



Rebecca Matoska-Mentink
Clerk of Circuit Court

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INSTRUCTIONS TO APPLICANT FOR SATISFACTION OF LIEN DUE TO BANKRUPTCY

FORMS REQUIRED:

1. Application for Order of Satisfaction of Judgment(s) Due to Discharge in Bankruptcy
CCAP Form CV-900
2. Copy of Bankruptcy Schedules showing creditor's name and amount of debt.
3. Copy of Discharge in Bankruptcy.
4. Affidavit of Mailing-Application for Order
CCAP Form CV-902
5. Order of Satisfaction Due to Bankruptcy
CCAP Form CV-901

For each judgment you are requesting be satisfied, there is docketing fee of \$5. It is recommended that you pay this when you submit your Application paperwork.

INSTRUCTIONS:

1. Complete CCAP Form CV-900 the **APPLICATION FOR ORDER OF SATISFACTION OF JUDGMENT(S) DUE TO DISCHARGE IN BANKRUPTCY**. You will need to attach the Bankruptcy Schedules and the Order for Discharge from the Bankruptcy Court. You will file this original in Room 204 of the Courthouse.
2. You will need to mail a copy of the entire Application packet to each of the judgment creditors listed in the court cases you are applying for.
3. Once you have completed the mailing of the applications, complete CCAP Form CV-902, the **AFFIDAVIT OF MAILING**. This will need to be notarized and can be done by the Clerk's office.
4. Complete the caption portion of the **ORDER OF SATISFACTION**. You will need to supply the original, plus one copy for each creditor, and an additional copy for yourself. Copies can be made by the Clerk's office at the cost of \$1.25/page. You will file this in Room 204 of the Courthouse.
5. Once the Affidavit of Mailing is received by the Clerk, the Order will be presented to the Judge for review. The Clerk will mail a copy to you once the ORDER is signed. This process can take up to 4 weeks.
6. In order to complete the Satisfaction, you must docket the ORDER by paying a \$5 filing fee for each case to the Clerk of Circuit Court. This can be paid at the time of Application, or after you have received the Order.