

## Instructions for Completing the Judgment Lien Change Form (Form JL3)

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 automatically will be generated upon filing.

### Complete Form JL3 as follows:

- 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 Notice of Judgment Lien.
- Item 1b.** Enter the Secretary of State file date on the original Notice of Judgment Lien.
- Item 2.** If the Judgment Lien Change Form is being filed as a Continuation Statement, check this box. (California Code of Civil Procedure section 697.510.) Leave Items 3 through 7 blank and complete Item 8.
- Item 3a or 3b.** Enter the name of the judgment debtor as it appears in the original Notice of Judgment Lien. (Complete Item 3a or 3b, not both.) Use the judgment lien change form addendum to add additional judgment debtor names and addresses.
- Item 3c.** Enter the current address of the judgment debtor. The address must include a city and state.
- Item 4a or 4b.** Enter the name of the judgment creditor as it appears in the original Notice of Judgment Lien. (Complete Item 4a or 4b, not both.)
- Item 4c.** Enter the current address of the judgment creditor. The address must include a city and state.
- Item 5.** If the lien on personal property covered by the judgment is being released, check the box and describe the personal property being released in Item 7. (California Code of Civil Procedure section 697.650.)
- Item 6.** If this statement is being filed to subordinate to another security interest, check the box and describe in Item 7 the personal property being subordinated and the security interest to which the judgment lien is being subordinated. (California Code of Civil Procedure section 697.650.)
- Item 7.** Describe the personal property, or portion thereof, being released or subordinated in this box, and if subordinated, describe the security interest to which the judgment lien is being subordinated.
- Item 8:** This Judgment Lien Change Form (Form JL3) must be signed by the judgment creditor, or if the judgment creditor has an attorney of record, then the judgment creditor's attorney of record may sign this notice. (California Code of Civil Procedure sections 697.550 and 697.650.)
- If the individual signing the notice is signing for a judgment creditor that is an entity, or on behalf of the law firm that is the attorney of record, the name of the entity or law firm, as applicable, should be entered beneath the signature line, not above the signature of the person signing for the judgment creditor entity or law firm of record.

**Fee:** This Judgment Lien Change Form must be submitted with a filing fee of ten dollars (\$10.00) for an original document containing two pages or less, and twenty dollars (\$20.00) for an original document containing three pages or more. 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  
P.O. Box 942835  
Sacramento, CA 94235-0001**

## **Instructions for Completing the Judgment Lien Change Form Addendum (Form JL3AD)**

Use this form to list only additional Judgment Debtors to be released or subordinated when filing a Judgment Lien Change Form (Form JL3).

### **Complete Form JL3AD as follows:**

- Item 9.** Enter file number of the Judgment Lien to which this Additional Party relates, exactly as shown in Item 1a of the Judgment Lien Change Form.
- Item 10.** Enter the name of the Judgment Creditor exactly as shown in Item 4 of the Judgment Lien Change Form.
- Items 11-16.** If this change releases or subordinates additional Judgment Debtors pursuant to California Code of Civil Procedure section 697.650, complete Items 11 through 16 in accordance with Instruction 3 of the Judgment Lien Change Form and give complete information for each additional Judgment Debtor. Be sure to complete either the organization's name or individual's name, but not both.



# JUDGMENT LIEN CHANGE FORM ADDENDUM

FOLLOW INSTRUCTIONS CAREFULLY (front and back of form)

9. INITIAL JUDGMENT LIEN FILE # (same as Item 1a on change form)

10. NAME OF JUDGMENT CREDITOR (same as Item 4a or 4b on change form)

10a. ORGANIZATION NAME

OR

10b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME, SUFFIX

THE ABOVE SPACE IS FOR FILING OFFICE USE ONLY

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

16. ADDITIONAL JUDGMENT DEBTOR'S EXACT FULL LEGAL NAME – insert only one name (16a or 16b) – do not abbreviate or combine names

16a. ORGANIZATION'S NAME

OR

16b. INDIVIDUAL'S LAST NAME

FIRST NAME

MIDDLE NAME

SUFFIX

16c. MAILING ADDRESS

CITY

STATE

POSTAL CODE

COUNTRY