

MOTION TO REVIEW (DE NOVO) CHECKLIST – MILWAUKEE COUNTY

Note: To file a motion for a de novo review, you **MUST** have a copy of the order that you are trying to have reviewed.

Fees: None to file the motion. There may be fees for service (see below). Service by the Milwaukee County sheriff is free with an approved fee waiver.

1. Fill out pages 1 and 2 of the motion packet. On page 1, indicate what you want the court to order, what issue(s) this motion is pertaining to, the commissioner who heard your case, and on what date the hearing was held. On page 2, write why the commissioner's order should be changed. Date and sign at the bottom of page 2.
2. **Room G10-1 (Legal Resource Center)** – Make *4 copies (5 copies if you must use the sheriff, see below)* of your motion **AND** the order you are trying to have reviewed. Copies are \$0.20 per page.
3. **Room 609 (Chief Judge's Office)** – If requesting a fee waiver, fill out an Affidavit of Indigency and take it to **Room 609**. You **must** also bring with you 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.
4. **Judge's Courtroom** - Go to the clerk in the courtroom of the judge to which your case is assigned and get a court date. **If this is for a review of a Domestic Violence Injunction Case (i.e., there is an "FA" in the case number and the case involved an injunction) – the case goes to the Judge on the pink form you were given at your hearing.**
5. **Room 101** – Deliver a copy of your motion to Child Support Services if this involves child support AND they were present at your last hearing.
6. **Serve the other party** a copy of the motion.
 - a. Certified mail, return receipt requested is recommended **unless you have an injunction against you prohibiting you from contacting the other party.** In that case, use Personal Service.
 - b. Personal Service – Sheriff's Department of county where other party lives. For Milwaukee County, go to **Safety Building – Room 102** – there is a skywalk on the first floor – \$60 flat fee for up to three attempts.
 - c. If you do not have the other parent's address, you can ask Child Support Services to mail a copy for you and file an Affidavit of Mailing with the court. The cost is \$25 or free with fee waiver.
7. **Certified Mail Receipt/Affidavit of Mailing/Proof of Service.** If you mail the motion via certified mail, bring your receipt of mailing to your hearing. If you mail it regular mail, you must complete an Affidavit of Mailing. You must sign this Affidavit in front of a notary. You must bring this document with you to the hearing. If the motion is personally served, bring you proof of service to the hearing. **All of your work in having serving the papers will be wasted unless you remember to bring your PROOF OF SERVICE to the hearing.**

YOU MUST BRING YOUR PROOF OF SERVICE WITH YOU TO THE HEARING OR YOUR CASE WILL NOT BE HEARD. YOU SHOULD ALSO BRING PROOF TO SUPPORT YOUR CASE.



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