

# Post-Judgment: Basic Steps for Docketing a Judgment for Collection

Any forms mentioned in this basic guide may be obtained from the Clerk of Court or online at <http://www.wicourts.gov/forms1/circuit.htm>.

- 1. First, you have to win your case. This can occur following a court trial or, if the other side doesn't show up or do anything to respond, you can win by "default." When you have won, the court will have ordered a "judgment" in your favor.
- 2. "Docketing" a judgment means putting the judgment on the formal records of the court. When that occurs, the amount of the judgment becomes a formal "lien" against real estate the debtor owns in that county for a period of 10 years and allows you to take actions to enforce the judgment. Docketing a judgment in the county in which the case was heard is a two-step process:
  - a. Complete the Judgment - Small Claims form (SC-502) and file it with the Clerk of Court.
  - b. Pay to the Clerk of Court the docketing fee. (When you are seeking to collect the amount of the judgment later, you can also seek recovery of the docketing fee.)
- 3. You may docket the judgment in other counties where the debtor owns real estate. If the debtor owns real estate in a county other than the one where the judgment was granted and originally docketed, you can have the judgment docketed in those other counties so that it will become a lien on that real estate as well.
  - a. Have the Clerk of Court in the county in which the case was filed prepare a Transcript of Judgment. Pay the Clerk of Court the fee for this transcript of judgment. (When you are seeking to collect the amount of the judgment later, you can also seek recovery of the transcript filing fee.)
  - b. Send that transcript of Judgment to the Clerk of Court in the other county where the real estate is located.
  - c. Pay the Clerk of Court in the other county both a transcript filing fee and another docketing fee. (When you are seeking to collect the amount of the judgment later, you can also seek recovery of the transcript filing and docketing fees.)