



## Easy Law's Lien Process

- Step 1:** Lien requests are date stamped upon receipt and entered into our verification system.
- Standard lien processing time can take up to 5 business days.
  - Express Service which shortens the processing time to 3 business days or less, is available for an additional fee.
- Step 2:** Research the available public and private records for the following:
1. Project address and/or assessor parcel number.
  2. Property owners' name and mailing address.
  3. The names and addresses of the contractor(s) responsible for payment.
  4. The name and address for a construction lender, if any.
- Step 3:** A draft lien and collection letter are prepared for our client's review and approval. Please note that Easy Law will not record a lien without a client's prior written approval.
- Step 4:** Upon receipt of our client's written approval, the lien is submitted for recording by one of the following methods: \*
- FedEx
  - USPS
  - E-Recording
  - Delivery service
- \*Easy Law's standard recording practice is to send liens for recording via express mail which may take up to three business days for delivery. Documents delivered by mail are often not recorded for several days or even weeks after receipt by the recording agency. Express recording is available for an additional fee. Next day E-Recording is only available in a limited number of counties.
- Step 5:** A collection letter and a copy of the lien are mailed to the property owner, construction lender and other related parties via certified mail.
- Step 6:** Upon receipt of the stamped/recorded lien our staff calendars appropriate follow-ups to determine if the lien has been paid or enforced via litigation.
- Step 7:** A copy of the stamped/recorded lien is faxed to our client with a letter confirming the lien's enforcement date.
- Step 8:** Easy Law's staff follows up with our client to determine whether the lien has been paid or enforced.

- Step 9:** If a lawsuit is filed to enforce the lien, if requested, we will forward the lien and our supporting research to your attorney. If a lawsuit is filed Easy Law will follow-up with you every 6 months until the claim is resolved to ensure that the lien is properly released.
- Step 10:** Upon the lien's expiration or our client's written request, Easy Law will prepare and record a lien release.
- Step 11:** Upon receipt of the stamped/recorded lien release, a copy will be faxed to our client. Additional information regarding our lien procedures is available on our website and in our Customer Service Agreements.