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ABSTRACT OF JUDGMENT **Placing a Judgment Lien**

This Guide includes instructions and sample forms. Links to download the fillable forms are at the end of this Guide. Additional copies of this Guide can be accessed at www.saclaw.org/abstract-judgment.

BACKGROUND

Preparing an *Abstract of Judgment, Civil and Small Claims* (EJ-001) is the first step a judgment creditor must take in order to place a lien on a judgment debtor's real property or a judgment debtor's potential recovery in a pending lawsuit. Placing a lien gives a creditor the right to be paid from the proceeds of a sale of the debtor's real property or from the debtor's monetary award in another lawsuit. For information on how to foreclose upon a judgment debtor's real property or place a lien on a lawsuit the debtor has against someone else, visit the California Courts' Self-Help Website at www.courts.ca.gov/11190.htm.

Once you have completed the *Abstract of Judgment, Civil and Small Claims* (EJ-001), you must file the form with the Superior Court that issued the judgment, so that the court clerk can certify the document. You will then need to take the certified abstract to the County Recorder's office to record the document. After recording, you have a lien against any property held in the judgment debtor's name.

STEP-BY-STEP INSTRUCTIONS

Step 1: Complete the Form

To place a judgment lien against real property, you must complete:

- [Abstract of Judgment, Civil and Small Claims \(EJ-001\)](#)

Instructions are included at the end of this Guide.

Step 2: Copying and Assembling

Make three copies of your completed *Abstract of Judgment, Civil and Small Claims* (EJ-001). Staple each of the photocopies, but leave the original unstapled. The originals will be scanned into the court's filing system, and the staple will damage the scanner.

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

- [Bank Levy](#)
- [Debtor's Exam](#)
- [Enforcement of Judgments](#)
- [Memorandum of Costs](#)
- [Wage Garnishment](#)

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You will also need to obtain a filed/endorsed (court-stamped) copy of your judgment and memorandum of costs, if you've filed one. If you do not have copies of these documents, you may download copies from the court's website: <https://services.saccourt.ca.gov/PublicCaseAccess/>.

Step 3: File Your Documents

File the following items with the court:

- *Abstract of Judgment, Civil and Small Claims* (EJ-001) (original + 2 copies)
- File-endorsed (stamped) copy of the judgment (2 copies)
- File-endorsed (stamped) copy of any previously-filed *Memorandum of Costs after Judgment* (MC-012) (2 copies)
- Check or credit card authorization for the filing fee (currently \$25, current fees at www.saccourt.ca.gov/fees/docs/fee-schedule.pdf)
- Self-addressed stamped envelope with sufficient postage to return the documents to you

File your documents in the dropbox at the Gordon D. Schaber Sacramento County Courthouse, located at 720 Ninth Street, Sacramento, CA 95814, Room 102. The clerk will return the original abstract of judgment to you with the court's seal on it. This may take several weeks.

Step 4: Record the Abstract of Judgment

You will need to record your abstract of judgment in each county where the judgment debtor owns property. You need only record one abstract of judgment per county, even if the debtor owns multiple properties. You may record an abstract of judgment even if the judgment debtor does not currently own property; this will allow a lien to be placed against any property the debtor may acquire in the future.

For property located in Sacramento County, take the original certified *Abstract of Judgment, Civil and Small Claims* (EJ-001) to the Sacramento County Recorder's Office, located at 600 8th Street, Sacramento, CA 95814, along with the recording and lien notification fees (currently \$23 for recording the two-page abstract of judgment, and \$10 per debtor for notification; see current fees at www.ccr.saccounty.net/Pages/Fees.aspx).

If you are recording in another county, please be sure to check with that county's Recorder's Office to determine the correct location for recording and the recording fee. Contact information for all California Recorders Offices can be found online at www.cdph.ca.gov/Programs/CHSI/Pages/County-Registrars-and-Recorders.aspx.

Step 5: What Happens Next?

The county recorder will provide notice to the debtor that you have recorded the abstract of judgment. You will not be paid automatically, but if the debtor refinances or sells the property, you may get paid your money with interest.

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FOR HELP

Sacramento County Public Law Library Civil Self Help Center

609 9th Street, Sacramento 95814

saclaw.org/self-help/civil-self-help-center/

Services Provided: The Sacramento County Public Law Library Civil Self Help Center provides general information and basic assistance to self-represented litigants on a variety of civil legal issues. Appointments will be made beginning at 8:30 a.m. Patrons who are present at 8:30 a.m. will be entered into a random drawing to determine the order their case will be evaluated. If an appointment is appropriate, it will be made for later in the day. You are encouraged to arrive by 8:25 a.m. to participate in the appointment setting drawing.

Eligibility: Must be a Sacramento County resident or have a [qualifying](#) case in the Sacramento County Superior Court.

