



**CLERK OF CIRCUIT COURT**  
**Kristi Severson**

ST CROIX COUNTY GOVERNMENT CENTER  
1101 Carmichael Road, Second Floor  
Hudson, WI 54016

Phone: (715) 386-4630 Fax: (715) 381-4396

### **Placing a Judgment on the Lien Index**

Once you have been GRANTED a JUDGMENT on a case, you may DOCKET that Judgment by paying a \$5.00 docket fee to the Clerk of Court in the County where the Judgment was granted. This will enter the judgment on the civil Lien Index for a period of 10 years.

If you would like to record a Judgment in St Croix County from another County in Wisconsin, you must file a TRANSCRIPT of JUDGMENT in St Croix County.

If you would like to record a Judgment in St Croix County from another State, you must file a FOREIGN JUDGMENT in St Croix County.

*For more information you may call the St. Croix County Clerk of Court at 715-386-4636 or 715-386-4633, or access the St. Croix County Clerk of Court website at: <https://www.sccwi.gov/292/Clerk-of-Courts>*

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### **Recording a Judgment Against a Property**

If you would like to record a judgment against a specific property you must:

- 1) Obtain a CERTIFIED copy of the Judgment from the Clerk of Court in the County where the property is located.
- 2) Attach a copy of the parcel ID number and legal description (from the Deed, not the tax statement) of the property you wish to record your judgment against to the certified copy of the judgment.
- 3) Take the Certified Copy of the Judgment, parcel ID number and legal description to the Register of Deeds in the County where the property is located and pay their recording fee.

*For more information you may call the Register of Deeds at 715-386-4652 or access the Register of Deeds website at: <https://www.sccwi.gov/384/Register-of-Deeds>*

*Please note: Once the defendant has paid the judgment, the plaintiff is required to complete a Satisfaction of Judgment form, (GF-129). Either the plaintiff or the defendant may file it with the Clerk of Court in the county where the case was originally filed. A \$5.00 satisfaction fee is required for each case. You will also be responsible for filing a satisfaction to any recording filed with the Register of Deeds Office.*