

DIVORCE / LEGAL SEPARATION CHECKLIST I:
FILING & SERVING JOINT PETITION WITH MINOR CHILDREN –
MILWAUKEE COUNTY

Fees: \$198.00 to file. This fee may be waived if BOTH parties qualify for the fee waiver. \$17 for Divorce Packet (in Legal Resource Center)

1. Fill out Joint Petition With Minor Children (forms available for sale in **Room G10-1 at the Legal Resource Center**).
2. Fill out the Confidential Petition Addendum.
3. *Do you need a Temporary Hearing?* If yes, complete the Order to Show Cause for Temporary Relief and the Affidavit for Temporary Relief with Minor Children (which **must** be signed in front of a notary public).
4. Fill out the Fee Waiver application if requesting one.
5. **Room G10-1 (Legal Resource Center)** – Make *5 copies* of all documents **except** the Confidential Petition Addendum (\$0.20 per page).
6. **Room 609 (Chief Judge's Office)** – You **must** bring a month's worth of pay stubs or proof of public benefits (this can be obtained in the Legal Resource Center, Room G10-1.) The clerk in 609 will make a decision to approve or deny your request. Note that **both parties** must qualify for the fee waiver when filing jointly.
7. **Room 104** – Bring all copies of the forms to file, pay filing fee, or show waiver form. You will get a case number.
8. **Room 707** – Take all copies to the Calendar Desk of the Family Court Commissioner. The clerk will keep one set of copies for their records, date stamp all copies, give a temporary hearing date, if requested, as well as give a Notice and Order of Administrative Dismissal Date, and a Requirement to Attend Parent Education Program.
9. **Room 101** – If you or your spouse received, or ever have received, public assistance, a copy of the Summons and Petition (*and Temporary Hearing documents, if applicable*) must be served on the Department of Child Support Services.

WE CAN HELP YOU WITH FILLING OUT THE PAPERS FOR THE SECOND STEP BY APPOINTMENT. When you have filed, and signed up for your parent education class, contact us by phone (278-2912), or in person (**Room G9**). Second step can take up to an hour to complete and may require a return visit. We do not recommend doing this through walk-in hours.

BRING COMPLETED FINANCIAL DISCLOSURE (ONE FOR EACH PARTY) TO APPOINTMENT.



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