



FOURTH JUDICIAL DISTRICT

## INSTRUCTIONS FOR COMPLETING A SATISFACTION OF JUDGMENT

**The following information is required to process your Conciliation Court Satisfaction of Judgment. If required information is not provided, your satisfaction will be returned to you and the judgment will remain unsatisfied.**

1. Enter the full title of the case.
2. Enter the case number.
3. Choose the appropriate section of the form.

**Partial Satisfaction** – use this section if the debtor has paid you some of the judgment amount.

**Full Satisfaction** – use this section if the debtor has paid you the full amount or what you accept as payment in full.

4. **Effective February 1, 2002** the Creditor or Creditor’s Attorney **must** sign the form before a Notary Public or a Hennepin County Conciliation Court Clerk.
5. Mail the Satisfaction of Judgment and your check payable to the District Court in the sum of \$7.00 to:

Hennepin County Conciliation Court  
Room 306 Minneapolis City Hall  
350 South 5<sup>th</sup> Street  
Minneapolis, MN 55415-0926

**OR**

File the Satisfaction of Judgment along with the \$7.00 fee in person at the above address.

SATISFACTION OF JUDGMENT

\_\_\_\_\_  
\_\_\_\_\_  
*Plaintiff(s)*

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

vs

\_\_\_\_\_  
\_\_\_\_\_  
*Defendants(s)*

**PARTIAL SATISFACTION:**

I, \_\_\_\_\_, the undersigned judgment creditor hereby certify that  
(person signing this document)  
the judgment entered and docketed in the above named court in the above entitled action on  
\_\_\_\_\_, in favor of \_\_\_\_\_ and against  
(date of judgment) (creditor)  
\_\_\_\_\_ is **partially satisfied** in the amount of \$\_\_\_\_\_  
(debtor)  
and the Court Administrator shall record the same.

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**FULL SATISFACTION:**

I, \_\_\_\_\_, the undersigned judgment creditor hereby certify that  
(person signing this document)  
the judgment entered and docketed in the above named court in the above entitled action on  
\_\_\_\_\_, in favor of \_\_\_\_\_ and against  
(date of judgment) (creditor)  
\_\_\_\_\_ is **fully satisfied** and the Court Administrator shall record  
the same.

\_\_\_\_\_  
*(Signature of Judgment Creditor/Creditor's Attorney)*

Sworn and subscribed to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Notary/Court Clerk*