Madison, WI 53707-7847.

DFI—CCS 3.17 Refusal of XML document. A record transmitted to the filing officer that is not machine readable, has been refused under s. DFI—CCS 2.03, or does not contain the information required by the implementation guide referred to in s. DFI—CCS 3.16 in an acceptable format shall be refused. The filing officer shall provide regularly scheduled, not less frequently than daily, electronic notices to the relevant remitter containing identification of XML documents refused and appropriate error codes or explanations for the refusal as provided in s. DFI—CCS 2.05 when possible. However, records that cannot be read because they are garbled or are in improperly structured data packets, or which are received from persons not authorized for XML by the filing office shall not receive a refusal response. Readable transmissions from authorized transmitters shall generate electronic confirmation of acceptance or rejection.

DFI—CCS 3.18 Acceptance and archives. An XML document shall not be accepted for filing at the time it is received by the filing office. An XML document shall be accepted only after it is analyzed by the filing office's XML system and it is determined that the XML document is machine readable and all required elements of the transmission have been received in an approved format. Upon acceptance of an XML document for filing, a report shall automatically be generated which shall contain all of the information related to the document including all information transmitted by the remitter for inclusion in the document as prescribed by the implementation guide referred to in s. DFI—CCS 3.16. The information contained in the report shall promptly be rendered and stored in a record. The filing officer shall provide regularly scheduled, not less frequently than daily, electronic notices to remitters of accepted XML documents to confirm the acceptance and the creation of the record.

DFI—CCS 3.19 XML UCC search requests. (1) UCC search requests shall be submitted electronically by persons authorized to submit XML documents in the manner set forth in the implementation guide referred to in s. DFI—CCS 3.16. Unless otherwise specified in the implementation guide, accepted requests shall generate searches conducted under the same search criteria applicable to search requests not submitted electronically.

(2) Electronic search requests shall be submitted only by persons who are authorized to transmit XML documents pursuant to s. DFI—CCS 3.14 and who have entered into arrangements acceptable to the filing officer for the payment of search and copy fees.

(3) Responses to electronic search requests shall be made available electronically as soon as practicable in a manner to be specified in the implementation guide referred to in s. DFI—CCS 3.16. The responses may, for a time, be limited to a search report with copies of reported documents being made available by non-electronic means. Until electronic responses are available in any form,

responses to electronic search requests shall be generated and transmitted in the same manner and by the same means as responses to non-electronic search requests.

DFI—CCS 3.20 One-debtor limitation. An XML document shall not name more than one debtor on a single name field. An XML document that purports to name more than one debtor on a single name field shall be treated as having named a single debtor with the name as set forth in the relevant field. Multi-debtor UCC documents shall be filed only by using additional debtor name fields.

SECTION 4: CHAPTER DFI—CCS 4 is created to read:

CHAPTER 4

FILING AND DATA ENTRY PROCEDURES

DFI—CCS 4.01 Role of filing office. This chapter describes the filing procedures for the filing officer upon and after receipt of a UCC document. The filing officer shall promptly file a document that conforms to these procedures. Except as provided in these procedures, data shall be transferred from a UCC document to the information management system exactly as the data are set forth in the document. Personnel who create reports in response to search requests shall type search criteria exactly as set forth on the search request. No effort shall be made to detect or correct errors of any kind.

DFI—CCS 4.02 Document indexing and other procedures before archiving. When a document is received, the following shall occur:

(1) **DATE AND TIME STAMP.** The date and time of receipt, to be permanently associated with the record maintained for a UCC document in the UCC information management system, shall be entered at the earliest possible time.

(2) **CASH MANAGEMENT.** Transactions necessary to the payment of the filing fee shall be performed.

(3) **DOCUMENT REVIEW.** (a) *Filing office determination.* The filing office shall determine whether a ground exists to refuse the document under s. DFI—CCS 2.03.

(b) *File identification.* If there is no ground for refusal of the document, the document shall be filed, and a unique identification number and the filing date shall be permanently associated with the record of the document maintained in the UCC information management system. The sequence of the identification number shall not be an indication of the order in which the document was received.

