

# Instructions for Completion and Submission of:

## Satisfaction of Judgment, GF - 129

(Filing fee \$5.00)

### Procedure Checklist

- Obtain** Satisfaction from Plaintiff/Plaintiff's Attorney. When payment has been made in full to Plaintiff/Plaintiff's Attorney, a Satisfaction is issued by the Plaintiff/Attorney to the Debtor for filing with the Clerks of Court's office.
  - If the judgment is not completely paid contact the plaintiff for the **exact** payoff figure. There may be additional costs incurred by the Plaintiff/Plaintiff's Attorney to collect the judgment after it was initially issued, i.e. garnishment fees, contempt service fees, etc. The Plaintiff/Plaintiff's Attorney is entitled by Wis.Statute Ch. 799 to collect these fees before satisfying the claim.
- Bring** the Original notarized Satisfaction of Judgment to the Clerk of Courts with the \$5.00 filing fee.
  - If you would like an authenticated (file stamped) copy, you will need to provide the original and one copy for the clerk to authenticate and return to you. If mailing, please provide a copy of the form for the clerk to authenticate and a self addressed, stamped envelope to mail it back.
  - The court does not do any reporting to financial institutions or credit bureaus. It is your responsibility to contact any party that might need to be aware the judgment is satisfied.

### If you are unable to get the Plaintiff/Plaintiff's Attorney to respond to your request to satisfy, you must do all of the following:

- Make** your payment and/or **request** to the Plaintiff/Plaintiff's Attorney to satisfy the judgment via Certified Mail.
- Wait** a reasonable time for the return of the Satisfaction, a response from the Plaintiff/Plaintiff's Attorney or a return of unclaimed mail.
  - Your personal check may be held longer in order to secure the funds. Cashiers checks or Money orders are negotiable immediately.

If no response, or satisfaction, is provided in a reasonable amount of time, you may petition the court to satisfy the judgment.

- Provide** Clerk of Court's office with a written request to satisfy (there is no form provided). Include: proof of the payment (or the actual payment-made out to Eau Claire County Clerk of Courts) and the unclaimed certified mail to the Plaintiff/Plaintiff's Attorney or the certified mail receipt signed by the creditor. This must be provided to the court along with your petition to satisfy before any action will be taken.

**Updating Credit Bureaus** - The court does not report to the Credit Bureaus.

- Mail** an authenticated copy of your satisfaction to the credit bureau, or financial institution that you are dealing with, or direct them to [www.wicourts.gov](http://www.wicourts.gov) to look up the satisfaction on-line. Once filed the satisfaction will appear within 24 hours.

**The Clerk of Court's function:** Court staff may not provide legal advice or recommend a specific course of action for an individual. Our office does provide some forms, written instructions and common, routinely employed court procedures to assist court users. Court staff shall remain impartial and may not provide or withhold assistance for the purpose of giving one party an advantage over another. It is advised that an individual seek the assistance of an attorney for more comprehensive and individualized assistance. (Supreme Court Rule 70.41)

Referenced forms can be found at [www.wicourts.gov](http://www.wicourts.gov) under forms→circuit court→small claims →view all small claims forms

See the Clerk of Courts website for more info at: <http://www.co.eau-claire.wi.us/departments/departments-a-k/clerk-of-courts>



**STATE OF WISCONSIN, CIRCUIT COURT, \_\_\_\_\_ COUNTY**

Judgment  
Creditor:

\_\_\_\_\_

**Satisfaction of Judgment**

**-VS-**

Judgment  
Debtor:

\_\_\_\_\_

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

I, the undersigned  judgment creditor  attorney of record for judgment creditor in the above-entitled action, acknowledge that a judgment was rendered against the judgment debtor, and payment has been received as indicated below.

Name of Judgment Debtor	Date Docketed/Filed	Amount of Payment
Name of Judgment Creditor		Amount of Judgment

- This judgment is:
- fully satisfied.
  - partially satisfied as to:

\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_

**I declare under the criminal penalty of false swearing that the information I have provided is true and accurate.**

▶ \_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address Telephone Number

\_\_\_\_\_  
Date State Bar No. (if any)

