

SMALL CLAIMS SATISFACTION OF JUDGMENT CHECKLIST – MILWAUKEE COUNTY

FILING AND SERVICE FEES

- \$5: satisfaction fee
- Cost of mailing

FORMS and COPIES NEEDED

- **Satisfaction of Judgment (GF-129)** (Original and 1 copy)
- **Self-addressed, stamped envelope**

SECTION A: Completing and Filing Satisfaction of Judgment

Complete the following steps in order.

- Creditor completes form and signs it in front of a notary public. One copy should be made for your records.
- File original document and self-addressed, stamped envelope in **Room 104 (Clerk of Courts)**.
 - Pay the \$5.00 satisfaction fee. This fee is not able to be waived.
 - OR, the document, fee, and envelope may be mailed to:

Milwaukee County Clerk of Courts
901 N. 9th Street, Room 104
Milwaukee, WI 53233

SECTION B: Next Steps

- You will receive a confirmation that your satisfaction was received and filed in the envelope you provide.
- The Satisfaction of Judgment does not remove the case from CCAP. All court records are retained and remain online for a certain period of time, depending on the type of case. The online record, however, will show the judgment was satisfied and the date the satisfaction of judgment was entered.