

## Own Process Instructions (Self-Processing)

The Own Process applies to businesses or individuals completing the LT-260/ISU-260 (Report of Unclaimed Motor Vehicles) and LT-262/ISU-262 (Notice of Intent to Sell a Vehicle to Satisfy Storage and/or Mechanics Lien) independently.

**Important:** If a LT-260/ISU-260 or LT-262/ISU-262 has already been submitted to the Notice and Storage Unit for processing, these instructions do not apply.

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### Procedure

#### 1. Submission of LT-260/ISU-260

Complete the LT-260/ISU-260 form and submit it to the Notice and Storage Unit.

#### 2. Completion of LT-262/ISU-262 and Notification

The lienor independently completes the LT-262/ISU-262 form.

The LT-264/ISU-264 must be mailed via certified mail to all interested parties.

#### 3. Hearing Request Process

If a hearing is requested, the recipient must return the LT-264/ISU-264 to the lienor within **10 days of receipt**.

The lienor must then forward the hearing request via certified mail to the Notice and Storage Unit for processing.

#### 4. No Dispute / Delivery Confirmation

If all certified mail is successfully delivered, proof of delivery receipts must be retained.

The LT-266/ISU-266 (Affidavit of Lienor) must be completed and submitted to the Notice and Storage Unit.

#### 5. Undeliverable Mail

If any certified mail is returned as undeliverable, documentation of attempted service must be provided.

The LT-266/ISU-266 (Affidavit of Lienor) must also be completed and submitted to the Notice and Storage Unit.

#### 6. Unit Review and Processing

Upon receipt, the Notice and Storage Unit will review all submitted documentation and process the appropriate court filings or sale notices. These documents will be mailed back to the lienor for continuation of the process.

#### 7. No Hearing Requested / Final Submission

If all owners and lienholders receive certified mail and no hearing is requested, the lienor may submit the completed LT-263/ISU-263 along with all certified mail receipts.

The Notice and Storage Unit will process the file accordingly.