

PETITION TO RELEASE MECHANICS' LIEN

Removing an Expired Mechanics' Lien

This Guide includes instructions and sample forms. The Guide and related forms may be downloaded from:

www.saclaw.org/release-mechanics-lien

BACKGROUND

Contractors and subcontractors can record mechanics' liens against a piece of real property for work they do on that property. Although the lien automatically becomes invalid if the claimant does not foreclose within 90 days of recording, the lien will still appear on the title until it is released in writing or by court order.

If the contractor or subcontractor does not release the lien upon request, the owner of the property may petition the court for a release order (also called expunging the lien). [California Civil Code \(CC\) §§ 8480-8488](#). The court will award the prevailing party his or her reasonable attorneys' fees, so you may wish to hire an attorney to do this. [CC § 8488\(c\)](#).

If you choose to file this *Petition* without an attorney, or cannot find an attorney to take the case, this Guide will help you do it yourself. It outlines the steps, and includes sample forms and instructions.

STEP-BY-STEP INSTRUCTIONS

Step 1: Contact the Lien Claimant and Request Voluntary Release of Lien

Mail the lien claimant a written demand to remove the lien. Send the request by registered or certified mail, express mail, or overnight delivery. Send it to the claimant's address as shown on any of the following: (1) the preliminary 20-day notice, (2) the records of the Contractor State License Board, (3) the contract on which the lien is based, or (4) the claim of lien itself. [CC § 8482](#).

A customizable template for the *Demand for Release* may be downloaded from this link:

- [Demand for Release of Mechanics' Lien](#)

You may want to include a blank Release of Mechanics' Lien (available on our website at www.saclaw.org/legal-forms/) to make it easy for the claimant to fill out and record.

Keep a copy of your *Demand for Release of Mechanics' Lien* and the certified, registered, or other receipt as proof of your request. You will attach this to your Petition if the claimant does not voluntarily remove the lien.

Disclaimer: This guide is intended as general information only. Your case may have factors requiring different procedures or forms. The information and instructions are provided for use in the Sacramento County Superior Court. Please keep in mind that each court may have different requirements. If you need further assistance consult a lawyer.

You may also need...

Related Step by Step Guides

- [Serving Documents by Mail](#)
- [Personal Service](#)

Find all this information on our website at www.saclaw.org.

>> [Home](#) >> [Law 101](#)

You must wait at least 10 days after mailing before filing your *Petition*, to give the lien claimant time to comply. [CC § 8482](#).

Step 2: Obtain a Certified Copy of the Claim of Lien

You will need to attach this to your *Petition*. You can obtain a certified copy at the Sacramento County Recorder's office (600 8th Street, Sacramento, 916-874-6334).

Step 3: Prepare the Required Court Pleadings

There is no Judicial Council form for this procedure. Instead, the relevant documents must be typed on 28-line pleading paper. Customizable templates may be downloaded from these links:

- [Petition for Release of Property from Lien](#)
- [Notice of Hearing](#)
- [Proposed Order](#)
- [Proof of Service of Petition to Release Mechanics Lien by Mail](#)

Download the blank forms from these links.

In addition, one Judicial Council form is required for all new cases, including this *Petition*:

- [Civil Case Cover Sheet \(CM-010\)](#)

Download the blank form from this link or www.courts.ca.gov.

Sample filled-in forms with instructions are available at the end of this guide.

Step 4: Copy and Assemble the Documents

Make four (4) copies of your documents. One of these copies is to be served on the claimant; the original and the other three copies are to be filed with the court. Staple each of the copies, but leave the original unstapled. Sacramento County Superior Court uses an electronic filing system in which documents are scanned in electronically. Stapled originals are not accepted because the staple will jam in the scanner, damaging both the document and the scanner.

Note: You will have exhibits attached to your *Petition* (a certified copy of the *Claim of Lien* and a copy of the *Demand for Release* with proof of mailing). Sacramento County Superior Court requires that the exhibit pages in **one** of your three sets of copies be separated by a rigid sheet of card stock with a tab identifying the letter of the exhibit on the bottom. Exhibit pages for the original and other two copies may be on pleading paper with the exhibit's letter typed on the bottom, above the footer. The Law Library's Circulation Desk sells exhibit tab card stock.

