

Divorce/Legal Separation, Part 2: DEFAULT (PUBLICATION) WITH MINORS - Milwaukee County

How much will it cost?

- **\$5.00:** for the court docketing fee (can't be waived with a Fee Waiver)

FORMS and COPIES NEEDED (all originals AND copies must be single-sided).

- **Proof of Service** (Affidavit of Non-Service, Proof of Publication, Certified Mail Receipt, Affidavit of Mailing, and Affidavit of Attempts to Serve Respondent) -> Originals only
- **Financial Disclosure Statement** (FA-4139V) -> Original and 2 copies
- **Marital Settlement with Minor Children** (FA-4150V) -> Original and 4 copies
- **Proposed Parenting Plan** (FA-4147V) -> Original and 4 copies
- **Parent Education Class completion certificate** -> Original only
- **Declaration of Non-military Service** (GF-175) -> Original only
- **Divorce/Annulment Worksheet** (State Vital Records Form F-05080) -> Original only
- **Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VA)-> Original and 2 copies
- **Parties' Approval of Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VB) -> Original and 2 copies
- (optional) **Abridgement Regarding Surname** (FA-4133V) -> Original only
- **2 large manila envelopes and 8 stamps** -> Put 4 stamps on each envelope. Address one envelope to yourself and the other to your spouse's last known address.

Filing Part 2 and Getting a Court Date:

1. **Room G-9** (Milwaukee Justice Center)
 - Bring all documents (originals, copies, Parent Education Class certificates, and stamped/addressed envelopes) to the Paralegal during these hours:
M-F, 830am-11:30 am; and 1pm-3:30pm. Documents will be reviewed and forwarded to the clerk. Information about obtaining a court date will be provided at that time.

2. **Room 104:** Pay the \$5 docketing fee and keep the receipt.

Next Steps:

- **Attend your hearing.**
 - If your hearing is remote (on Zoom), the court will mail you instructions on how to join. Please keep your address updated with the Clerk of Court.

 - **Questions?**
 - **To get help with forms of filing procedures:** Email the Milwaukee Justice Center at mjcdivorce@gmail.com. We do not offer walk-in assistance with Part 2s.
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 - **To answer your own questions:** You can find the forms, directions, and tutorial videos on how to complete the forms at this website:
<https://www.milwaukeejusticecenter.org/howtovideos.html>
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