

INSTRUCTIONS FOR COMPLETING, FILING AND SERVING A SATISFACTION OF JUDGMENT

Step 1. Enter your information in the top left corner.

Step 2. Enter the judge's name in the caption.

Step 3. Enter the names of the Plaintiff(s) and Defendant(s) on the designated lines.

Step 4. Enter your case number on the line after "CASE NO."

Step 5. Enter your name in the space after "COMES NOW," as the judgment creditor.

Step 6. Enter the other party's name in the next space as the judgment debtor.

Step 7. Enter the date of the judgment.

Step 8. Enter the date.

Step 9. Sign on the signature line and circle whether you are the plaintiff or the defendant on the case.

Step 10. Complete the "Certificate of Service" portion at the bottom of the form on the same date that you will mail your motion to the defendant (or their attorney, if represented). Provide the address that you are mailing the form to on the line provided. By dating and signing the Certificate of Service, you are telling the court that you have served a copy of your motion to the defendant or the defendant's attorney, if represented.

Step 11. Make *at least* two copies. You must provide the clerk with enough copies. If the clerk has to make copies for you, you will be charged a copy fee. You need:

- Original for the court file
- One copy for your records.
- One copy for *each* judgment creditor.

Step 12. Take the original and copies of your motion to the Justice Court Civil Clerk. The clerk will file-stamp the original and the copies. The original will be placed in the court file and the copies will be returned to you.

Step 13. After filing the Satisfaction, you must serve the opposing party or their attorney (if represented) with a copy by mail. You must mail a copy to the opposing party (or their attorney) on the same date that you complete the Certificate of Service portion of your motion.

The Court will close the file as "Satisfaction of Judgment."

ANYONE WHO REQUIRES AN AUXILIARY AID OR SERVICE FOR EFFECTIVE COMMUNICATION, OR A MODIFICATION OF POLICIES OR PROCEDURES TO PARTICIPATE IN A COUNTY PROGRAM, SERVICE OR ACTIVITY, SHOULD CONTACT JUSTICE COURT AT 258-3474, AS SOON AS POSSIBLE, BUT NO LATER THAN 48 HOURS BEFORE THE SCHEDULED EVENT.

This document has been prepared as a courtesy to assist you with completing your satisfaction. It is not to be construed as providing legal advice or representation on how to prepare your case.