**INSTRUCTIONS FOR SATISFYING JUDGMENTS DUE TO DISCHARGE**

**IN BANKRUPTCY**

1. Complete a separate Application for Order ofSatisfaction of JudgmentDue toDischarge in Bankruptcy *(form CV-900)*and Order of SatisfactionDue to Bankruptcy *(form CV-901)* for each judgment you are satisfying. The paperwork needs to be filed in each separate case for which a judgment is being satisfied. Go to [www.wicourts.gov](http://www.wicourts.gov) to obtain forms.

* Original filed with Court
* Keep a copy for your records
* Make a copy for judgment creditor
* If you desire a conformed copy with Court’s signature to verify that the satisfaction of judgment has been filed, provide a copy of the Application with attachments and a self-addressed stamped envelope.

1. Make sure to attach the following documents to your Applicationand include all attachments with each set of copies you make.

* Copy of Bankruptcy ScheduleFlisting judgment creditor in bankruptcy
* Copy of Discharge of Debtorreceived from U.S. Bankruptcy Court

1. Complete an Affidavit of Mailing-Application for Order of Satisfaction of Judgment(s) Due to Discharge in Bankruptcy *(form CV-902)* with the name and address of judgment creditor who is being sent a copy of the Application for Order of Satisfaction with attachments. The Affidavit of Mailing must be notarized.

* Original filed with Court
* Keep a copy for your records
* Copy gets mailed to judgment creditor, with a complete copy of Application attached to Affidavit. Place documents in an envelope addressed to judgment creditor, affix proper postage, and mail.

1. File the following documents with the Court:

* Original Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy/Order of Satisfaction (with Schedule F and Discharge of Debtor attached)
* Original notarized Affidavit of Mailing
* An extra copy of Application for Order of Satisfaction Due to Discharge in Bankruptcy/Order of Satisfaction to be conformed and returned to you for your records
* Self-addressed stamped envelope for the Court to return a conformed copy to you
* A check in the amount of $5.00 per judgment, made payable to Sauk County Clerk of Court, for the satisfaction fee