

DIVORCE / LEGAL SEPARATION CHECKLIST 2:
STIPULATED DIVORCE WITHOUT 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 Without Minor Children** – filled out completely, signed and dated by **both** parties (*original and 2 copies*)
4. **Interim Financial Summary** – **only** if maintenance is to be paid (*original only*)
5. An **Order to Appear** (*original only*)
6. An **Affidavit of Non-Military Service** Notarized (*original only*)
7. **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.
8. **Findings of Fact, Conclusions of Law and Judgment Without Minor Children** – filled out completely, signed and dated by **both** parties (*original and 2 copies*) (lines reflecting name of judge, date, and current income of party may be left blank).
9. **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**.
10. **\$5.00** fee paid in Room 104. **FEE WAIVER DOES NOT APPLY**
11. 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 to help you 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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