

Divorce Part 2

CONTESTED DIVORCE WITHOUT MINOR CHILDREN

MILWAUKEE COUNTY

(This checklist is to be used if there are **any** contested issues or if the parties **did not both** sign the Marital Settlement Agreement.)

FILING FEES

- \$5.00

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

- \$60 – for personal service by Milwaukee County Sheriff

FORMS AND COPIES NEEDED

- **Proof of Service** – Affidavit of Service (from Sheriff, Process Server, other individual) or Admission of Service (signed by Respondent) (*original only*)
- **Request for Pretrial** -- (*original only*)
- **Financial Disclosure Statement**– for Petitioner, fully completed (*original and 2 copies*)
- **Proposed Marital Settlement Without Minor Children** – (*original and 3 copies*)
- **Interim Financial Summary** – if maintenance payments are to be paid (*self copying original only*)
- **Order for Pretrial/Order to Appear** (*self copying original only*)
- **Affidavit of Non – Military Service** – notarized signature required (*original only*)
- **Divorce/Annulment Worksheet** (AKA Vital Stats Form) – This form is not required for Legal Separation.
- **Findings of Fact, Conclusions of Law, & Judgment Without Minor Children** – fully completed (*original and 2 copies*)
- **Two large (8 ½ by 11) envelopes** – one addressed to each party with 4 stamps on EACH envelope
 - *Envelopes with stamps may be purchased in Legal Resource Center*

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

1. **Room 104 – Clerk of Courts**
 - Pay \$5.00 fee and add receipt to papers.
2. **Room _____, Judge's Courtroom**
 - File originals, all copies in correct order, and envelopes with Clerk

HOW TO SERVE PAPERS (required)

- The other party *must be served* with the papers at least 5 business days before the hearing.
- **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

ATTENDING YOUR COURT HEARING (arrive early, dress nicely, act respectfully)

- **Bring proof that the documents have been served to the other party.**
- Bring any information that is incomplete in papers (account numbers, updated pay stubs, Social Security numbers, etc.)

