

DIVORCE / LEGAL SEPARATION CHECKLIST 2:
CONTESTED DIVORCE/SEPARATION WITH 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.

1. **Proof of Service** – Affidavit of Service from Sheriff or Process Server (*original only*)
2. **Request for Pretrial** -- (*original only*)
3. **Financial Disclosure Sheet** – for petitioner, fully completed (*original and two copies*)
4. **Proposed Marital Settlement Order With Minor Children** – (*original and three copies*)
5. **Parent Education Completion Certificate** (*original or copy only*)
6. **Interim Financial Summary** – if child support or maintenance payments are to be paid (*self copying original only*)
7. **Order for Pretrial/Order to Appear** (*self copying original only*)
8. **Affidavit of Non – Military Service** – Notarized (*original only*)
9. **Certificate of Divorce (AKA Vital Stats Form)** – Use black ink or typewriter only, NO mistakes, NO whiteout, NO crossouts, NO Xerox form (*original only*). This is not required for Legal Separation.
10. **Findings of Fact, Conclusions of Law, Judgment of Divorce With Minor Children** – fill in completely, including location (Milwaukee County Courthouse, Milwaukee, Wisconsin) (*original and two copies*)
11. **Two large (8 ½ by 11) envelopes** – one addressed to each party with 4 postage stamps on EACH envelope. Envelopes with stamps may be purchased in **G10-1 (Legal Resource Center)**
12. **\$5.00** fee paid in Room 104. **FEE WAIVER DOES NOT APPLY**
13. All these documents, with correct number of copies, should be taken to Judge’s clerk in Room _____

When given an order to appear, **THE ORDER TO APPEAR MUST BE SERVED JUST LIKE THE ORIGINAL DOCUMENTS.** The other party must be served at least 5 business days before the date of the hearing. If you had a fee waiver for service, a new fee waiver must be completed and approved in **Room 609.**

BRING YOUR PROOF OF SERVICE OF THE ORDER TO APPEAR TO YOUR COURT HEARING.

COPIES CAN BE MADE IN ROOM G10-1.



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