

DIVORCE / LEGAL SEPARATION CHECKLIST 2:
STIPULATED DIVORCE WITH MINOR CHILDREN – MILWAUKEE COUNTY

1. **Proof of Service / Admission of Service** of Summons and Petition on respondent.
2. **Signed Financial Disclosure Statement for Each Party** (*originals only*)
3. **Marital Settlement Agreement With Minor Children** – filled out completely, signed and dated by **both parties** (*original and 2 copies*).
4. **Parent Education Completion Certificate** (*original only*)
5. **Interim Financial Summary** – if child support or maintenance is to be paid (*original only*)
6. **An Order to Appear** (*original only*)
7. **An Affidavit of Non-Military Service** Notarized (*original only*)
8. **Certificate of Divorce (AKA Vital Stats Form)** Use black ink or typewriter only, NO mistakes, NO whiteout, NO crossouts, NO Xerox forms. (*original only*). This is not required for Legal Separation.
9. **Findings of Fact, Conclusions of Law and Judgment With Minor Children** – filled out completely, signed and dated by **both parties** (*original and 2 copies*).
10. **Two Large (9" by 11") Envelopes** – one addressed to each party with **4 postage stamps on EACH envelope**. Envelopes with stamps can be purchased in **Room G10-1**.
11. **\$5.00** fee paid in Room 104. **FEE WAIVER DOES NOT APPLY**
12. Bring all forms, in order, to **Room 707**. **PLEASE NOTE:** Due to county staffing constraints, **call ahead (278-4407)** to ensure that a paralegal will be available at the time you plan on coming to the courthouse. **The Hours the paralegal is available are:** Monday through Friday 8:30 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m.

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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