

FILING A RESPONSE TO A DIVORCE / LEGAL SEPARATION – MILWAUKEE COUNTY

Fees: None to file, possible service fees

1. Fill out pages 1 and 2 of the Response and Counterclaim.
2. *Do you need a Temporary Hearing?* If your spouse did not request one and you would like one scheduled, fill out an Order to Show Cause for Temporary Hearing.
3. Fill out the Fee Waiver Application if one is needed.
4. **Room G10-1 (Legal Resource Center)** – Make 2 *copies* of the Response and Counterclaim and 4 copies of the Order to Show Cause (if you are requesting one) (20 cents per page.)
5. **Judge’s Courtroom – Room _____** – File your Response and Counterclaim. You can find your judge by looking in your case file.
6. **If no temporary hearing requested**, mail a copy of your response via certified mail to your spouse (or the attorney if he/she has one).
7. **If a temporary hearing is requested**
 - a. **Room 609 (Chief Judge’s Office)** to get your fee waiver approved. Must have proof of public benefits or one month of check stubs.
 - b. **Room 707 – Family Court Commissioner’s Office** to get a court date scheduled.
 - c. **Room 101 (Child Support Services)** – Drop a copy off at the window.
 - d. **Room 102 of Safety Building** (skywalk is on the first floor) – Arrange for service of the Order to Show Cause and Response. \$60 flat fee for up to three attempts. You may also hire a private process server.
 - e. **Bring proof of service to your court date.**