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

The Judicial Council form commonly used in this procedure is:

- [Abstract of Judgment, Civil and Small Claims \(EJ-001\)](#)

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

EJ-001

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, address, and State Bar number):
 After recording, return to:
 Calvin J. Creditor
 2036 Donner Drive
 Sacramento, CA 95826

TEL NO. 916-123-4567 FAX NO. (optional):
 E-MAIL ADDRESS (Optional):

ATTORNEY FOR JUDGMENT CREDITOR ASSIGNEE OF RECORD

SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento
 STREET ADDRESS: 720 Ninth Street
 MAILING ADDRESS: 720 Ninth Street
 CITY AND ZIP CODE: Sacramento, CA 95814
 CASE NAME: Civil

PLAINTIFF: Calvin J. Creditor
 DEFENDANT: Doug J. Debtor

FOR RECORDER'S USE ONLY
 CASE NUMBER:
 34-2009-00012345

FOR COURT USE ONLY

ABSTRACT OF JUDGMENT—CIVIL AND SMALL CLAIMS Amended

1. The judgment creditor assignee applies for an abstract of judgment and represents that:
 a. Judgment debtor's Name and last known address:
 Doug J. Debtor
 11 Main St. #22
 Sacramento, CA 95814
 b. Driver's license no. [last 4 digits] and state: Unknown
 c. Social security no. [last 4 digits]: 2935 Unknown
 d. Summons or notice of entry of sister-state judgment was served on:
 Doug J. Debtor, 11 Main St. #22, Sacramento, CA 95814

Information on additional judgment debtors is shown on page 2.
 4. Information on additional judgment creditors is shown on page 2.
 5. Original abstract recorded in this county:

3. Judgment creditor (name and address):
 Calvin J. Creditor
 2036 Donner Drive
 Sacramento, CA 95826
 Date: 5/30/2011
 Calvin J. Creditor

a. Date:
 b. Instrument No.

(TYPE OR PRINT NAME) (SIGNATURE OF APPLICANT OR ATTORNEY)

6. Total amount of judgment as entered or last renewed: \$13572.81
 7. All judgment creditors and debtors are listed on this abstract.
 8. a. Judgment entered on (date): January 20, 2010
 b. Renewal entered on (date):
 9. This judgment is an installment judgment.
 10. An execution is endorsed on:
 a. Amount: \$
 b. In favor of (name and address):
 11. A stay of enforcement has
 a. not been ordered by the court.
 b. been ordered by the court effective until (date):
 12. a. I certify that this is a true and correct abstract of the judgment entered in this action.
 b. A certified copy of the judgment is attached.

This abstract issued on (date):
 Clerk, by _____ Deputy

Your name, address, and phone number. Check the box next to "Judgment Creditor."

Court name, address, and branch.

Case Number.

Plaintiff's and Defendant's names as they appeared on the Complaint.

Check "Judgment Creditor."

Insert name and last known address of the judgment debtor. If Social Security and/or Driver's License numbers are known, insert the last 4 digits. If not known, check "unknown."

Print your name and address.

Name and Address where Summons was served.

Insert your name and date.

Signature.

Insert exact amount that is stated on your judgment and date judgment was entered.

Check the box that pertains to your case.

The Court Clerk will insert the Court's Seal and insert the date the Abstract was certified.

If you are not attaching a certified copy of your judgment check box 12(a). If you are, check box 12(b).

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Plaintiff's and Defendant's names as they appeared on the Complaint.

Case Number.

PLAINTIFF: Calvin J. Creditor DEFENDANT: Doug J. Debtor	COURT CASE NO.: 34-2009-00012345
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NAMES AND ADDRESSES OF ADDITIONAL JUDGMENT CREDITORS:

13. Judgment creditor (name and address):

14. Judgment creditor (name and address):

13-14: If there were any additional Judgment Creditors, insert their names and addresses here.

15. Continued on Attachment 15.

INFORMATION ON ADDITIONAL JUDGMENT DEBTORS:

16. Name and last known address

Driver's license no. [last 4 digits] and state: Unknown

Social security no. [last 4 digits]: Unknown

Summons was personally served at or mailed to (address):

17. Name and last known address

Driver's license no. [last 4 digits] and state: Unknown

Social security no. [last 4 digits]: Unknown

Summons was personally served at or mailed to (address):

18. Name and last known address

Driver's license no. [last 4 digits] and state: Unknown

Social security no. [last 4 digits]: Unknown

Summons was personally served at or mailed to (address):

19. Name and last known address

Driver's license no. [last 4 digits] and state: Unknown

Social security no. [last 4 digits]: Unknown

Summons was personally served at or mailed to (address):

16-19: If there were any additional Judgment Debtors, insert their names, addresses, the last four digits of their Driver's License and Social Security numbers, and address where the Summons were served in the space provided. If the Driver's License and/or Social Security numbers are not known, check "unknown."

20.