

OZAUKEE COUNTY CIRCUIT COURT INSTRUCTIONS FOR SATISFYING JUDGMENTS DUE TO DISCHARGE IN BANKRUPTCY

1. Complete a separate **Application for Order of Satisfaction of Judgment(s) 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** (FORM CV-900) (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-Bankruptcy** ([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**. Place documents in an envelope addressed to judgment creditor, affix proper postage, and mail.

4. Prepare 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 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(s)** FORM CV-900 (with **Bankruptcy Schedule** and **Discharge of Debtor** attached).
- Original **Affidavit of Mailing** (FORM CV-902) to confirm that you have notified judgment creditor of your **Application for Order of Satisfaction**.
- Original **Order of Satisfaction** (FORM CV-901).
- 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.

Date: _____

Ozaukee County Clerk of Circuit Court
1201 S Spring Street
PO Box 994
Port Washington, WI 53074

RE: Satisfaction of Judgment Due to Discharge in Bankruptcy

Case No. _____

Dear Clerk:

Enclosed please find an **Application for Order of Satisfaction of Judgment(s) 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.

Signature of Judgment Debtor

PRINT NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBER: _____

ENCLOSURES:

- Original Application for Order of Satisfaction of Judgment(s) FORM CV-900 (with attachments: Schedules of Debts; Discharge of Debtor; Affidavit of Mailing)
- Original and one additional copy of Order of Satisfaction of Judgment Debt FORM CV-901
- Original Affidavit of Mailing-Bankruptcy FORM CV-902
- Check in the amount of \$5.00 (satisfaction of judgment fee)
- Self-addressed, stamped envelope