

DIVORCE OR LEGAL SEPARATION, PART 1: FILING JOINT WITHOUT MINORS MILWAUKEE COUNTY

FILING AND SERVICE FEES (may be waived with approved Fee Waiver)

- \$188: for filing

FORMS and COPIES NEEDED

- **Joint Petition without Minor Children** (Original and 4 copies)
- **Confidential Petition Addendum** (Original Only)
- **Affidavit of Indigency** (“Fee Waiver”), if applicable (One for *each* spouse; original only)
- *IF you need the court’s assistance to make a temporary order for maintenance, bill payment, division of personal possessions:* 1) **Order to Show Cause with Minor Children** and 2) **Affidavit for Temporary Order with Minor Children** (Original of both and 4 copies of both)

SECTION A: Requesting a Fee Waiver

If you intend to request that the Court waive the filing and service fees, complete the following steps. If you are not requesting a fee waiver, move to Section B.

- Get Proof of Income or Proof of Public Assistance
 - The Milwaukee County Law Library (Room G-8) can help print proof of FoodShare
 - Other proof of income/assistance (1 mo. worth of pay stubs, SSI/SSDI statement, etc.) must come from your records or the issuing agency
- Take both **notarized** fee waiver AND proof of income / public assistance to **Room 609 (Chief Judge’s Office)**

SECTION B: Filing Part 1 of the Action

Complete the following steps in order.

- File original documents and all copies in **Room 104 (Clerk of Court)**
 - Show approved fee waiver or pay the filing fee
- Bring remaining copies to **Room 707 (Family Court Commissioner)**
 - Provide the clerk a copy of all documents.
 - You will receive an *Administrative Dismissal Date, which is NOT a court date.* This is the deadline by which all remaining papers must be completed and filed or your case will be dismissed.
 - If requesting a temporary order, you will receive a court date. Write date on all copies.

SECTION C: Next Steps

- Contact the Milwaukee Justice Center at **414-278-2912** to make an appointment to complete the remaining “Part 2” paperwork. No walk-in assistance is available for this.

Divorce / Legal Separation: FILING JOINTLY WITHOUT MINORS

WHAT HAPPENS NEXT?

What we helped you with today, Part 1:

- Joint Petition without Minor Children
- Confidential Petition Addendum
- Order to Show Cause and Affidavit for Temporary Orders without Minors (if needed)

What you need to complete to get a court date, Part 2:

- Financial Disclosure Statement, with proof of income or benefits attached
 - One each for the Petitioner and Respondent, if both parties agree on everything
- Marital Settlement
 - *Marital Settlement Agreement with Minors*: if you and your spouse agree on everything
- Interim Financial Summary: only if requesting child support or maintenance
- Divorce / Annulment Worksheet (*not required* for a Legal Separation)
- Findings of Fact, Conclusions of Law, and Judgment with Minor Children

If you and your spouse no longer are in agreement on all terms of the divorce/legal separation

- Contact the Milwaukee Justice Center for filing instructions for a “contested” filing and how to receive a date for a pre-trial court hearing.

TO MAKE AN APPOINTMENT TO COMPLETE THE PAPERWORK, PLEASE CALL 414-278-2912.
THE MILWAUKEE JUSTICE CENTER SCHEDULES APPOINTMENTS 6-8 WEEKS IN ADVANCE.
PLEASE PLAN ACCORDING TO YOUR ADMINISTRATIVE DISMISSAL DATE!