

## Locating Liens and Judgment Records

You can search to see if an individual or business has had a Lien or Judgment recorded using the following search criteria fields:

- Last Name
- First Name
- Middle Name
- Company Name
- SSN/FEIN
- Case Number
- Street Address
- City
- State
- Zip

Results vary from state to state but may include Debtor Name and Address, Creditor Name, Case Number, Filing Date, Amount, Book/Page, SSN/FEIN, Filing Type, Release Date, Original Case Number, and Serial/Cert. Number.

Click on the **Coverage Area** icon to see a list of areas covered by the search.

## Quick Start

First, try to locate the subject's lien or judgment records using the following search technique:

- 1. Search by Name or Company Name. You can also use a partial first name.**
- 2. Search by Name or Company Name and State. This returns records for the listed name within the specified state.**
- 3. Search by Name, City, and State. This returns records for the listed name within the specified City and State.**
- 4. Search by Name, Address, City, and State. This returns records for the listed name and address within the specified City and State.**
- 5. Search by SSN or FEIN. This returns records for the listed SSN or FEIN.**

Choose your result output by marking the appropriate radio button next to **Output Type**.

**Formatted HTML** provides an interactive web page including hyperlinks to generate reports.

**Cut and Paste/Printer Friendly Text (No Reports)** provides a web page with plain text, making it easier to copy and paste into a document.

## Helpful Search Tips

### **SEARCH BY LAST NAME**

On the **Liens and Judgments** Tab within the **Courts** menu, type the Subject's Last Name in the **Last Name** field, then CLICK on the Search button. If more records are returned than are practical to review, refine your search as described below.

### **REFINE A NAME SEARCH**

Adding criteria, such as first name, middle name or initial, city, state, or ZIP code, refines a search. The more criteria you provide, the more precise (narrow) the results will be. Keep in mind that some records may not contain a middle name or initial, so providing one could eliminate records you may want included.

### ***SEARCH BY COMPANY***

On the **Liens and Judgments** Tab within the **Courts** menu, type the name of the Company in the **Company Name** field, then CLICK on the Search button. You may also type any part of the Company's name, and all records containing that information will be produced. This returns records belonging to that Company. If more records are returned than are practical to review, refine your search as described below.

### ***NARROW LIST OF RESULTS***

If a list of results is displayed but more records were returned than are practical to review, try narrowing the list of results by adding search criteria. We recommend adding the following criteria, if known, in this order:

1. **First Name or First Initial** - If you are not sure of the entire first name, type an initial or the first few letters in the **First Name** field.
2. **Middle Name or Initial** - If your results return multiple listings with the same first and last name, add the Subject's middle name or initial. Remember that some records do not contain middle names or initials and will be excluded.
3. **State** - Entering a state narrows the results to subjects living in that state.
4. **City** - If your results return multiple listings with the same first and last name within a single state, add the city in which you believe the lien or judgment is located.

### ***EXPAND LIST OF RESULTS***

If too few or no results are returned, loosen the criteria by removing the most precise or uncertain criteria (e.g., middle name or initial or city).

### ***FIND A RECORD IN THE DISPLAYED LIST***

Identify the number of unique persons or companies by examining the results. Examine the records to determine if the displayed information fits what is known about the Subject.