

**Divorce Part I**  
**JOINT DIVORCE WITH MINOR CHILDREN**  
**MILWAUKEE COUNTY**

**FILING FEES (\$0, with an approved fee waiver)**

- **\$198.00**

**FORMS AND COPIES NEEDED**

- Joint Petition With Minor Children (*4 copies*)
- Confidential Petition Addendum (*0 copies*)
- Are there disagreements on child support, placement schedule, housing, debts, automobiles, etc? Do you want a court order to help resolve them?
  - If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief without Minor Children (*5 copies*)
  - *Do not bring children to this hearing!* Children are not allowed in the hearing room, nor to be left unattended in the waiting area. Your hearing *may be adjourned* if children are present!
- Petition for Waiver of Fees for BOTH parties, if applicable

**HOW TO REQUEST A FEE WAIVER**

1. Fill out the Petition for Waiver of Fees.
  - Sign in front of a notary public (available in Room 104).
  - Bring last 30 days' pay stub(s) or current month's proof of public benefits.
2. **Room G-8-1 – Milwaukee County Law Library** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609 – Chief Judge's Office** will approve or deny the Fee Waiver.

**HOW TO FILE THE MOTION, SCHEDULE A COURT DATE (if needed), & SERVE PAPERS (required)**

1. **Room 104 – Clerk of Courts Office**
  - File documents with cashier
  - Pay filing fee or present approved fee waiver
2. **Room 707 – Family Court Commissioner**
  - Clerk will give you a temporary hearing court date (if requested)
  - You will receive an **Administrative Dismissal Date**. This is not a court date—it is a deadline. Case will be dismissed if *all* remaining paperwork is not completed by this date.
3. **Room 101 – Child Support Services**
  - If you or your spouse have ever received public benefits, deliver a copy of the Summons and Petition (and request for a temporary order, if applicable) to Child Support Services

**HOW TO COMPLETE REMAINING PAPERWORK**

- Schedule your **Parent Education Class**
- Contact Milwaukee Justice Center by phone (278-2912) to set up an appointment for your “Part 2” paperwork. Help with Part 2 of divorce is **only** available by scheduled appointment; no walk-in appointments available.
- Bring complete Financial Disclosure (one for each person) and Parenting Plan worksheet to the Part 2 appointment.



## WHAT PAPERWORK WILL GET US DIVORCED/SEPARATED? FILING JOINT WITH CHILDREN

### **PART 1: (What we helped you with today)**

- Joint Petition with Minor Children
- Confidential Petition Addendum
- Order to Show Cause and Affidavit for Temporary Order *(if needed)*

### **PART 2: (What you still need in order to get a court date)**

#### IF YOU AND YOUR SPOUSE **AGREE ON EVERYTHING**, COMPLETE THESE FORMS

- Signed Financial Disclosure Statement, *(one for each party)*
- Marital Settlement Agreement with Minor Children *(must be filled out completely and signed by both parties)*
- Proposed Parenting Plan *(only recommended, should be filled out completely and signed by both parties)*
- Parent Education Class completion certificate *(one for each party)*
- Signed Interim Financial Summary *(only if child support or spousal maintenance is to be paid)*
- Certificate of Divorce *(aka Vital Stats Form)*
- Findings of Fact, Conclusions of Law and Judgment with Minor Children *(must be filled out completely and signed by both parties)*

#### IF YOU AND YOUR SPOUSE **DISAGREE ON ANYTHING**, COMPLETE THESE FORMS

- Signed Request for Pretrial
- Signed Financial Disclosure Statement, *(only for party filing this paperwork)*
- Proposed Marital Settlement Agreement with Minor Children *(must be filled out completely and signed by party filing this paperwork)*
- Proposed Parenting Plan ***(required, must be filled out completely and signed by party filing this paperwork)***
- Parent Education Class completion certificate *(only one for party filing this paperwork)*
- Signed Interim Financial Summary *(only if child support or spousal maintenance is to be paid)*
- Order for Pretrial/Order to Appear
- Certificate of Divorce *(aka Vital Stats Form)*
- Findings of Fact, Conclusions of Law and Judgment with Minor Children *(must be filled out completely and signed by party filing this paperwork)*