

Satisfactions Due to Discharge in Bankruptcy

To ensure that the Clerk of Court properly handles and issues these processes, the following applies.

1. Submit the following when seeking to satisfy a money judgment pursuant to a discharge through bankruptcy:

- a. The application (or petition) for order of satisfaction of judgment(s) due to discharge in bankruptcy *CV-900*.
- b. A copy of the order for discharge of debts under bankruptcy laws of the United States.
- c. A copy of schedules debts as filed with the bankruptcy court showing the judgment creditor and the judgment being discharged.
- d. Affidavit of Mailing *CV-902*, showing the proper parties were notified of the filing for satisfaction.
- e. A proposed order of satisfaction due to bankruptcy *CV-901*.
- f. A \$5 fee per judgment must accompany the documents or be paid before the satisfaction is recorded on the judgment and lien docket.

2. To Mandatory E-File parties (attorneys or high volume filers):

- a. If not already done, register for E-filing.
- b. If you represent a party for the bankruptcy only, file through the non-party filing (see number 6 below).
- c. If you represent a party on the case, opt-in to the case to proceed with e-filing.
- d. E-file the application, affidavit of mailing, and any other necessary documents
- e. E-file the proposed order through the satisfaction of a judgment option and pay \$5.
- f. After an order is approved by the Court and imported by the clerk, it may be record on the judgment and lien docket.

3. To Elective E-File parties:

- a. If you wish to become an electronic party, you may opt-in to the case.
- b. For information on E-Filing, access: <https://www.wicourts.gov/ecourts/efilecircuit/index.jsp>
- c. If you do not have your case opt-in code, contact the Clerk of Court for assistance. Make sure to include the name of the case and case number when you call. If you do not have that information, you can do a case search for circuit court records under: www.wicourts.gov .

4. To litigants not required to E-File:

- a. The application, affidavit of mailing, any necessary documents, and proposed order can be mailed or presented to the Clerk of Court along with payment of the \$5 fee.
- b. If you wish to have a copy of the signed order returned, please provide one additional copy of the order and a self-addressed postage paid return mailer.
- c. Any of the forms listed above can be found at https://www.wicourts.gov/forms1/circuit/ccform.jsp?FormName=&FormNumber=&beg_date=&end_date=&StatuteCite=&Category=6&SubCat=All.

5. These processes were structured based on the following:

- a. Wisconsin Statutes. 806.19 (4)(a-d) Satisfaction of Judgments.

6. To Non-Party Filers:

- a. Enter the County and Case number.
- b. Upload documents; The application (or petition) for order of satisfaction of judgment(s) due to discharge in bankruptcy **CV-900**, A copy of the order for discharge of debts under bankruptcy laws of the United States, A copy of schedules debts as filed with the bankruptcy court showing each judgment creditor and each judgment, and Affidavit of Mailing **CV-902**, showing the proper parties were notified of the filing for satisfaction.
- c. To upload the proposed order of satisfaction due to bankruptcy **CV-901**, you must select Satisfy Judgment, Select the Judgment, enter an amount to satisfy (if any) and upload the proposed order.
- d. When uploading the proposed order through the Satisfy Judgment option it will charge you \$5. Once the Order is signed by the Court, the Clerk of Courts office will satisfy the judgment on the docket/lien judgment.