

QUICK REFERENCE GUIDE – Using the Public Search Tool to confirm lien fee payments



To look up a lien payment status in the Public Search, enter the following information in the Request information capture region:

1. First name and last name
2. Uniform assigned name (UAN—if applicable) *optional*
3. Email address
4. From the dropdown list in the Reason for Search field, select **Case Information Search** from the list of values.

APPORTIONMENT
CASE INFORMATION SEARCH
 CASE PARTICIPANT INFORMATION SEARCH
 LIEN ACTIVATION
 POST OFFER PRE-EMPLOYMENT SCREENING
 PREPARATION FOR HEARING/FILING

6. Click Next. The injured worker search screen is displayed.
7. **Lien search** tab is selected.

Lien Search screen

Case Search | **Lien Search**

* Minimum search criteria: EAMS case number or Lien Reservation Number or Claimant Name only

EAMS Case Number*

Claimant Name (First Name Last Name OR Organization Name)

Lien Reservation Number*

Injury Date

Lien File Date (mm/dd/yyyy)

Exempt Indicator

Date Of Hearing (mm/dd/yyyy)

Lien Status

External Transaction Id

Payment Date (mm/dd/yyyy)

Search result

Case Number	Lien Reservation No.	Claimant Name	Lien File Date	Lien Status	Lien Amount	Payment Date	Payment Amount	DOI	Exempt Indicator
ADJ83008	3000932779	ZOE BRONEY/YESHIP11	8/20/08/13	INACTIVE	8808				2
ADJ83008	3000932789	ZOE BRONEY/YESHIP11CONFIRMATION	8/20/08/13	ACTIVE	8808	02/05/2013	150		3
ADJ83008	3000932803	ZOE BRONEY/YESHIP11GAIN	8/20/08/13	INACTIVE	8808				2
ADJ83008	3000932884	ZOE BRONEY/YESHIP11001	8/20/08/13	INACTIVE	8808				2
ADJ83008	3000932903	CENSE/YESHIPRESUBMISSION	8/20/08/13	ACTIVE	8808				2

8. On the **lien search** screen, fill in at least one of the required fields (EAMS case number, claimant name (or organization), or lien reservation number) and any of the other optional fields. Click **search**.
9. Search results display in the lower part of the screen.

Once payment has been successfully completed, the **pay** button no longer appears. The **'ACTIVE'** status, a grayed out **paid** button, **payment date** and **payment amount** are displayed.

Lien fee payment statuses:

- **Active** - Paid liens show a lien status of active and the Paid button is disabled.
- **Inactive** - Unpaid liens show a lien status of inactive and the Pay button is enabled in blue color.
- **Pending** - Lien payments that are in process.

Search result

Case Number	Lien Reservation No.	Claimant Name	Lien File Date	Lien Status	Lien Amount	Payment Date	Payment Amount	DOI	Exempt Indicator
ADJ8216546	0005979396	NEA HEALTHCARE INC	09/24/2012	INACTIVE	1271.55				
ADJ8216546	0005979852	GRAVES INTERNATIONAL CHIROPRACTIC	09/24/2012	INACTIVE	1313				
ADJ8216546	0005986982	ADVANCED REHABILITATION TECHNOLOGIES	09/26/2012	INACTIVE	1330				
ADJ8216546	0006076583	MISSION FAMILY THERAPY	10/19/2012	INACTIVE	3140				
ADJ8216546	0006325477	MEDITOX SERVICES NORTH HOLLYWOOD	12/12/2012	INACTIVE	2256.26				
ADJ8216546	0010357307	LEONARDO TORRES INTERPRETER	02/13/2013	ACTIVE	3600	02/21/2013	150		N