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

**ENFORCEMENT OF PHYSICAL PLACEMENT motion**

1. **Gather/print the documents in the chart below and make any noted edits or additions. Review all your documents carefully for typos, errors, or other mistakes.**

**\*\*** You *may* be able to make copies in the Milwaukee County Law Library (Room G8, located in the G9 suite). Their most recent hours are **Monday through Thursday from 10:00 am to 3:00 pm**; *HOWEVER*, they have been closing frequently due to concerns with Covid-19, so please call in advance to confirm their availability. They can be reached at (414) 278-4900. If you go there to make copies, you’ll need to call the same number from outside the Library to be let in. Please note that only 10 people may be in the library at a time, so you may have to wait until other patrons leave.

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| **Form** | **Page** | **Section** | **Question** | **Edits/Additions Needed, if any** | **Copies Needed, if any\*\*** |
| **Enforcement of Physical Placement** |  |  |  |  | Original **+ 3 copies** |
| A copy of your most recent placement order | N/A | N/A | N/A | *If you don't have this document, you can request it through Civil Records by completing* ***the***[***Records Request form***](https://county.milwaukee.gov/files/county/courts/Documents/Records-Request-Form.pdf)***.*** | Original **+ 3 copies** |

**Additional Documents (if any):**

1. **If you are using a Fee Waiver, print that document and proof of income or public assistance.** 
   1. The filing and service fees for this type of motion are as follows:
      1. Filing fee: $0
      2. Service fee through Milwaukee County Sheriff if the other person lives there: **$75**
   2. If you cannot afford the fees, you can complete the **Fee Waiver** (“Petition for Waiver of Fees and Costs - Affidavit of Indigency” & “Order on Petition for Waiver of Fees and Costs”) which, if approved, will change the cost to $0.
   3. Do not sign the Fee Waiver until you are in front of a notary. See #3 below for more information.
2. **Wait to sign/date the Enforcement of Physical Placement motion and the Fee Waiver** (if asking for one) **until you are in front of a notary public.** You can get documents notarized in Room 104 of the Milwaukee County Courthouse (901 N. 9th St., open weekdays 10am to 3pm) and at most banks, post offices, and package stores such as FedEx, the UPS Store, etc. Bring your photo ID when you get the documents notarized.

Remember: If you need to make copies of any documents that need to be notarized, you need to make the copies *after* you get the originals notarized; otherwise, you’ll have to get each copy notarized as well. The Fee Waiver does not need copies.

1. **If you are asking for a Fee Waiver, after getting it notarized, get it approved in Room 609** of the Milwaukee County Courthouse (open weekdays 10am to 3pm).

**Make sure to bring proof of public assistance** (FoodShare phone app; BadgerCare eligibility letters; etc.) **or income** (pay stubs, proof of unemployment, etc.) **when getting the Fee Waiver approved!**

1. **File all your documents,** including approved Fee Waivers, originals, copies, and any attachments, **in Room 104 of the Milwaukee County Courthouse** (open weekdays from 10am to 3pm).
2. **Your judge’s clerk will send you information about your court date.** It may take several weeks for you to hear back from the court after you file; please be patient. If it has been over a month since you filed and you have not received anything, either contact the court or contact us and we can try to help you figure out your next steps.
3. **Once you receive your court date, write it on all copies of your motion. You will need to serve the other parent** a copy the motion with the hearing date on it. We recommend serving through the Milwaukee County Sheriff. To serve through the sheriff you can take the documents to Room 102 in the Safety Building (located in the Courthouse Complex) OR you can e-mail them to [MCSOCivilProcess@milwaukeecountywi.gov](mailto:MCSOCivilProcess@milwaukeecountywi.gov). You will need to pay the service fee or show your approved Fee Waiver. You can find more information about serving through the sheriff here:

<https://county.milwaukee.gov/EN/Sheriff/Divisions/Civil-Process>

* 1. **Special Notes about Service (if any):**

1. **Get the Proof of Service to your judge before the hearing**. The court may give you instructions on how to get the documents to them. If they don’t, we recommend making a copy of the proof of service document. Submit the original to Room 104 of the courthouse. Keep the copy with you for reference during your hearing.
2. **Attend your hearing.** Your hearing will probably take place by phone or by Zoom (the audio and video conferencing service).The court will send you instructions on how to call in or join. Arrive early, dress nicely, and if your hearing is in person, do not bring children.

**Other information and referrals:**