Step 5: File Documents in Court, Pay Filing Fee, and Ask Clerk for a Hearing Date

File your documents at the filing window (do not use the drop box) at the [Gordon D. Schaber Courthouse](#) at 720 Ninth Street downtown. While you are there, the clerk will assign you a department and a hearing date within the next 30 days ([CC § 8486](#)). Because the clerk may have a number of dates available, be sure to bring your schedule with you so you can choose a date that works for you. **Fill this in on all copies of the Notice of Hearing** and file the original and three copies of that as well. Make sure that you receive a stamped copy of each document to serve on the lien claimant, and a copy for yourself.

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As of the date of this guide there is a \$435 filing fee, unless your fees are waived. Current fees can be found on the [Sacramento County Court Fee Schedule](#). If you qualify for a fee waiver, you may file a request with the court. For more information, see [our step-by-step guide on "Fee Waivers"](#) on our website at.

Step 6: Have the *Petition* and Other Documents Served

At least 20 days before the hearing: Have someone (**NOT YOU**) serve a court-stamped copy of all documents on the lien claimant by certified or registered mail (return receipt requested). You can use any of these addresses: (1) the preliminary 20-day notice, (2) the records of the Contractor State License Board, (3) the contract on which the lien is based, or (4) the claim of lien itself.

You are required to serve the notice 15 days before the hearing, plus five days for mail time, so make sure to do this at least 20 days before the hearing.

The person who is serving your papers for you must complete a customizable *Proof of Service of Petition to Release Mechanics Lien by Mail*. You can download a template of this form from the link in Step 3, above.

Photocopy the certified or registered mail receipt. Write "Exhibit A" on the bottom of the copy, and staple the copy to the Proof of Service. Make at least two copies.

File the original Proof of Service, and two copies, with the Court. Make sure this is done at least a few days before the hearing.

Step 7: Review Tentative Ruling at 2:00 p.m. the Court Day before the Hearing; Schedule Argument by 4:00 p.m. if Necessary

Pursuant to [Local Rule 1.06](#), the court will make a tentative ruling on the merits of your matter by 2:00 p.m. the **court day before the hearing**. **You then have two hours to request oral argument**, if you choose to do so. You may read the tentative ruling online or may obtain the tentative ruling over the telephone by calling (916) 874-8142 to have a deputy clerk read the ruling to you. For more information Sacramento County's tentative rulings, and accessing them online, visit the [Sacramento County Court's page on Tentative Ruling Information](#).

Closely review the tentative ruling. Since you are asking the Court to issue an order removing the lien, you are looking for your *Petition* to be "GRANTED." If the court does not grant your request, your *Petition* will be "DENIED." Even if your *Petition* is granted, be sure to read the tentative ruling very carefully, since it may contain other important information or instructions.

If neither party requests oral argument by 4:00 p.m., the court will simply make the tentative ruling the order of the court, and no oral

Tip: Consider Personal Service

You can have the papers served by personal service instead of mail if you choose. This will shave 5 days off the required notice, and makes it easier to prove that the contractor actually received the papers. See our guide on [Personal Service](#) for more information.

WARNING!

Your hearing will be canceled

If neither you nor the other party calls the court, the hearing will be canceled and you will not have a chance to talk to the judge.

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argument will be permitted. If a party requests oral argument, the court will make its ruling after the oral argument, either in court or by mail a few days later.

Step 8: Attend the Hearing, if Necessary

If the tentative ruling indicates that the *Petition* is granted, and the claimant does not notify you that s/he plans to appear, you do not need to attend the hearing. The court will simply adopt the tentative ruling as its final order. Unless the court order indicates that you will need to submit a new Order, the *Proposed Order* that you submitted will be signed by the court and sent to you by mail.

If your request was denied, and you request oral argument, be at the court before the start time, prepared to present any additional evidence and arguments to the judge.

Step 9: Record the Signed Order Releasing Lien at the County Recorder's Office

If the judge signs the *Order*, obtain a certified copy from the court clerk. Record the certified copy at the County Recorder's office. This extinguishes the lien.

FOR MORE INFORMATION

On the Web

The Contractors' State License Board offers a number of useful and informative guides, pamphlets, and forms for consumers, including "[What to Do If a Mechanic's Lien has Been Filed against You.](#)"

The California Land Title Association has a series of "Consumer Library" articles on its website, including one on mechanics' liens: "[Title Reporter Series: Mechanics' Liens.](#)"

At the Law Library

California Forms of Pleading and Practice [KFC 1010 .A65 C3](#) (Ready Reference)
Sections 361.32 and 361.163 deal with petitions for the release of mechanics liens.

