



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 with the [correct fee](#) to:

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

OR

File the Satisfaction of Judgment along with the [correct 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.

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