(c) *Correspondence.* If there is a ground for refusal of the document, notification of refusal to accept the document shall be prepared as provided in s. DFI—CCS 2.05. If there is no ground for refusal of

the document, an acknowledgment of filing shall be prepared as provided in s. DFI—CCS 2.06. If the UCC document was tendered in person, notice of refusal or acknowledgment of the filing shall be given to the remitter by personal delivery or postal delivery. If the UCC document was tendered electronically, the notice or acknowledgement shall be transmitted to the remitter by the same method in which it was received. Regardless of the response method, the response shall include the UCC document filed as well as the information required by ss. DFI—CCS 2.05 or 2.06. Acknowledgment of filing or notice of refusal of a UCC document tendered by means other than personal delivery or electronic transmission shall be sent to the secured party, or the first secured party if there are more than one, named on the UCC document, or to the remitter if the remitter so requests by regular mail or by overnight courier if the remitter provides a prepaid waybill or access to the remitter's account with the courier.

(4) DATA ENTRY. Data entry and indexing functions shall be performed as described in this chapter. Only characters that appear on a standard computer keyboard shall be entered into the data information system index.

DFI—CCS 4.03 Filing date. The filing date of a UCC document shall be the date the UCC document is received with the proper filing fee if the filing office is open to the public on that date or, if the filing office is not so open on that date, the filing date shall be the next date the filing office is open, except that, in each case, UCC documents received after close of business shall be deemed received on the following day the office is open for business. The filing officer may perform any duty relating to the document on the filing date or on a date after the filing date.

DFI—CCS 4.04 Filing time. The filing time of a UCC document shall be determined as provided in s. DFI—CCS 1.06.

DFI—CCS 4.05 Lapse date and time. A lapse date shall be calculated for each initial financing statement, unless the debtor is indicated to be a transmitting utility. The lapse date shall be the same date of the same month as the filing date in the fifth year after the filing date or relevant subsequent fifth anniversary thereof if a timely continuation statement is filed, but if the initial financing statement indicates that it is filed with respect to a public finance transaction or a manufactured-home transaction, the lapse date shall be the same date of the same month as the filing date in the thirtieth year after the filing date. The lapse shall take effect at midnight at the end of the lapse date. The relevant anniversary for a February 29 filing date shall be March 1.

DFI—CCS 4.06 Errors of the filing officer. The filing office may correct the errors of filing officer personnel in the UCC information management system at any time. If the correction is made after the filing officer has issued a certification date that includes the filing date of a corrected document, the filing officer shall place a record relating to the relevant initial financing statement in the UCC information management system stating the date of the correction and explaining the nature of the corrective action taken. The record shall be preserved for so long as the record of the initial financing statement is preserved in the UCC information management system.

DFI—CCS 4.07 Errors other than filing office errors. Correcting an error is the responsibility of the filer. An error shall be corrected by filing an amendment or disclosed by a correction statement.

DFI—CCS 4.08 Data entry of names - designated fields. A filing shall designate whether a name is a name of an individual or an organization and, if an individual, also designates the first, middle and last names and any suffix, and when this is done, the following shall apply:

(1) ORGANIZATION NAMES. Organization names shall be entered into the UCC information management system exactly as set forth in the UCC document, even if it appears that multiple names are set forth in the document or if it appears that the name of an individual has been included in the field designated for an organization name.

(2) INDIVIDUAL NAMES. On a form that designates separate fields for first, middle, and last names and any suffix, the filing officer shall enter the names into the first, middle, and last name and suffix fields in the UCC information management system exactly as set forth on the form.

(3) DIRECT DATA ENTRY. All documents submitted through direct data entry shall be required to use designated name fields.

Note: The filing office encourages the use of forms that designate separate fields for individual and organization names and separate fields for first, middle, and last names and any suffix. The forms diminish the possibility of filing office error and help ensure that filers' expectations are met. However, filers should be aware that the inclusion of names in an incorrect field or failures to transmit names accurately to the filing office may cause filings to be ineffective.

DFI—CCS 4.09 Data entry of names - no designated fields. (1) A UCC document that is an initial financing statement or an amendment that adds a debtor to a financing statement and that fails to specify whether the debtor is an individual or an organization shall be refused by the filing office.

