

**INSTRUCTIONS FOR FILLING OUT THE  
ORDER CONTINUING MECHANIC'S LIEN**

PRINT AND USE BLACK INK ONLY.

- 1 Leave the section at the top right of the form that starts "At a Term of the Supreme Court..." blank.
  - 2 Write the name of the Petitioner(s). If you are the Petitioner, enter your name here.
  - 3 Write the name of the Respondent(s).
  - 4 Write your case Index Number.
  - 5 Enter the name of the person(s) who submitted the affidavit(s).
  - 6 Enter the date the affidavit(s) was/were sworn to in the presence of a notary public.
  - 7 Enter the date the mechanic's lien was filed in the County Clerk's Office.
  - 8 Enter the name of the person(s) making the motion.
  - 9 Enter the name of the person(s) holding the lien.
  - 10 Enter the date the lien was filed in the County Clerk's Office.
  - 11 Describe the property subject to the mechanic's lien.
  - 12 Enter the name(s) of the property owner(s).
  - 13 Enter the county where the mechanic's lien will be filed.
  - 14 LEAVE BLANK
- \*\*\* Attach copies of the affidavit(s), mechanic's lien, and notice of lien.
- \*\*\* Serve a copy on all parties.

**\*\*\*PLEASE NOTE: A LIEN WHICH HAS ALREADY EXPIRED CANNOT BE CONTINUED.**