

INSTRUCTIONS FOR DEBTORS 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 and one copy needs to be submitted to the Clerk of Courts
 - Keep another copy for your records
 - Make a copy for judgment creditor(s), if multiple

2. Make sure to attach the following documents to your **Application** (and include all attachments with the original and each set of copies you make):
 - Copy of **Bankruptcy Schedule** listing judgment creditor in bankruptcy (i.e. Schedule F from your bankruptcy filing paperwork)
 - Copy of **Discharge of Debtor** received from U.S. Bankruptcy Court (document you receive when your bankruptcy proceedings are complete).

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 and one copy needs to be submitted to the Clerk of Courts
 - Keep another copy for your records
 - A copy gets mailed to each 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 Clerk of Courts with your **Application**.
 - Original submitted to the Clerk of Courts
 - Keep another copy for your records

5. Prepare a cover letter (next page) to send along to the Clerk of Courts. Insert date at top and sign the letter. Be sure to enclose the following with your letter:

- Original and one copy of the **Application for Order of Satisfaction of Judgment** (with Bankruptcy Schedule and Discharge of Debtor attached to both the original and copy).
- Original and one copy of the **Affidavit of Mailing** to confirm that you have notified judgment creditor of your Application for Order of Satisfaction.
- Original **Order of Satisfaction**.
- Self-addressed stamped envelope for the Clerk of Courts to return a signed copy.
- Check in the amount of \$5.00, payable to Clerk of Courts, for non-refundable satisfaction fee.

* forms available at wicourts.gov

Date: _____

Clerk of Circuit Court
Winnebago County Courthouse
415 Jackson Street
P.O. Box 2808
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** and **Affidavit of Mailing**, in the above referenced case.

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

To verify that said judgment has been satisfied, kindly return a copy of the signed 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 and one copy of the Application for Order of Satisfaction of Judgment (with attachments: Schedules of Debts; Discharge of Debtor; Affidavit of Mailing)
- Original Order of Satisfaction of Judgment Debt
- Check in the amount of \$5.00 (non-refundable satisfaction of judgment fee)
- Self-addressed, stamped envelope