Electronic Access: On the Law Library's computers, using the *Matthew Bender CD*.

IF YOU HAVE QUESTIONS ABOUT THIS GUIDE, OR IF YOU NEED HELP FINDING OR USING THE MATERIALS LISTED, DON'T HESITATE TO ASK A REFERENCE LIBRARIAN.

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ATTACHMENTS: FORMS AND INSTRUCTIONS

There is no Judicial Council form for this procedure. Instead, the relevant documents must be typed on 28-line pleading paper. Customizable templates may be downloaded from these links:

- [Petition for Release of Property from Lien](#)
- [Notice of Hearing](#)
- [Proposed Order](#)
- [Proof of Service of Petition to Release Mechanics Lien by Mail](#)

Download the blank forms from these links.

In addition, one Judicial Council form is required for all new cases, including this Petition:

- [Civil Case Cover Sheet \(CM-010\)](#)

Download the blank form from this link or www.courts.ca.gov.

Sample filled-in forms with instructions are available at the end of this Guide.

Instructions:

a. Petition for Release of Lien

- (1) Download the *Petition* template from the link above and customize it per the instructions at the end of this Guide.
- (2) Attach the certified copy of the claim of lien, which you got in Step 2, to the Petition as "Exhibit A." Attach your copy of the *Demand for Release of Mechanics' Lien* with proof of mailing, which you created in Step 1, to the Petition as "Exhibit B."
- (3) Sign the *Petition* (including the verification at the end).

b. Notice of Hearing

Download the *Notice of Hearing* template from the link above and customize it per the instructions at the end of this Guide. Leave the hearing date, time, and department blank for now.

c. Proposed Order Releasing Lien

Download the *Proposed Order* template from the link above and customize it per the instructions at the end of this Guide. The judge will sign it if s/he grants the *Petition*.

d. Civil Case Cover Sheet (CM-010)

Download the *Civil Case Cover Sheet* form from the link above and complete it per the instructions at the end of this Guide. This is a standard form required in all new cases.

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ORFAMAY OWNER
123 Main St.
Sacramento, CA 95814
916-555-1212
ORFAMAY OWNER, IN PRO PER

This section tells all parties when and where to be for the hearing. You should get this information from the clerk when you reserve your hearing date.

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SACRAMENTO

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In the Matter of
ORFAMAY OWNER,
Petitioner,
vs.
SAMUEL SUBCONTRACTOR,
Respondent.

) Case No.: 34-14-00005555
) PETITION FOR RELEASE OF
) PROPERTY FROM LIEN
) Date: April 15, 2014
) Time: 9 a.m.
) Dept: 54
) Judge: Raymond M. Cadei
) Date Action Filed: March 10, 2014

State whether you are the owner of the property or whether you have some other interest (life estate, tenancy, etc.).

Petitioner alleges:

1. Petitioner is the owner of real property ("the property") located at 123 Main Street, Sacramento, California and described as follows:

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Lot 14 of Blackacre Addition to the City of Sacramento, as delineated on the map of said addition, recorded January 30, 1965, in Book 625, Page 013065 .

This "legal description" can be found on the deed to your property.

2. At all times relevant herein, Respondent Samuel Subcontractor was, and now is,

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an individual residing in Sacramento County engaged in the business of subcontracting as a roofer and claims to have contributed to the work of improvement on the property

Identify the lien claimant's form of business and county of residence, if an individual.

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3. On **October 1, 2013**, in the Official Records of **Sacramento** County, California,

Respondent recorded a claim of mechanics lien against the property. The lien was recorded

The info in this paragraph is on the Claim of Lien.

To attach the claim of lien, photocopy it and write "Exhibit A" on the bottom of the page.

in the official records of the County Recorder in book number **1203**, page number **100113**.

The claim of lien was in the amount of **\$5645.92** for labor, services, equipment, or materials

provided by Respondent for a work of improvement. A certified copy of the claim of lien with

proof of mailing is attached here marked Exhibit A and incorporated by reference.

4. Respondent failed to bring an action to enforce the lien within 90 days after the

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recording of the claim of lien, as required by Civil Code § 8460. No action has been filed

to foreclose the lien; no extension of credit has been recorded; and the time period during

which suit can be brought to foreclose the lien has expired.

