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### **Division of Workers' Compensation posts lien filing instructions**

The Division of Workers' Compensation has posted [step by step instructions](#) on new lien filing requirements which go into effect January 1, 2013 as part of its implementation for Senate Bill 863.

An "at a glance" guide is included so that those filing or activating liens can refer to easily:

#### **Filing a Lien**

##### **How to file a lien for medical treatment expenses and pay the lien filing fee:**

- Anyone filing a lien for reasonable medical expenses incurred by the injured employee and filed on or after Jan. 1, 2013 is required to pay a lien filing fee of \$150.
- The lien must be filed **electronically** by one of two methods: : [E-Form](#) or [Jet File](#).
  1. To file by E-Form follow the procedures in the [EAMS E-Form Filing Reference Guide](#).
    - To assist with paying the lien fee use the [step by step instructions](#).
  2. To file by Jet File follow the procedures in the [EAMS JET file Business Rules and Technical Specifications](#).
    - To assist with paying the lien fee use the [step by step instructions](#).
- Failure to pay the lien filing fee will result in the lien being invalid and will not be considered filed.

#### **Activating a Lien**

##### **How to activate a lien and pay the activation fee:**

- A \$100 fee must be paid for any medical treatment expense lien filed prior to Jan. 1, 2013 in the following situations:
  - A lien claimant files a DOR for a lien conference
  - On or before a lien conference if the lien claimant did not file a DOR
- To activate and pay for a lien by E-form or JET File use the [step by step instructions](#).
- All liens will be dismissed as a matter of law if the activation fee is not paid by Jan. 1, 2014