



Trigger	Days after Trigger	Action
Contract signing Form: Preliminary notice, Private	Immediate	Private works only - Serve Preliminary Notice (Private – Civil Code §§ 8200-8216)
Open invoice reaches 30 days past due	+5 days	Private works only - Consider serving notice of intent to stop work (Private – Civil Code §§ 8830-8848)
	+10 days	Five days after notice of intent to stop work, serve and post stop work notice.
	+90 days	Ten days after stop work notice, demobilize from site.
Work Completed Or Owner occupies and labor ceases Or 60 days after labor ceases	+60 days	1. Calendar last date (lien time begins upon completion of entirety of your contract) for recording lien (private only) (Civil Code § 8412)
	+180 days	2. Calendar 30-day reminder to review lien due date (per #1, above)
	+150 days	3. Calendar last date for filing payment bond lawsuit (Private – 6 months after completion, if bond recorded – Civil Code § 8610; Public — 6 months after stop payment notice due date Civil Code § 9558)
	+60 days	4. Calendar 30-day reminder to review bond lawsuit due date (per #3, above)
Receipt of Notice of Completion or Notice of Cessation	+60 days	Private works only--Due date for recording lien (Civil Code § 8414)
When you record lien (Private Only) Form: Mechanic's Lien - Claim of Lien	Immediate	1. Must serve notice of lien on or before date of recording lien (Civil Code § 8416). 2. Send copies of lien and notice to attorney
	+90 days	3. Calendar date when attorney must “perfect” lien by filing foreclosure action (from date of recording of lien) (Civil Code § 8460)