

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** 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**, 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 an **Order of Satisfaction for Judgment Debts Discharged in Bankruptcy** (blank) 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 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.

 Plaintiff
 vs.

 Defendant

**APPLICATION FOR
 ORDER OF SATISFACTION
 OF JUDGMENT DUE TO
 DISCHARGE IN BANKRUPTCY**

Case No. _____
 (ONLY ONE CASE NUMBER PER APPLICATION)

TO: Clerk of Circuit Court
 Winnebago County Courthouse
 415 Jackson Street
 PO Box 2808
 Oshkosh, WI 54903-2808

1. The undersigned judgment debtor has received an **Order of Discharge of Debts** under the bankruptcy laws of the United States, a true and correct copy of which is attached hereto, and the undersigned judgment debtor hereby applies for satisfaction of the judgment entered in the above referenced case on (date) _____, in the amount of \$_____.
2. True and correct copies of the **Schedule of Debts** as filed with the bankruptcy court showing the judgment creditor for the above described judgment, together with the filed **Discharge of Debtor**, and **Affidavit of Mailing** this Application to the judgment creditor are attached hereto.
3. The undersigned judgment debtor believes that the judgment listed above has been completely voided by the discharge in bankruptcy, and no inconsistent ruling has been made by or is being requested by any part to the bankruptcy proceeding.

Dated this _____ day of _____, 20____.

 Signature of Judgment Debtor

PRINT NAME: _____
 STREET ADDRESS: _____
 CITY/STATE/ZIP: _____
 PHONE: _____

Plaintiff

vs.

AFFIDAVIT OF MAILING

Defendant

Case No. _____
(ONLY ONE CASE NUMBER PER APPLICATION)

STATE OF WISCONSIN)
) ss
WINNEBAGO COUNTY)

The undersigned judgment debtor, being first duly sworn on oath, states that on the _____ day of _____, 20____, he/she mailed a copy of the attached **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy**, by regular mail, securely enclosed in an envelope with postage prepaid and addressed to the following judgment creditor:

Dated this _____ day of _____, 20_____.

Signature of Judgment Debtor

Subscribed and sworn to before me this _____ day of _____, 20_____.

Print Name: _____
Notary Public
Winnebago County, Wisconsin
My Commission Expires: _____

Plaintiff
vs.

**ORDER OF SATISFACTION
OF JUDGMENT DEBT
DISCHARGED IN BANKRUPTCY**

Defendant

Case No. _____
(ONLY ONE CASE NUMBER PER APPLICATION)

The Clerk of Circuit Court is hereby directed to indicate on the judgment docket that the judgment described in the attached Application has been satisfied as to judgment debtor.

Dated this _____ day of _____, 20____.

BY THE COURT:

Circuit Judge
Winnebago County, Wisconsin

Date: _____

Clerk of Circuit Court
Winnebago County Courthouse
415 Jackson Street
Oshkosh, WI 54901

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