Check the appropriate boxes, or erase any part of the paragraph that does not apply.

5. Respondent is unable or unwilling execute a release of the lien or cannot

be found with reasonable diligence.

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6. On **February 20, 2014**, Petitioner sent Respondent a written demand to remove

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the lien by registered or certified mail; express mail; or overnight delivery. The

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written demand was sent to the Respondent's address as shown on the preliminary 20-day

notice; the records of the Contractor State License Board; the contract on which the

lien is based; or the claim of lien itself. A true and correct copy of the written demand is

Check the appropriate boxes, or erase any part of the paragraph that does not apply.

Attach a copy of the written demand and proof of mailing as "Exhibit B."

attached here marked Exhibit B and incorporated by reference.

7. Respondent did not respond responded as follows:

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On February 23, 2014, Respondent telephoned Owner and stated that since he had

been paid, he would not remove the lien.

Describe the lien claimant's response to the Written Demand for Release of Lien.

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8. Petitioner has not filed for relief under any law governing bankruptcy, and there exists no other restraint to prevent Respondent from filing to foreclose the lien.

WHEREFORE, Petitioner prays for judgment against Respondent as follows:

1. That the real property described above be released from Respondent's claim of lien;
2. Costs; and
3. Such other relief as may be just.

Dated: _____

By: _____
Signature
Orfamay Owner
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VERIFICATION

I, **Orfamay Owner**, am the petitioner in this proceeding. I have read the foregoing petition and know the contents thereof. The same is true of my own knowledge, except as to those matters which are therein alleged on information and belief, and, as to those matters, I believe it to be true.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date

Date

Fill in your name, and date and sign the Verification section. This indicates that you are swearing under penalty of perjury that the facts stated in the petition are true.

Signature

Signature

Recording Requested By and When Recorded Mail To:

[CONTRACTOR/SUBCONTRACTOR NAME]
 [STREET ADDRESS]
 [CITY, STATE, ZIP]

County recorder stamp

Space above this line for recorder's use only

MECHANICS' LIEN
 (Claim of Lien)
 (To be recorded in the county recorder's office in the county in which the property is located.)

NOTICE IS HEREBY GIVEN that Claimant [CONTRACTOR/SUBCONTRACTOR] (legal name), claims a lien for labor, services, equipment, or materials under Section 5082 et. Seq. of the Civil Code of the State of California, upon the premises hereinafter described, and upon every estate or interest in such structures, improvements and premises held by any party holding any estate therein. Said labor, service, equipment or materials, were furnished for the construction of those certain buildings, improvements, or structures, now upon that certain parcel of land situated in the County of [COUNTY], State of California, said land described as follows:

[STREET ADDRESS IS OK IF ADEQUATE TO IDENTIFY PROPERTY]
 STREET ADDRESS: _____
 and/or [LEGAL DESCRIPTION CAN BE FOUND ON DEED OR TITLE REPORT]
 LEGAL DESCRIPTION: _____

Said lien is claimed for the following labor, services, equipment or materials: [DESCRIBE THE SERVICES, ETC.] Claimant is owed \$ [AMOUNT DUE] for labor, services, equipment or materials furnished and offsets, plus interest at the legal rate from _____.

The name of the party in whose favor the lien is claimed is [OWNER NAME] in Claimant furnished the labor, services, equipment or materials [DESCRIBE THE PROPERTY] [DESCRIBE THE PROPERTY] party in favor of _____.

Date: [DATE] _____

I, the undersigned, do hereby certify that the foregoing is true and correct.

Executed on _____, 20____ at _____ California. _____
 Signature of Claimant or Authorized Agent

Make an Exhibit page for the certified copy of the mechanics' lien by photocopying the lien and writing "Exhibit A" on the bottom of the page.

Important: Sacramento County Superior Court requires that the Exhibit pages in **one** of your sets of copies be on a rigid sheet of card stock with a tab identifying the letter of the exhibit on the bottom. Exhibit pages for the original and other copies may be on pleading paper with "Exhibit A" typed on the bottom, above the footer.

Note: The Law Library Circulation Desk sells exhibit tab card stock.

