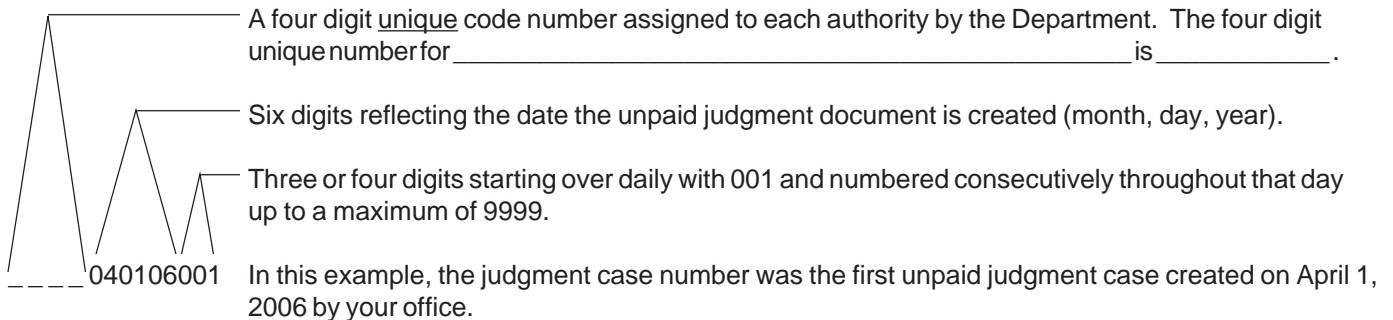


NOTICE OF UNPAID JUDGMENT INSTRUCTIONS

For forms MV2458 and MV2809

MV2676 6/2006

- A. A Notice of Unpaid Judgment may represent one or more violations, if all violations are included under one unpaid judgment case number. Sec. Trans. 128.04(2)(a) Wis. Admin. Rule.
1. If you are creating the documents under a manual system, at the time you create the original document you need to retain a copy. The Notice of Satisfaction portion of this copy needs to be completed and submitted to the Wisconsin Department of Transportation when the judgment is satisfied.
 2. If you are creating the documents under an automated data processing system, you need to be prepared to generate a second document containing all of the information on the original document, plus the information required under the Notice of Satisfaction. This document is to be submitted to the Wisconsin Department of Transportation when the judgment is satisfied.
- B. Notice of Satisfaction documents must be mailed or delivered to the Department within 3 working days after the court receives payment of the judgment or otherwise determines that the unpaid judgment has been satisfied. Sec. Trans. 128.04(3)(b) Wis. Admin. Rule.
- C. Completion of all fields on the document is required, except for the "court case number" field which is provided for your convenience.
- D. The "judgment case number" must be assigned at the time you create the document using the following 13 or 14 position format:



- E. The "amount" field reflects the total dollar amount you require from the violator. S.345.28(4)(d) Wis. Stats. states that, "the authority may assess the person for the cost of using the traffic violation and registration program . . ." To recover this cost, include it in the "amount of judgment" field.
- F. The signature (or facsimile signature) of an authorized representative of your agency and the date signed MUST appear in the notify portion when the form is used as a notification. The signature, date signed, and actual date of satisfaction MUST appear in the Notice of Satisfaction portion when indicating a satisfaction.

If you have questions, or need additional supplies of the Notice of Unpaid Judgment, MV2458 (1 part form) or MV2809 (3 part form), contact: Wisconsin Department of Transportation, Traffic Violation and Registration Program, 4802 Sheboygan Ave., PO Box 7909, Madison, WI 53707-7909 or telephone 608-264-7137.