

REOPENING PATERNITY CASES FOR DNA TESTING CHECKLIST

MILWAUKEE COUNTY

(Notice of Motion and Motion to Reopen for DNA Testing)

FILING FEES

- **\$0** – to file

SERVICE FEES (\$0, with an approved fee waiver)

- **\$60** - for personal service by the Milwaukee County Sheriff, OR
- **\$25** – for Child Support Services to serve if they have other party's address

FORMS AND COPIES NEEDED

- Notice of Motion and Motion to Reopen for DNA Testing (*5 copies*)
- Petition for Waiver of Fees, if applicable.

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring last 30 days' pay stub(s) or current month's proof of public benefits.
2. **Room G-8-1 – Milwaukee County Law Library** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609 – Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE, & SERVE PAPERS (required)

1. **Judge's Courtroom _____**
 - File documents with Clerk
2. **Room 101 – Child Support Services**
 - Drop off a copy to child support
 - The Child Support office is willing to serve a set of the papers to the other party if they have a known address on file. This is always recommended along with personal service.
3. The other party *must be served* with the papers at least 5 business days before the hearing.
 - **Room 102, Safety Building – Sheriff's Department:** if the other party lives in Milwaukee County, or, private process server
 - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service

ATTENDING YOUR COURT DATE (arrive early, dress nicely, act respectfully)

- **Bring proof that the documents have been served to the other party.**
- You should also bring proof to support your case



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