



## CLERK OF CIRCUIT COURT

**Kristi Severson**

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

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

### **CONSTRUCTION LIEN PROCEDURE**

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 full 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 and once received, allow 30 days to lapse before you file the lien with the Court. (This gives the property owner the 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 materials / labor were provided to the owner. If the 6 months have lapsed, you may want to consider filing a Civil or Small claims action.
- 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 USPS for Certified / Registered Mail.
- 4. FILING / DOCKET FEE**
  - a. \$5.00 cash, check (payable to Clerk of Court), or Credit / Debit card.
- 5. IF FILING BY MAIL – INCLUDE A SELF ADDRESSED, STAMPED ENVELOPE WITH ENOUGH POSTAGE ADDRESSED TO THE PARTY FILING THE LIEN. IF FILING IN PERSON – WE WILL DATE STAMP AND SEND THE 2 EXTRA COPIES WITH YOU.**
  - a. The lien claimant shall serve a copy of the filed lien on the owner of the property on which the lien is placed within 30 days after filing the lien with the Clerk of Court. If filed by mail, the Clerk will return 2 copies in the SASE provided so you can mail a copy to the property owner and retain one for your own records.

### **FURTHER INFORMATION REGARDING CONSTRUCTION LIENS 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 a Construction Lien packet / 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.***  
**\*\* You may also stop by in person to pick up a packet. \*\***