Exhibit A

PETITION FROM LIEN

Exhibit Tab
 (made of card stock)

DEMAND FOR RELEASE OF CLAIM OF LIEN
(California Civil Code Section 8482)

To Lien Claimant: _____
(Name)

(Address)

(City, State, Zip Code)

From Owner: _____
(Name)

(Address)

(City, State, Zip Code)

This notice serves as a demand that you execute and record a release of the claim of Mechanics' Lien recorded on _____, 20____, as Instrument No. _____ and/or in Book/Reel _____, Page/Image _____, in the official records of _____ County, California. A Release of Lien form is included with this notice for your convenience.

This demand is based on the grounds that the time for foreclosure on the mechanics lien has expired and that you are therefore obligated to release the lien and clear the title to the property.

If the lien is not removed from the lien. If this becomes necessary under California Civil Code § 884

Make an Exhibit page for the Written Demand and proof of mailing by photocopying them and writing "Exhibit B" on the bottom of the first page.

Important: Sacramento County Superior Court requires that the Exhibit pages in **one** of your sets of copies be on a rigid sheet of card stock with a tab identifying the letter of the exhibit on the bottom. Exhibit pages for the original and other copies may be on pleading paper with "Exhibit B" typed on the bottom, above the footer.

Note: The Law Library Circulation Desk sells exhibit tab card stock.

Location of work of improvement address of the site, if any): _____

Relationship of owner to parties (e.g. Owner hired Direct Contractor, which hired Claimant)

Direct Contractor
Name: _____
Address: _____
City, State, Zip: _____

Lender Holding Construction Funds, If Any
Name: _____
Address: _____
City, State, Zip: _____

Exhibit B

Exhibit Tab
(made of card stock)

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| U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided) | |
| For delivery information visit our website at www.usps.com | |
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| Return Address Fee (Endorsement Required) | |
| Restricted Delivery Fee (Endorsement Required) | |
| Total Postage & Fees \$ | |
| Send To | |
| Street, Apt. No., or PO Box No. | |
| City, State, ZIP+4 | |
| PS Form 3800, June 2002 See reverse for instructions | |

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ORFAMAY OWNER
123 Main St.
Sacramento, CA 95814
916-555-1212

ORFAMAY OWNER, IN PRO PER

This section tells all parties when and where to be for the hearing. You should get this information from the clerk when you reserve your hearing date.

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SACRAMENTO

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In the Matter of
ORFAMAY OWNER,
Petitioner,
vs.
SAMUEL SUBCONTRACTOR,
Respondent.

) Case No.: 34-14-00005555
) NOTICE OF HEARING ON PETITION
) FOR RELEASE OF PROPERTY FROM
) LIEN
) Date: April 15, 2014
) Time: 9 a.m.
) Dept: 54
) Judge: Raymond M. Cadei
) Date Action Filed: March 10, 2014

Insert the date, time, and department number as above, and include the street address of the branch of the court where the hearing will be.

Respondent Samuel Subcontractor:

Please take notice that on April 15, 2014, at 9 a. m., in Department 54 of the above-mentioned Court, located at 800 9th Street, Third Floor, Sacramento, California, Petitioner will appear and request that the honorable court order the release of the Mechanics' Lien on property located at 123 Main Street, Sacramento, California.

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1 This request will be based on the Petition for Release of Property from Lien attached to this
2 Notice of Hearing, and on the evidence and arguments to be introduced in the hearing.

3 Pursuant to Local Rule 1.06 (A), the court will make a tentative ruling on the merits of this
4 matter by 2:00 p.m., the court day before the hearing. The complete text of the tentative
5 rulings for the department may be downloaded off the court's Web site. If the party does not
6 have online access, they may call the dedicated phone number for the department as
7 referenced in the local telephone directory between the hours of 2:00 p.m. and 4:00 p.m. on
8 the court day before the hearing and receive the tentative ruling. If you do not call the court
9 and the opposing party by 4:00 p.m. the court day before the hearing, no hearing will be
10 held.

11 Dated: _____

Date

12 By: _____

Signature

Signature

ORFAMAY OWNER

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Recording requested by:

And when recorded, mail to:

The area above the horizontal line is for the Recorder's Office to stamp when you record the Order.
Insert your name and mailing address on the left.

RECORDER'S USE ONLY

ORFAMAY OWNER
123 Main St.
Sacramento, CA 95814
55-1212

This section tells all parties when and where to be for the hearing.
You should get this information from the clerk when you reserve your hearing date.

