

Post-Judgment: Basic Steps for Docketing a Small Claims Judgment for COLLECTION

This guide is provided by the Wisconsin court system to give you general information about Wisconsin small claims actions. Resources available in each county may be found at the link below:

<https://www.wicourts.gov/services/public/selfhelp/docs/countylegalresources.pdf>

For additional information, please see the Pre-Judgment and Post-Judgment Basic Steps Documents. These basic steps documents and any forms mentioned in this basic guide may be obtained from the clerk of court or online at:

<https://www.wicourts.gov/forms1/circuit.htm>.

In addition to the guidance in this handbook, follow local court rules or procedures:

[Wisconsin Circuit Court Rules](#)

NOTICE: Small Claims laws change often. The small claims forms are intended to be useful in many cases, but you may have to add or attach additional information as it applies to your case. Talk to a lawyer if you are unsure whether these forms are the most appropriate for your situation.

COURT STAFF CANNOT GIVE LEGAL ADVICE.

- 1. First, you have to win your case. This can occur following a court trial or, if the other side doesn't show at the return date or court date or do anything to respond to your complaint, 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 (ten) years and allows you to take actions to enforce the judgment. To docket a judgment in the county where the judgment was originally granted, pay the docketing fee to the clerk of circuit court office. (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. You must first docket the judgment in the county where the judgment was granted.
 - 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 the original 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.)