POST-JUDGMENT FILING DIRECTIONS - **ENFORCEMENT OF PHYSICAL PLACEMENT**

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| ***FORMS (& copies) YOU NEED:*** | ***COSTS/FEES:*** |
| ***Enforcement of Physical Placement forms:***   * *Notice of Hearing and Motion to Enforce Physical Placement Order* (Original + 3 copies)   ***(optional) Fee Waiver forms:***   * *Petition for Waiver of Fees & Costs – Affidavit of Indigency* (Original only) * *Order on Petition for Waiver of Fees & Costs* (Original only) | ***Filing Fee:***   * $0 (there is no filing fee for this motion)   ***Service Fee (through Milwaukee County Sheriff):***   * $90 ($0 with an approved Fee Waiver) |
| ***OTHER ITEMS YOU NEED:*** |
| * *A copy of your most recent court order on physical placement* ( + 3 additional copies) * *1 stamped, self-addressed mailing envelope* (put 1 U.S. postage stamp in the upper right-hand corner. Write your name and address in the center) |

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| ***GETTING A COURT DATE: General Process*** |
| 1. ***Get everything you need to file.*** All originals & copies must be single-sided. Bring money for the costs/fees and bring your photo ID if you need to get documents notarized. If you are using a Fee Waiver, bring proof of income or public assistance. 2. ***File everything in person at the courthouse*** (901 N. 9th St, open Mon-Fri 8:30am-4:30pm)  * Room 609 🡪 If you’re using a Fee Waiver, get it approved. * Room 104 🡪 File the documents.  1. ***Wait to receive documents back from the Judge’s clerk.*** Once your hearing date is scheduled, the court will mail you notice of the hearing in the envelope you provided. 2. ***Serve the other person*** *at least 5 days before your hearing date.*  * Safety Building, Room 102 🡪 *If your spouse lives in Milwaukee County*, we recommend serving through the [Milwaukee County Sheriff](https://county.milwaukee.gov/EN/Sheriff/Divisions/Civil-Process). * Show your approved Fee Waiver or pay the service fee. * For other service options, refer to our “Service Options: Name Change and Post-Judgment cases” sheet.  1. ***Attend your hearing.*** If it is a remote hearing (through the Zoom video conferencing app), the court will give you instructions on how to join. |

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| ***QUESTIONS?*** |
| * *Find the forms, directions, and how-to videos to answer your own questions:* [*https://www.milwaukeejusticecenter.org/howtovideos.html*](https://www.milwaukeejusticecenter.org/howtovideos.html) * *Schedule an appointment with the Milwaukee Justice Center for help with documents, service questions, etc.: Call (414) 278-3965 or Email* [*mjcdivorce@gmail.com*](mailto:mjcdivorce@gmail.com)*. (email recommended).* |