

INSTRUCTIONS FOR COMPLETION AND SUBMISSION OF SATISFACTION OF JUDGMENT

Satisfying your Judgment:

1. **Obtain** Satisfaction (form GF-129) 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. Stat. Ch. 799 to collect these fees before satisfying the claim.
2. **Bring** the Original notarized Satisfaction of Judgment to the Clerk of Courts with the \$5.00 filing fee. You will receive a copy of the Satisfaction of Judgment for your records.
 - 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:

1. **Make** your payment and/or request to the Plaintiff/Plaintiff's Attorney to satisfy the judgment via Certified Mail.
2. **Wait** a reasonable time for the return of the Satisfaction, a response from the Plaintiff/Plaintiff's Attorney or a return of unclaimed mail.
3. 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.
4. **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 Dunn County Clerk of Courts Office) and the unclaimed certified mail to the Plaintiff/Plaintiff's Attorney. 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 to look up the satisfaction on-line. Once filed the satisfaction will appear on www.wicourts.gov 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: <https://www.wicourts.gov>. Click on forms→ circuit court→ small claims

See the Clerk of Courts Office website for more info at: <https://www.co.dunn.wi.us/smallclaims>