(2) If a UCC document that is an initial financing statement or an amendment that adds a debtor to a financing statement and that fails to specify whether the debtor is an individual or an organization is accepted for filing in error, the following shall apply:

(a) *Identification of organizations.* When not set forth in a field designated for individual names, a name shall be treated as an organization name if it contains words or abbreviations that indicate status. In cases where organization or individual status is not designated by the filer and is not clear, the filing officer shall use their own judgment. *Example: Association, church, college, company, co., corp., corporation, inc., limited, ltd., club, foundation, fund, L.L.C., limited liability company, institute, society, union, syndicate, GmbH, S.A. de C.V., limited partnership, L.P., limited liability partnership, L.L.P., trust, business trust, co-op, cooperative and other designations established by statutes to indicate a statutory organization shall be treated as an organization name.*

(b) *Identification of individuals.* A name shall be entered as the name of an individual and not the name of an organization when the name is followed by certain titles or its equivalent in a foreign language. *Example: proprietor, sole proprietor, proprietorship, sole proprietorship, partner, general partner, president, vice president, secretary, treasurer, M.D., O.D., D.D.S., attorney at law, Esq., accountant, or CPA. In such cases, the title shall not be entered.*

(c) *Individual and organization names on a single line.* Where it is apparent that the name of an individual and the name of an entity are stated on a single line and not in a designated individual name field, the name of the individual and the name of the entity shall be entered as two separate debtors, one as an individual and one as an entity.

(d) *Individual names.* The failure to designate the last name of an individual debtor in an initial financing statement or an amendment adding the debtor to a financing statement shall cause a filing to be refused. If the filing is accepted in error, or if only the last name is designated, the following shall apply:

1. An initial in the first position of the name shall be treated as a first name. An initial in the second position of the name shall be treated as a middle name.

2. An initial and a name to which the initial apparently corresponds shall be entered into one name field only. *Example: "D (David)" in the name "John D (David) Rockefeller" is entered as "John" (first name); "D (David)" (middle name); "Rockefeller" (last name).*

3. Two individual names contained in a single line shall be entered as two, different debtors. *Example: the debtor name "John and Mary Smith" is entered as two debtors: "John Smith", and "Mary Smith".*

4. A one word name shall be entered as a last name. *Example: "Charo" is treated as a last name.*

5. A nickname shall be entered in the name field together with the name preceding the nickname, or if none, then as the first name. *Example: "William (Bill) Jones".*

DFI—CCS 4.10 Verification of data entry. The filing officer shall use the following procedures to verify the accuracy of data entry tasks:

(1) Double key entry shall be employed for data entered in the following fields:

(a) Document type (class code).

(b) Form identifier, standard or non-standard.

(c) Debtor name.

(d) Secured party/assignee name.

- (e) Original filing number, if applicable.
- (2) Visual inspection of data entry is employed for data entered in the following fields:
 - (a) Debtor individual vs organization identifier.
 - (b) Secured party individual vs organization identifier.
 - (c) Address fields.
 - (d) Date and time.

DFI—CCS 4.11 Initial financing statement. (1) A new record shall be opened in the UCC information management system for each initial financing statement that bears the file number of the financing statement and the date and time of filing.

(2) The name and address of each debtor that are legibly set forth in the financing statement shall be entered into the record of the financing statement. Each debtor name shall be included in the searchable index and shall not be removed until one year after the financing statement lapses. Debtor addresses shall not be included in the searchable index except to the extent the filing office offers or intends to offer limited searches or limited copy requests as provided in s. DFI—CCS 5.03.

(3) The name and address of each secured party that are legibly set forth in the financing statement shall be entered into the record of the financing statement.

(4) The record shall be indexed according to the name of the debtor and the filing number and maintained for public inspection.

(5) A lapse date shall be established for the financing statement, unless the initial financing statement indicates it is filed against a transmitting utility, and the lapse date is maintained as part of the record.

DFI—CCS 4.12 Amendment. (1) A record shall be created for the amendment that bears the file number for the amendment and the date and time of filing.

(2) The record of the amendment shall be associated with the record of the related initial financing statement in a manner that causes the amendment to be retrievable each time a record of the financing statement is retrieved.

(3) The name and address of each additional debtor and secured party shall be entered into the UCC information management system in the record of the financing statement. Each additional debtor name shall be added to the searchable index and shall not be removed until one year after the financing statement lapses. Debtor addresses shall not be included in the searchable index except to

the extent the filing office offers or intends to offer limited searches or limited copy requests as provided in s. DFI—CCS 5.03.

