**MJC Remote Forms Clinic: Filing Instructions and Notes –**

**STIPULATION motion**

**COSTS/FEES**

* ***Filing Fee:*** 
  + **$0** (there is no filing fee for this motion)
* ***Service Fee:***
  + **$0** (you do not need to get the other parent served)

**FORMS NEEDED**

* **Stipulation motion**
* Stipulation to Change
* Order on Stipulation to Change

**ADDITIONAL ITEMS NEEDED**

* **2 regular business-size mailing envelopes and 2 postage stamps**

**GENERAL PROCESS**

1. ***Get everything you need to file.***
2. ***File by mail or in person at the courthouse***
3. ***Wait for the court to send you the final orders.***

For detailed instructions, see the notes below.

1. ***Get everything you need to file.*** *Refer to the chart below for details.*

* **Review everything carefully** and **make any edits or additions listed in the chart.** Correct any other errors you see(pay special attention to names, addresses, phone numbers, etc.).
* **Sign and date the forms and make the copies according to the chart below.**
  + **ALL ORIGINALS AND COPIES MUST BE PRINTED SINGLE-SIDED** (on one side of paper). The court will not accept documents that are printed on both sides.
  + **PRINTING/COPYING SERVICES**: The Milwaukee County Law Library (Room G8 in the courthouse) is currently closed for all services due to the rise in Covid-19 cases. To call them with questions or to confirm when they will re-open, their number is (414) 278-4900. If you don’t want to wait and don’t have access to a printer, we recommend going to a local FedEx, Kinkos, etc. for printing/copying services.

|  |  |  |
| --- | --- | --- |
| **Form** | **Edits/Additions Needed** | **Copies Needed** |
| **Stipulation Motion**   * Stipulation to Change * Order on Stipulation to Change |  | Original **+ 2 copies** |
| **Additional Items** | **Notes** | |
| **2 regular business-size mailing envelopes and 2 postage stamps** | * *Address one envelope to one parent and the other envelope to the other parent. Put 1 stamp on each envelope. Don’t put anything inside the envelopes—the court will use them to mail each of you the final orders after reviewing and deciding on your motion.* | |

1. ***File by mail or in person at the courthouse.***

* **OPTION #1: File by mail –** Put all of the documents, copies, and stamped envelopes into one large envelope. Mail that envelope to the court at the following address (make sure it has the necessary postage):

Milwaukee County Family Court Commissioner

901 N. 9th St. Room 707

Milwaukee, WI 53233

* ******OPTION #2: File in person at the courthouse** – Take all documents, copies, and stamped envelopes to Room 104 of the Milwaukee County Courthouse (901 N. 9th St., open weekdays from 10:00am to 3:00pm).

1. ***Wait for the court to send you the final orders.***

* The court will review the Stipulation and either **approve it** or **deny it**. They will mail the response to each of you in the 2 blank envelopes you provided. This usually takes about 3-4 weeks, though it could take longer.
* If they approve it, the “Order” page will be signed by the Court. If they deny it, they will include a statement explaining why.
* If you don’t hear back from the Court, or your motion gets denied and you want help understanding why or trying again, you can contact us at [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com).

***Other important information specific to your case:***