

How to Order Liens & Judgments

Liens & Judgments (a.k.a. RiskView) can be requested as a standalone product or can automatically appear as an addendum on every credit request. When using Liens & Judgments as an addendum, there are no additional steps required to order, outside of the standard credit report request.

There are 2 options to request Liens & Judgments standalone.

#1) Select Order Liens & Judgments Report from the Main CIS screen, under Credit Verification tools:



Complete all required fields (marked with the R in circle), then select Order in the top right:

The screenshot shows the 'Liens and Judgments Report' form. The 'Branch' is set to 'SANDYS MORTGAGE COMPANY-CIS-8888' and the 'User' is 'SHARIN PEET'. The 'Options' section has 'Pay by credit card' unchecked and the 'Order' button circled in red. The 'APPLICANT INFORMATION' section has several fields marked with a circled 'R': 'First Name', 'Last Name', 'SSN', and 'DOB'. A callout box with a red arrow pointing to the 'Last Name' field contains the text: 'Complete required fields (last name can be used for reference #). Select Order after required fields are populated.'

After selecting Order, your request will process & fulfill immediately. Select the View Report link to open the Liens & Judgments report.

#2) If CIS Credit has previously been requested on the applicant, CIS clients can select Liens & Judgments Report from the Add-On Products list on the Credit File screen for the applicant. This request option pre-populates the applicant data from the credit file:

CIS INFORMATION SERVICES
[Main](#) | Credit File

Potential Experian score change of +0 points with [Credit Analyzer](#)
[View Invoice](#) [Close](#)

FILE #: 8796624 REF #:
APPLICANT: ABBY C TESTCASE - *****0014 XP: 576 TU: 585 EF: 547
+ +14 +2
CO-BOR:
ADDR: 918 D ST, ANTHILL, MO 65488
PREV:

Requests History

Type	Processor	Message	Ordered	Resolved	Status
*** NO RECORDS FOUND ***					

Documents

Description	Date
*** NO RECORDS FOUND ***	

VIEW REPORT

- [WEB / PDF / !\[\]\(6af8fb3374762cb7dc918a112e102b36_img.jpg\)](#)
- [Prequal Analyzer](#)

-- Other Reports --

ADD-ON PRODUCTS

- [Credit Analyzer](#)
- [What-If Simulator](#)
- [Comparison Report](#)
- [Request Supplement](#)
- [Request REPOSITORY UPDATE](#)
- [Request RMCR](#)
- [Request VOE](#)
- [Add Bureaus / Spouse](#)
- [Liens and Judgments Report \(Borrower\)](#)

UNMERGE REPORT

BORROWER

After making the selection above, your request will process & fulfill immediately. Choose View Report in the top right:

CIS INFORMATION SERVICES File #

[Main](#) | Order Info

Order Info

File #: 8511 [View Report](#)
Status: Completed
Reference #: TESTCASE
Applicant: BILL TESTCASE - *****0015
DOB: 4/15/1968
Driver's License #:
Driver's License State:
Phone:
Address: 8842 48TH AVE
ANTHILL, MO 65488
Credit File: [8829463 \(unlink\)](#)