(4) If the amendment is a continuation, a new lapse date shall be established for the financing statement and maintained as part of its record.

(5) Each individual amendment form shall include only one filing action and only amend information, which shall be indexed within the constraints of the form. *Example: An individual may not add or change debtor and secured party on the same form.*

DFI—CCS 4.13 Correction statement. A record shall be created for the correction statement that bears the file number for the correction statement and the date and time of filing. The record of the correction statement shall be associated with the record of the related initial financing statement in a manner that causes the correction statement to be retrievable each time a record of the financing statement is retrieved.

DFI—CCS 4.14 Global filings. The filing officer shall not accept for filing a single UCC document for the purpose of amending more than one financing statement, including an amendment to change secured party name, or amendment to change secured party address, or both.

DFI—CCS 4.15 Notice of bankruptcy. The filing officer shall take no action upon receipt of a notification, formal or informal, of a bankruptcy proceeding involving a debtor named in the UCC information management system. Accordingly, financing statements shall lapse in the information management system as scheduled unless properly continued.

SECTION 5: Chapter DFI—CCS 5 is created to read:

CHAPTER 5

SEARCH REQUESTS AND REPORTS

DFI—CCS 5.01 General requirements. The filing officer shall maintain for public inspection a searchable index for all records of UCC documents that provides for the retrieval of a record by the name of the debtor and by the file number of the initial financing statement to which the record relates, and which associates with one another each initial financing statement and each filed UCC document relating to the initial financing statement.

DFI—CCS 5.02 Search requests. Search requests shall contain the following information:

(1) **NAME SEARCHED.** A search request shall set forth the full correct name of a debtor or the name variant desired to be searched and specify whether the debtor is an individual or an organization. The full name of an individual shall consist of a first name, a middle name or initial, and a last name, although a search request may be submitted with no middle name or initial and, if only a single name is presented, it shall be treated as a last name. The full name of an organization

shall consist of the name of the organization as stated on the articles of incorporation or other organic documents in the state or country of organization or the name variant desired to be searched. A search request shall be processed using the name in the exact form it is submitted. *Example: The single name "Madonna" shall be treated as a last name.*

(2) REQUESTING PARTY. The request shall include the name and address of the person to whom the search report is to be sent.

(3) FEE. The appropriate fee shall be enclosed, payable by a method described in s. DFI—CCS 1.10(3).

(4) SEARCH REQUEST WITH FILING. If a filer requests a search at the time a UCC document is filed, by checking the box on the form set forth in s. 409.521, Stats., or otherwise, the name to be searched shall be the debtor name as set forth on the form, the requesting party shall be the remitter of the UCC document, and the search request shall be deemed to request a search that would be effective to retrieve all financing statements filed on or prior to the date the UCC document is filed.

DFI—CCS 5.03 Optional information. A UCC search request may contain any of the following information:

(1) A request to include in the report unlapsed filings, active filings or inactive filings.

(2) A request that asks for copies of documents referred to in the report be included with the report. The request may limit the copies requested by limiting them by reference to the address of the debtor, the city of the debtor, the date of filing, or a range of filing dates, or the identity of the secured party of record on the financing statements located by the related search. The request may ask for copies of UCC documents identified on the primary search response.

(3) A request that the search of a debtor name be limited to debtors in a particular city. A report created by the filing officer in response to the request shall contain the following statement: "A search limited to a particular city may not reveal all filings against the debtor searched and the searcher bears the risk of relying on this search."

(4) Instructions on the mode of delivery requested, if other than by ordinary mail, which request shall be honored if the requested mode is then made available by the filing office.

DFI—CCS 5.04 Search requests. Search results shall be created by applying standardized search logic to the name presented to the filing officer by the person requesting the search. For conducting searches, the following shall apply:

(1) There shall be no limit to the number of matches that may be returned in response to the search criteria.

(2) No distinction shall be made between upper and lower case letters. Only the characters of A through Z and 0 through 9 and the "&" symbol shall be considered searchable characters.

(3) Punctuation marks and accents shall be disregarded unless the department posts a notice at the UCC portion of the department's website, www.wdfl.org, that punctuation marks and accents shall not be disregarded. The notice shall state the dates in which punctuation marks and accents are disregarded. Only the "&" symbol shall be considered a searchable character. All other characters shall be treated as punctuation.

