



CLERK OF CIRCUIT COURT

Kristi Severson

ST CROIX COUNTY GOVERNMENT CENTER
1101 Carmichael Road, Second Floor
Hudson, WI 54016

Phone: (715) 386-4630 Fax: (715) 381-4396

CONSTRUCTION LIEN PROCEDURES

Construction Liens must be filed with the Clerk of Courts Office within 6 (six) months of the last day that goods or services were provided. When filing a Construction Lien, you must provide the following:

1. **LIEN NOTICE and CLAIM FOR LIEN / STATEMENT OF CLAIM** (Original plus 2 copies)
 - a. MUST include dates of service and the legal description of the property
2. **NOTICE OF INTENT** (Original plus 2 copies)
 - a. Original Notice of Intent MUST be sent to the property owner 30 days before filing a claim (this gives the owner an opportunity to make good on the claim). The 30 days starts after the hand delivery or mail delivery of the Notice of Intent to the owner. This needs to be within 6 months of the last date that goods or services were provided. If the six month period has lapsed, you may want to consider filing a Civil or Small Claims action.
 - b. Make copies of the original Notice of Intent so you have it to file along with the Claim for Lien form.
3. **PROOF OF SERVICE of items listed on line 1 and 2.**
 - a. Admission of Service if hand-delivered.
 - b. Return Receipt with signature from United States Postal Service for Certified / Registered Mail
4. **FILING / DOCKET FEE**
 - a. \$5.00 cash, check (payable to Clerk of Court), or Credit/Debit Card
5. **SELF ADDRESSED STAMPED ENVELOPE ADDRESSED TO THE PARTY FILING THE LIEN**
 - a. The lien claimant shall serve a copy of the claim for lien on the owner of the property on which the lien is placed within 30 day after filing the claim with the Clerk of Court. The Court will mail, in the envelope provided, 2 filed copies back to the Claimant. One copy is for the claimant's records and one copy to mail to the owner of the property.

**FURTHER INFORMATION REGARDING CONSTRUCTION LIEN LAW IS CONTAINED IN
Ch. 779, Wis. Stats.**

As the filing party, it is your responsibility to know if you were required to file a "LIEN NOTICE" to the owner of the property, and file with the Lien, if applicable. This is outlined in more detail in Ch. 779.02, Wis. Stats.

If you would like the Construction Lien forms mailed to you, please submit your request with a \$5.00 form fee, along with a self-addressed, stamped envelope, to:

Clerk of Court 1101 Carmichael Road, Hudson, WI 54016