

## **STIPULATIONS CHECKLIST – MILWAUKEE COUNTY**

**Fees: NONE**

1. Please print all information in blue or black ink.
2. Complete the caption, showing the case number and names of both parties.
3. Complete Sections 1 and 2 on the First Page.
4. Choose which other parts of the stipulation apply to you and fill them out **COMPLETELY**.
5. If you are changing the amount of **child support** being paid per month and you or the other party receives public benefits (like W2 or child care assistance), then you **MUST** get approval of the change in **Room 101** (Child Support Services).
6. Both parties must sign on page 5.
7. **Room G10-1 (Legal Resource Center – Make 2 copies** of the whole agreement. Copies are \$0.20 per page.
8. **Prepare 2 stamped envelopes, one addressed to each party.** These can be purchased in **Room G10-1**.
9. **Bring the form, copies, and self-addressed, stamped envelopes to the court by:**
  - a. **Taking everything to Room 707** (Room 707 is closed between 12:00 p.m. and 1:30 p.m.)
  - b. **Mailing everything to:**  
Office of the Family Court Commissioner  
901 N. 9<sup>th</sup> St.  
Milwaukee, WI 53233.
10. You will receive the stipulation in the mail showing if it was approved (the court commissioner will have signed it) or denied (no signature and an explanation as to why it was denied).

**COPIES CAN BE MADE AND STAMPED ENVELOPES PURCHASED IN ROOM G10-1.**



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