(4) Words and abbreviations at the end of a name that indicate the existence or nature of an organization as set forth in the "ending noise words" list as promulgated and adopted by the International Association of Corporation Administrators ("IACA"), shall be disregarded. *Example: Company, limited, incorporated, corporation, limited partnership, limited liability company or abbreviations of the foregoing.*

Note: A copy of the list may be obtained at IACA's website, www.icaa.org.

(5) The word "the" at the beginning of the search criteria shall be disregarded.

(6) All spaces shall be disregarded.

(7) For first and middle names of individuals, initials shall be treated as the logical equivalent of all names that begin with the initials, and no middle name or initial shall be equated with all middle names and initials. *Example: A search request for a "John A. Smith" would cause the search to retrieve all filings against all individual debtors with "John" as the first name, "Smith" as the last name, and with the initial "A" or any name beginning with "A" in the middle name field. If the search request were for "John Smith", (first and last names with no designation in the middle name field), the search would retrieve all filings against individual debtors with "John" as the first name, "Smith" as the last name and with any name or initial or no name or initial in the middle name field.*

(8) After taking the preceding procedures into account, the search shall reveal only names of debtors that exactly match the name requested, as modified, contained within the UCC information management system and as requested under s. DFI—CCS 5.03(1).

Note: Human judgment does not play a role in determining the results of the search.

5.05 Search responses. Reports created in response to a search request shall include all of the following:

(1) **FILING OFFICER.** Identification of the filing officer and the certification of the filing officer required by the UCC.

(2) **REPORT DATE.** The date the report was generated.

- (3) NAME SEARCHED. Identification of the name searched.
- (4) CERTIFICATION DATE. The certification date applicable to the report, or the date and time through which the search is effective to reveal all relevant UCC documents filed on or prior to that date.
- (5) IDENTIFICATION OF INITIAL FINANCING STATEMENTS. Identification of each initial financing statement filed on or prior to the certification date and time corresponding to the search criteria, by name of debtor, identification number, and file date and file time as requested under s. DFI—CCS 5.03(1).
- (6) HISTORY OF FINANCING STATEMENT. For each initial financing statement on the report, a listing of all related UCC documents filed by the filing officer on or prior to the certification date.
- (7) COPIES. Copies of all UCC documents revealed by the search and requested by the searcher.

SECTION 6: CHAPTER DFI—CCS 6 is created to read:

CHAPTER DFI—CCS 6

OTHER LIEN NOTICES

DFI—CCS 6.01 Purpose. This chapter describes records of liens maintained by the filing office created pursuant to statutes other than the UCC that are treated by the filing officer in a manner substantially similar to UCC documents and are included on a request with the reports described in s. DFI—CCS 5.05.

DFI—CCS 6.02 Notice of federal tax lien. (1) **FILING.** Federal tax liens shall be filed in the same manner as initial financing statements.

(2) **WHERE TO FILE.** (a) Federal tax liens filed with the department under S. 779.97, Stats. shall be indexed by debtor name and shall be revealed by searches under s. DFI—CCS 5.05. Filings submitted under this section shall not be filed with a filing agent of the department.

(b) Federal tax liens filed with a register of deeds office shall be filed according to s. 779.97(4), Stats.

(3) **FEE FOR FILING.** Fees for filing federal tax liens are set forth in chapter 779.97 (5), Stats.

(4) **DURATION.** Federal tax liens are effective for 11 years and 60 days.

(5) **MECHANICS OF SEARCH.** (a) The fees for a search for federal tax liens shall be the same fee as set forth in s. DFI—CCS 1.10(3).

(b) A search request made to the department shall specify whether it seeks all UCC filings, which shall include federal tax liens, or only federal tax liens.

DFI—CCS 6.03 Wage claim liens. (1) **FILING.** Wage claim liens under s. 109.09 (2)(b)2., Stats. shall be filed in the same manner as an initial financing statement and may use all forms and formats of communication permitted to be used in connection with initial financing statements. Wage claim liens shall be indexed by debtor name and shall be revealed by searches under s. DFI—CCS 5.05.

(2) **WHERE TO FILE.** Wage claim liens shall be filed with the department. Filings submitted under this section shall not be filed with a filing agent of the department.