ORFAMAY OWNER, IN PRO PER

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SACRAMENTO

In the Matter of) Case No.: 34-14-00005555
ORFAMAY OWNER,) [PROPOSED] ORDER RELEASING LIEN
Petitioner,) Date: April 15, 2014
vs.) Time: 9 a.m.
SAMUEL SUBCONTRACTOR,) Dept: 54
Respondent.) Judge: Raymond M. Cadei
Date Action Filed: March 10, 2014

The petitioner's petition for an order granting the release of the real property described below ("the property") from the lien of the respondent was heard on April 15, 2014.

Petitioner appeared in pro per, and respondent appeared in pro per by counsel

Leave blank (you don't know who the other side's attorney may be). The judge will fill it in.

_____ (name). Oral and documentary evidence having received and considered by the court, and good cause appearing,

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THE COURT FINDS:

- 1. All the allegations of the petition are true;
- 2. Service of the petition and the order fixing the date for the hearing was made in compliance with the law.

IT IS ORDERED:

- 1. The petition is granted.
- 2. The real property described below is released from the lien of respondent, upon the production of a certified copy of this order.

The info in paragraphs 3, 4, and 5 is in the Claim of Lien.

- 3. The lien of respondent was recorded on [October 1, 2013](#).
- 4. The lien was recorded in the recorder's office of the County of [Sacramento](#), City of [Sacramento](#).
- 5. The lien was recorded in the official records of the County Recorder in book number [1203](#), page number [100113](#).

This "legal description" can be found on the deed to your property.

- 6. The real property is located at [123 Main Street, Sacramento, California](#) and described as follows:
[14 of Blackacre Addition to the City of Sacramento, as delineated on the map of said addition, recorded January 30, 1965, in Book 625, Page 013065 .](#)

Dated: _____

Leave date and signature area blank for the judge to fill in.

Judge: _____

1 ORFAMAY OWNER
123 Main St.
2 Sacramento, CA 95814
3 916-555-1212
4 ORFAMAY OWNER, IN PRO PER

This section tells all parties when and where to be for the hearing. You should get this information from the clerk when you reserve your hearing date.

SUPERIOR COURT OF THE STATE OF CALIFORNIA
FOR THE COUNTY OF SACRAMENTO

10 In the Matter of) Case No.: [34-14-00005555](#)
11 [ORFAMAY OWNER](#),) PROOF OF SERVICE OF PETITION FOR
Petitioner,) RELEASE OF MECHANICS LIEN BY
12 vs.) MAIL
[SAMUEL SUBCONTRACTOR](#),) Date: [April 15, 2014](#)
Respondent.) Time: [9 a.m.](#)
13) Dept: [54](#)
14) Judge: [Raymond M. Cadei](#)
Date Action Filed: [March 10, 2014](#)

15 [Marty Mailer](#) declares:

16 I am over age 18, not a party to this action, and reside in [Sacramento](#) County at [456](#)
17 [Oak Street](#). On [March 12, 2014](#), I deposited in the United States mail at [Sacramento](#),
18 California a copy of the following documents:

- 19 Petition for Release of Mechanics' Lien
- 20 Notice of Hearing
- 21 [Proposed] Order Releasing Lien
- 22 Civil Case Cover Sheet

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in a sealed envelope, with postage fully prepaid, return receipt requested, addressed to:
Samuel Subcontractor
789 Industrial Blvd.
Sacramento, CA 95814

A copy of the certificate of mailing is attached to this declaration as Exhibit A.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated: _____

By: _____

Marty Mailer

This is claimant's address as shown on any of the following: (1) the preliminary 20-day notice, (2) the records of the Contractor State License Board, (3) the contract on which the lien is based, or (4) the claim of lien itself.

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Make an Exhibit page for the copy of the return receipt or certified mail receipt by photocopying the receipt and writing "Exhibit A" on the bottom of the page.

Important: Sacramento County Superior Court requires that the Exhibit pages in **one** of your sets of copies be on a rigid sheet of card stock with a tab identifying the letter of the exhibit on the bottom. Exhibit pages for the original and other copies may be on pleading paper with "Exhibit A" typed on the bottom, above the footer.

Note: The Law Library Circulation Desk sells exhibit tab card stock.

Exhibit A

PROOF OF SERVICE OF

Exhibit Tab
(made of card stock)

MECHANICS LIEN BY MAIL

