

## **FILING INSTRUCTIONS**

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

1. Read this instruction sheet and the application thoroughly.
2. Complete the “Application for Order of Satisfaction of Judgment Due To Discharge in Bankruptcy” form. (One (1) judgment per application is allowed.)

**NOTE:** You are required to sign the application in the presence of a Notary Public. A Notary Public can be found at many banks, libraries, or at the Clerk of Court’s office.

3. Attach a copy of the “Discharge of Debtor” or “Order for Discharge” from the bankruptcy court to the application.
4. Attach a copy of the Schedule of Debts showing the judgment you are seeking to satisfy to the application.
5. Make a complete copy of the application with the attachments to be mailed to the creditor and make a complete copy of the application with the attachment for your file.
6. Mail a complete copy of the application with the attachments to the creditor listed on the application.
7. Complete the “Affidavit of Mailing” form.

**NOTE:** You are required to sign the affidavit in the presence of a Notary Public. A Notary Public can be found at many banks, libraries, or at the Clerk of Court’s office.

8. File the original application and affidavit of mailing with the Clerk of Courts in Room 167 of the Waukesha County Courthouse or mail your application, affidavit, and payment to the Clerk of Court, P.O. Box 1627, Waukesha, WI 53187.

**NOTE:** IF you want a copy of your order returned to you after the Court has processed your paperwork, you **MUST** supply an extra copy of the application to be returned with a self-addressed stamped envelope with your filing.

9. Include your payment of **\$5** with each application. Make your check payable to the Clerk of Circuit Court.

Plaintiff

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

vs.

Case No. \_\_\_\_\_

Defendant

To Waukesha County Clerk of Circuit Court  
P.O. Box 1627  
Waukesha, WI 53187-1627

Creditor \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. The Judgment Debtor, \_\_\_\_\_, has received an order of discharge of debts under the bankruptcy laws of the United States. A copy of the order of discharge that is attached to this application is a certified copy or a photocopy of the order in the form in which it was served on parties in interest by the bankruptcy court. The Judgment Debtor or person interested in real property, \_\_\_\_\_ applies for satisfaction of the following judgment:

\_\_\_\_\_  
(List the date of entry and the amount of the judgment.  
One (1) judgment per application is allowed.)

2. a. A copy of the schedule of debts as filed with the bankruptcy court showing the judgment creditor for the judgment described above is attached; or

b. The judgment creditor for the judgment described above has been duly notified of the bankruptcy case in the following manner (identify the form of notice given): \_\_\_\_\_.

3. The undersigned believes the judgment listed above has been discharged in bankruptcy, and no inconsistent ruling from the bankruptcy court has been made by, or is being requested by any party.

Case No. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Signature of Judgment Debtor, Person  
Interested in Real Property or Attorney  
for Debtor or Person)

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

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission Expires \_\_\_\_\_.

(A copy of the Order of Discharge of Debtor with Schedule D or F  
must be attached with proof of service "Affidavit of Mailing"  
of these papers to the creditor.  
A \$5 satisfaction fee is required.  
Checks should be payable to the Clerk of Circuit Court.)

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**ORDER OF SATISFACTION DUE TO BANKRUPTCY**

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IT IS ORDERED that, pursuant to §806.19(4), Wis. Stats., the Waukesha  
County Clerk of Circuit Court indicate on the judgment and lien docket that the  
judgment described in the above application has been satisfied.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**BY THE COURT:**

\_\_\_\_\_  
The Honorable \_\_\_\_\_  
Circuit Court Judge, Branch \_\_\_\_\_

\_\_\_\_\_

Plaintiff(s),

AFFIDAVIT OF MAILING

vs

CASE NO.: \_\_\_\_\_

\_\_\_\_\_

Defendant(s).

\_\_\_\_\_, being duly sworn on oath, state that I placed  
*Your name*  
an Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy  
with attachments on the above entitled matter in an envelope with proper postage

affixed and addressed to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip \_\_\_\_\_

and on \_\_\_\_\_ deposited said envelope and the  
*Date*  
contents thereof in the U.S. Mail by placing it in a receptacle provided for the deposit of  
such mail at the U.S. Post Office in \_\_\_\_\_.

*City, State*

\_\_\_\_\_  
*Please sign before notary*

\_\_\_\_\_  
*Print or type name & phone number*

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

State of Wisconsin  
My commission expires \_\_\_\_\_