(3) **FEES.** The filing fees for wage claim liens are set forth in ss. DFI—CCS 1.10(1) and 1.10(2). The fee for a search shall be the fee set forth in s. DFI—CCS 1.10(3).

(4) **DURATION.** Wage claim liens are effective for five years.

(5) **SEARCH.** Wage claim liens shall be listed in the same manner as an initial financing statement and included with UCC searches.

DFI—CCS 6.04 Railroad-related filings. (1) **RAILROAD RELATED UCC FILINGS.** UCC-filings to be filed as fixture filings and related to railroad property under s. 190.11, Stats, shall be filed in the same manner as an initial financing statement. Filings submitted under this section shall not be filed with a filing agent of the department or delivered by electronic means. Filings submitted under this section shall be indexed by debtor name, revealed by searches under s. DFI—CCS 5.05, and entered into railroad real estate records as indicated under s. DFI—CCS 6.05.

(2) **FILING IDENTIFICATION.** In order to have a UCC filing processed as a railroad fixture filing the UCC-filing itself, or a separate writing to be filed as a part of the UCC-filing, shall bear a statement that indicates that it is a railroad fixture filing and names the railroad affected.

(3) **FEE.** The filing fees for railroad-related filings are set forth in s. DFI—CCS 1.10(1)(g). The fee for a UCC railroad index search shall be the same fee as set forth in s. DFI—CCS 1.10(3)(a).

(4) **SEARCH.** Railroad related UCC filings shall be listed in the same manner as an initial financing statement and included with UCC searches.

DFI—CCS 6.05 Railroad real estate filings. (1) **SEPARATE REGISTER.** Mortgages filed to secure an interest in railroad real estate under s. 190.11 Stats. shall be filed in a separate railroad real estate register.

(2) **WHERE TO FILE.** Mortgages filed to secure an interest in railroad real estate under s. 190.11, Stats., shall be filed as follows:

(a) The filing may be hand delivered or sent by regular mail to the department. Filings submitted under this section shall not be filed with a filing agent of the department or delivered by electronic means.

Note: The address for these deliveries is UCC Section, Department of Financial Institutions, 345 W. Washington Avenue, 3rd Floor, Madison, Wisconsin 53703, and for mailings is UCC Section, Department of Financial Institutions, P.O. Box 7847, Madison, WI 53707-7847.

(b) Express or priority mailings, and all other deliveries for which a receipt or similar confirmation of arrival time is desired, shall be mailed or brought to the department.

Note: The address for these mailings and deliveries is UCC Section, Department of Financial Institutions, 345 W. Washington Avenue, 3rd Floor, Madison, Wisconsin 53703.

(3) RECEIPT. No railroad real estate-related document shall be considered received until it actually arrives in the filing office. Delivery to the post office box of the department shall not be considered actual arrival in the filing office.

(4) FILING IDENTIFICATION. In order to have a filing processed as a railroad filing, the filing shall indicate that it is a railroad real estate filing and names the railroad affected.

(5) FEE FOR FILING. The filing fees for railroad real estate filings are set forth in s. 190.11 (3), Stats.

(6) SEARCH MECHANICS. Searches of the railroad conveyances and other real estate related documents shall not be completed by the department. The railroad records are available to the public during regular office hours. Requests for copies railroad conveyances of real estate documents shall be addressed to the filing officer.

(7) FEES. Fees for copies are as follows:

(a) For individual copies of railroad real estate documents, \$0.50 per page.

(b) For certified copies of railroad real estate documents, \$5 per document.

DFI—6.06 Bulk transfer UCC filings.

(1) FILING. UCC-filings submitted to the department under ch. 406, Stats., shall be hand delivered or mailed to the department. Filings submitted under this section shall not be filed with a filing agent of the department.

Note: The address for these deliveries is UCC Section, Department of Financial Institutions, 345 W. Washington Avenue, 3rd Floor, Madison, Wisconsin 53703, and for these mailings is

UCC Section, Department of Financial Institutions, P.O. Box 7847, Madison, WI 53707-7847.

(2) INDEXING. Bulk transfer UCC-filings shall be entered by the filing officer into a separate bulk transfer index, and shall not be included in UCC index listings.

(3) FEE. For filing a bulk transfer filing, \$1.00 per page.

(4) SEARCH. Requests for information about, and copies of bulk transfer filings, shall be addressed to the filing officer.

