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

**“PART 2” DIVORCE (OR LEGAL SEPARATION) - FINANCIAL DISCLOSURE STATEMENT (FDS)**

**ADDITIONAL ITEMS**

* **Proof of Income**
* **Proof of Service** (if you filed Part 1 separately)

**FORMS NEEDED**

**The Financial Disclosure Statement (FDS):** *This is one of the forms you need to complete and file as “Part 2” of the divorce/legal separation process before you get a court date. Because you will need to use most of the information in this form when completing all the other Part 2 forms, we recommend completing the FDS first.*

***You must complete this form*** *regardless of whether you are filing jointly or separately. Even if you have been separated from your spouse for years or if you don’t have many assets together with your spouse or on your own, the court will still require you to fill out the entire form.*

**GENERAL PROCESS**

1. *Complete the FDS.*
2. *Complete the rest of the Part 2 forms.*
3. *File everything at the courthouse.*

For detailed instructions, see the notes below.

1. ***Complete the FDS.*** 
   * ***If you want our help with the form***, you can schedule a Financial Disclosure Statement appointment by e-mailing [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com) or calling 414-278-3965.
   * ***If you want to complete the form on your own***, you can find it [**here**](https://www.wicourts.gov/forms1/circuit/ccform.jsp?FormName=&FormNumber=FA-4139V&beg_date=&end_date=&StatuteCite=&Category=&Language=&Format=). You can find a series of video tutorials on how to fill out the Financial Disclosure Statement [**here**](https://www.youtube.com/playlist?list=PLsi-m_OJvHMe4I6ShDeqo1hno9Oe0sb2R).

* ***If you already got our help with the form***, refer to the chart below. 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 form 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.

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| **Form** | **Edits/Additions Needed** | **Copies Needed** |
| **Financial Disclosure Statement** | Page 1, Section 2 (General Info): Write your social security number in the blank. | For *CONTESTED* cases: **Original + 2 copies**  For *JOINT*, *STIPULATED*, or *DEFAULT* cases:  **Just original** (each spouse must complete and submit their own!) |
| **Additional Items** | **Notes** | |
| **Proof of Income** | *While you shouldn’t need to file proof of your income when you file your other paperwork in Room 104,* ***you should bring proof of your income (pay stubs, unemployment letters, account information, etc.) to the divorce hearing*** *(and to your Part 2 appointment with us, if you want our help completing the forms).* | |
| **Proof of Service** (if you filed Part 1 separately) | *If you started the case by filing “Part 1” (Summons, Petition, Confidential Petition Addendum) separately,* ***make sure you have received an Affidavit of Service or other proof that your spouse was successfully served****.  If you received an Affidavit of Non-Service or have not been able to serve your spouse, let us know right away so we can talk about your options (service must be accomplished before you can start the rest of the Part 2 paperwork).* | |

1. ***Complete the rest of the Part 2 forms.*** 
   * ***If you want our help with the forms***, you can schedule a Part 2 appointment by e-mailing [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com) or calling 414-278-3965.
   * ***If you prefer to complete the forms on your own, you can find them at the following links***:

* [If you started jointly and want to continue jointly (with minors)](https://www.milwaukeejusticecenter.org/divorce-joint-with-minor-children-part2.html)
* [If you started jointly and want to continue jointly (without minors)](https://www.milwaukeejusticecenter.org/divorce-joint-without-minor-children-part2.html)
* [If you started separately and now want to continue together (with minors)](https://www.milwaukeejusticecenter.org/divorce-alone-with-minor-children-in-agreement.html)
* [If you started separately and now want to continue together (without minors)](https://www.milwaukeejusticecenter.org/divorce-alone-without-minor-children-part2-inagreement.html)
* [If you plan to continue separately (regardless of how you started) [with minors]](https://www.milwaukeejusticecenter.org/divorce-alone-with-minor-children-part2.html)
* [If you plan to continue separately (regardless of how you started) [without minors]](https://www.milwaukeejusticecenter.org/divorce-alone-without-minor-children-part2-contested.html)
* ***If you want to watch a series of tutorial videos on how to complete the forms, you can find them at the following links:***
* [Jointly with minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMdhSnnzJih8GkkXPrK6QUUE)
* [Jointly without minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMe1OpDb-Awh4ZGLztTaP3Zs)
* [Separately with minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMe8EIRpyleQYue3XHKaTWRg)
* [Separately without minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMchyLDEuTMFZ30-zX1X6Mig)
* [Stipulated with minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMcJ60weRrDf1FulZMcb_C_a)
* [Stipulated without minor children](https://www.youtube.com/playlist?list=PLsi-m_OJvHMeGyaS6YvlSAIxj9PjhBRD7)

1. ***File everything at the courthouse.*** 
   * **When you have everything else you need to file your Part 2 paperwork, you will take all the forms, additional items, copies, and fees to Room 104** of the Milwaukee County Courthouse (901 N. 9th St., open weekdays from 10:00am to 3:00pm).
   * **For more instructions on filing Part 2, refer to the “Part 2” checklist that matches the type of divorce you are filing.** If you have other questions, e-mail us at [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com) or call us at 414-278-3965.

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