

INSTRUCTIONS FOR SATISFYING JUDGMENTS DUE TO DISCHARGE IN BANKRUPTCY

1. Complete a separate **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy** (form CV-900*) for each judgment you need satisfied. This is because a copy of the paperwork needs to be filed in each separate case for which a judgment is being satisfied.
 - Original filed with Court
 - Keep copy for your records
 - Make copy for judgment creditor
2. Make sure to attach the following documents to your **Application** (and include all attachments with each set of copies you make):
 - Copy of **Bankruptcy Schedule** listing judgment creditor in bankruptcy
 - Copy of **Discharge of Debtor** received from U.S. Bankruptcy Court
3. Complete **Affidavit of Mailing** (form CV-902*), with name and address of judgment creditor who is being sent a copy of the **Application for Order of Satisfaction**.
 - Original filed with Court
 - Keep copy for your records
 - Copy gets mailed to judgment creditor, with complete copy of **Application** attached to **Affidavit**). Place documents in an envelope addressed to judgment creditor, affix proper postage, and mail.
4. Prepare the caption area of an **Order of Satisfaction Due to Bankruptcy** (form CV-901*) to submit to the Court with your **Application**.
 - Original filed with Court
 - Keep copy for your records
 - Send along an extra copy to be conformed with Court's signature to verify satisfaction of judgment.
5. Prepare a cover letter (next page) to send along to the Court. Insert date at top and sign the letter. Be sure to enclose the following with your letter:
 - Original **Application for Order of Satisfaction of Judgment** (with Bankruptcy Schedule and Discharge of Debtor attached).
 - Original **Affidavit of Mailing** to confirm that you have notified judgment creditor of your Application for Order of Satisfaction.
 - Original **Order of Satisfaction**.
 - Extra copy of **Order of Satisfaction** (to be conformed for your records)
 - Self-addressed stamped envelope for the Court to return conformed copy.
 - Check in the amount of \$5.00, payable to Clerk of Court, for satisfaction fee.

* forms available at wicourts.gov

Date: _____

Clerk of Circuit Court
Winnebago County Courthouse
P.O. Box 2808
415 Jackson Street
Oshkosh, WI 54903-2808

RE: Satisfaction of Judgment Due to Discharge in Bankruptcy
Case No. _____

Dear Clerk:

Enclosed please find an **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy**, in the above referenced case.

Also, enclosed please find my **check in the amount of \$5.00**, payable to Clerk of Court, for the fee to satisfy said judgment.

Kindly conform the **additional copy of the Order** as to the date of the Court's signature, to verify that said judgment has been satisfied. Kindly return the conformed Order in the enclosed **self-addressed stamped envelope**.

Thank you for your time and attention to this matter.

Very truly yours,

Signature of Judgment Debtor

PRINT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

ENCLOSURES:

- Original Application for Order of Satisfaction of Judgment (with attachments: Schedules of Debts; Discharge of Debtor; Affidavit of Mailing)
- Original and one additional copy of Order of Satisfaction of Judgment Debt
- Check in the amount of \$5.00 (satisfaction of judgment fee)
- Self-addressed, stamped envelope