

**INSTRUCTIONS FOR SATISFYING JUDGMENTS  
DUE TO DISCHARGE IN BANKRUPTCY (§806.19(4), Wis. Stats.)**

**DOCUMENT PREPARATION**

1. Complete a separate **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy** (CV-900) for each judgment you need satisfied (*to provide paperwork in each separate case where a judgment is being satisfied.*)

Make sure to attach a copy of the **Bankruptcy Schedule** which listed the judgment creditor and a copy of the **Discharge of Debtor** you received from the U.S. Bankruptcy Court.

2. Complete **Affidavit of Mailing** (CV-902), with name and address of judgment creditor who is being mailed a copy of the **Application for Order of Satisfaction w/attachments**. Fill in the date you will be placing the judgment creditor's copy in the mail (same date as when you file the documents with the Clerk of Court). Your signature can be notarized when you file the documents with the Clerk of Court.
3. Prepare an **Order of Satisfaction of Judgment Due to Bankruptcy** (CV-901) to submit with your **Application** for the court's signature.
4. Prepare the **cover letter** for submitting your documents to the court.

**PROCEDURAL INSTRUCTIONS**

- STEP 1:        Make all of your copies, as follows:  
                  **Application for Order of Satisfaction w/attachments** – original plus two copies  
                  **Affidavit of Mailing** – original plus one copy  
                  **Order of Satisfaction** – original plus two copies  
                  **Cover Letter** – original plus one copy
- STEP 2:        Prepare an envelope with proper postage affixed for mailing the **Affidavit of Mailing** and **Application for Order of Satisfaction w/attachments** to the judgment creditor. *Bring this envelope along when you file documents with the Clerk of Court, so you can drop off at the Post Office immediately after filing.*
- STEP 3:        Assemble the following **original** documents for filing with the Clerk of Court:
- **Cover letter**
  - **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy** (CV-900) with attached Bankruptcy Schedule and Discharge of Debtor
  - **Affidavit of Mailing** (CV-902) (*Clerk of Court will make you a copy after notarized for mailing*)
  - **Order for Satisfaction of Judgment Due to Bankruptcy** (CV-901) – (original plus one copy to be conformed as to court's signature and mailed back to you)
  - **Check for \$5.00**, payable to "Clerk of Court" (satisfaction fee due for each judgment)
  - Include a **self-addressed stamped envelope** for mailing your conformed copy of the **Order for Satisfaction of Judgment Due to Bankruptcy**.
- STEP 4:        Maintain one set of copies for your records (**Application for Order of Satisfaction of Jdgmt w/attachments, Affidavit of Mailing, Order for Satisfaction** (*unsigned*) and cover letter).

Date: \_\_\_\_\_

Clerk of Circuit Court  
Manitowoc County Courthouse  
1010 South Eighth Street  
Manitowoc, WI 54220

**RE: Satisfaction of Judgment Due to Discharge in Bankruptcy**

Dear Clerk:

Enclosed please find an **Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy w/attachments**.

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

Also, enclosed please find the original and one copy of an **Order of Satisfaction Due to Bankruptcy**. Kindly conform the **copy** of the Order as to the date of the Court's signature, to verify that said judgment has been satisfied. Please return the conformed Order in the enclosed **self-addressed stamped envelope**.

Thank you for your time and attention to this matter.

Very truly yours,

\_\_\_\_\_  
Judgment Debtor (signature)

PRINT NAME: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_

**ENCLOSURES:**

- Original **Application for Order of Satisfaction** (CV-900) w/attachments
- Original **Affidavit of Mailing** (CV-902)
- Original and one copy of **Order of Satisfaction** (CV-901)
- Check in the amount of \$5.00 for satisfaction of judgment
- Self-addressed, stamped envelope

STATE OF WISCONSIN, CIRCUIT COURT, MANITOWOC COUNTY

Amended

\_\_\_\_\_  
Plaintiff/Petitioner's Name

Vs.

**Application for Order of  
Satisfaction of Judgment(s)  
Due to Discharge in Bankruptcy**

\_\_\_\_\_  
Defendant/Respondent's Name

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

To: \_\_\_\_\_ County Clerk of Circuit Court

- The Judgment Debtor or person interested in real property, \_\_\_\_\_, has received an order for discharge of debts under the bankruptcy laws of the United States. A copy of the order for 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(s) in the above case number:

(If more space is needed, attach additional page)

Creditor	Judgment Date

- Copies of the schedules of debts as filed with the bankruptcy court showing each judgment creditor for each of the above-listed judgment(s) are attached; or
  - Each judgment creditor for each of the judgments described above has been duly notified of the bankruptcy case in the following manner: (Identify the form of notice given.)  
\_\_\_\_\_
- Each judgment listed above has been discharged and no inconsistent ruling from the bankruptcy court has been made by, or is being requested by, any party.

State of \_\_\_\_\_  
 County of \_\_\_\_\_  
 Subscribed and sworn to before me on \_\_\_\_\_  
 \_\_\_\_\_  
 Notary Public  
 \_\_\_\_\_  
 Name Printed or Typed  
 My commission/term expires: \_\_\_\_\_

▶ \_\_\_\_\_  
 Judgment Debtor, Person Interested in Real Property  
 or Attorney for Debtor or Person's Signature  
 \_\_\_\_\_  
 Name Printed or Typed  
 \_\_\_\_\_  
 Address  
 \_\_\_\_\_  
 Date  
 \_\_\_\_\_  
 Phone Number

STATE OF WISCONSIN, CIRCUIT COURT, MANITOWOC COUNTY

Amended

Plaintiff/Petitioner's Name

Vs.

Defendant/Respondent's Name

**Affidavit of Mailing -  
Application for Order of  
Satisfaction of Judgment(s)  
Due to Discharge in Bankruptcy**

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

**UNDER OATH I STATE:**

I placed an Application for Order of Satisfaction of Judgment Due to Discharge in Bankruptcy with attachments in an envelope with proper postage and addressed to:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_

On [Date] \_\_\_\_\_, I deposited said envelope and the contents in the U.S. Post Office in [City and State] \_\_\_\_\_.

State of \_\_\_\_\_  
County of \_\_\_\_\_  
Subscribed and sworn to before me on \_\_\_\_\_

Notary Public

Name Printed or Typed

My commission/term expires: \_\_\_\_\_

▶ \_\_\_\_\_  
Signature

Name Printed or Typed

Date

Phone Number

For Official Use

STATE OF WISCONSIN, CIRCUIT COURT, MANITOWOC COUNTY

Amended

\_\_\_\_\_  
Plaintiff/Petitioner's Name

Vs.

**Order of Satisfaction  
Due to Bankruptcy**

\_\_\_\_\_  
Defendant/Respondent's Name

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

**THE COURT ORDERS:**

The clerk of circuit court is directed to indicate on the judgment and lien docket that each judgment described in the Application for Order of Satisfaction of Judgment(s) Due to Discharge in Bankruptcy has been satisfied.

**THIS IS A FINAL ORDER FOR PURPOSES OF APPEAL.**

**BY THE COURT:**

\_\_\_\_\_  
Circuit Court Judge

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
Date

**DISTRIBUTION:**

- 1. Original – Court
- 2. Debtor
- 3. Creditor