

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

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

- \$198.00

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

- \$60.00 - for personal service by Milwaukee County Sheriff

**FORMS AND COPIES NEEDED**

- Petition With Minor Children (6 copies)
- Summons With Minor Children (6 copies)
- Confidential Petition Addendum (0 copies)
- Are there disagreements on automobiles, bills, housing, etc? Do you need a court order to help resolve that?
  - If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief with Minor Children (6 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, 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
4. The other party must be personally served with the papers within 90 days of filing or divorce may be dismissed.
  - **Room 102, Safety Building– Sheriff's Department:** if the other party lives in Milwaukee County or, private process server
  - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service

**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 proof of service and complete Financial Disclosure to the Part 2 appointment.