(5) FEE FOR A SEARCH. For requesting information about a bulk transfer filing, \$15.00 for each certificate issued.

SECTION 7: CHAPTER DFI—CCS 7 is created to read:

CHAPTER DFI—CCS 7
LAND RECORDING OFFICES

DFI—CCS 7.01 Recording offices. (1) This section applies only to UCC filings that:

(a) Indicate the type of collateral listed in 7.02.

(b) Indicate they are “to be filed for record.”

(2) This section does not apply to UCC filings associated with railroad property described s. 190.11, Stats.

DFI—CCS 7.02 Types of collateral. Only UCC financing statements containing the following realty-related collateral shall be filed in land recording offices:

(1) Fixtures.

(2) As-extracted collateral.

(3) Timber to be cut.

DFI—CCS 7.03 Forms. Land recording offices in this state shall only accept the following forms:

(1) National standard forms – financing statements (UCC1 and UCC1Ad) and financing statement amendments (UCC3 and UCC3Ad) as prescribed by s. 409.521, Stats. All other forms shall be rejected.

(2) Correction statements. Only a standard correction statement form shall be accepted.

(3) Forms may have attachments which require an additional fee per page as set forth by 59.43(2)(e), Stats.

(4) Only the original form shall be submitted. The original or an image of the record shall be returned as acknowledgement of recording.

(5) The documents under this section shall be executed as follows:

(a) White paper shall be used that is at least 20 pound weight. The page width shall be 8.5 inches and the page length shall be 11 inches or 14 inches. The page shall not deviate more than ¼ inch from these dimensions.

(b) A multi-paged instrument shall not be hinged or otherwise joined completely at the top or sides.

(c) The entire document shall be clear and the letters, numbers, symbols, diagrams and other representations in the document shall be large enough and dense enough to be reproduced or read by a copy machine and a microfilm camera or optical scanner to the extent that the image captured is legible.

(d) The ink shall be black or red.

Note: Land recording offices do not accept electronic documents.

DFI—CCS 7.04 Acceptance or rejection of filings. The following criteria and notice provisions shall apply to land recording offices for UCC purposes:

(1) Neither debtor nor secured party signatures shall be required on any form filed.

(2) The basic statutory criteria for acceptance or rejection shall be as listed in s. 409.516, Stats.

(3) UCC3 without debtor and record owner names and addresses shall be rejected. Secured party addresses shall be required also.

(4) UCC3 without date of initial financing statement referenced shall be rejected.

(5) UCC3 shall contain only one change per form.

(6) A sufficient legal description of the real property to which it relates shall be given on all filings.

(7) The rejection notice shall contain date, time and reason for rejection.

(8) UCC filings shall not be rejected by recording offices for the reasons set forth in ss. 409.516(2)(c)(2)(b) and 409.516(2)(g), Stats.

(9) A UCC1 shall have item 6 checked and A UCC3 shall have item 1b checked.

DFI—CCS 7.05 Indexing. (1) Debtor, record owner and secured party names given in UCC filings shall be indexed only in the grantor/grantee index in the same manner as from mortgage instruments.

(2) UCC filings shall be indexed in the tract index in counties where tract indices are maintained.

DFI—CCS 7.06 Land recording UCC filing fees and payment methods. (1) Fees for filing documents filed in land recording offices under this section are those set forth in s. DFI—CCS 1.10 (1) (g).

(2) Payment of fees for records filed in land recording offices under this section shall be acceptable in the form of cash, checks, or money order only.

DFI—CCS 7.07 Transition. Land recording offices shall continue to provide searches of documents properly filed under ch. 409, Stats., that was in effect prior to July 1, 2001 in the same manner as in effect prior to July 1, 2001 until the end of the transition period. The end of the transition period shall be June 30, 2008. Indexes shall be maintained without any deletion, addition or modification until the end of the transition period.

Note: Land recording offices in this state do not perform searches of the grantor/grantee – real-estate tract indexes for realty-related UCC filings. Office hours for land recording offices are determined by each county board. For these hours contact the appropriate land recording office.

SECTION 8: CHAPTER SS 3 is repealed.

This rule shall take effect on the first day of the month following publication in the Wisconsin administrative register as provided in s. 227.22(2)(intro.), Stats.