

## Divorce or Legal Separation, Part 2: FILING SEPARATE WITH MINORS - Milwaukee County

### How much will it cost?

- **\$5.00:** for the court docketing fee (can't be waived with a Fee Waiver)
- **\$90:** for service through the Milwaukee County Sheriff (\$0 with an approved Fee Waiver)
  - For service through sheriff's departments outside Milwaukee County: fees vary by county (some accept approved Fee Waivers from outside their county; some do not).

### FORMS and COPIES NEEDED (all originals AND copies must be single-sided)

- **Proof of Service** (document saying spouse was served with Part 1 forms. Service must be within 90 days of filing date) -> Original only
- **Request for Pre-trial** (Milwaukee County form) -> Original only
- **Financial Disclosure Statement** (FA-4139V) -> Original and 3 copies
- **Marital Settlement with Minor Children** (FA-4150V) -> Original and 3 copies
- **Proposed Parenting Plan** (FA-4147V) -> Original and 3 copies
- **Parent Education Class completion certificate** -> Original only
- (optional) **Interim Financial Summary** (FA-612) -> Original only
- **Order for Pre-trial/Order to Appear** (Milwaukee County Form) -> Original only
- **Declaration of Non-military Service** (GF-175) -> Original only
- **Divorce/Annulment Worksheet** (State Vital Records Form F-05080) -> Original only
- **Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VA)-> Original and 3 copies
- **Parties' Approval of Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VB) -> Original and 3 copies
- (optional) **Abridgement Regarding Surname** (FA-4133V) -> Original only
- **2 large manila envelopes and 8 stamps** -> Put 4 stamps on each envelope. Address one envelope to yourself and the other to your spouse.

### Do you need a fee waiver approved?

1. **Room 104:** Get your documents notarized. Bring a photo ID. **DO NOT sign until you get there.**
2. Bring proof of Public Benefits or Proof of Income.
  - For proof of Public Benefits, you can show the MyACCESS Mobile App on your phone.
  - For Proof of Income bring one month's worth of paystubs
3. **Room 609:** Take both your notarized fee waiver AND proof of income or public assistance.

### Fee Waiver Already Approved? Don't have one? Start here

1. **Room 104** (Clerk of Court): Pay the \$5 docketing fee and keep the receipt until your date.
  - The fee waiver does not apply to this fee
2. **Judge's courtroom:** \_\_\_\_\_
  - To get a hearing date, file all documents in your Judge's courtroom.
  - If you don't know where your Judge's courtroom is, you can ask the clerk in Room 104.

## What's Next?

- **Serve your spouse at least 5 business days before your court date.**

Your spouse must receive:

- a copy of your Financial Disclosure Statement,
  - a copy of the Marital Settlement,
  - a copy of the Proposed Parenting Plan, and
  - a copy of the Order for Pre Trial / Order to Appear.
- **Safety Building, Room 102;** If your spouse lives in Milwaukee County, you can serve through the Milwaukee County Sheriff's Department or through a private process server.
    - If your spouse lives outside of Milwaukee County, you can serve through the Sheriff's Department in that county or through a private process server in that county/city.
- **Not able to get your spouse served?** Contact the Milwaukee Justice Center for help discussing your options.
- **Attend your hearing.**
    - Bring your \$5.00 docketing fee receipt and any other documents (updated pay stubs, account numbers, social security numbers, etc.) to the court date.
    - If your hearing is remote (on Zoom), the court will mail you instructions on how to join. Please keep your address updated with the Clerk of Court.
- **Questions?**
    - **To get help with the forms or filing procedures:** Email the Milwaukee Justice Center at [mjcdivorce@gmail.com](mailto:mjcdivorce@gmail.com). We do not offer walk-in assistance with Part 2s.
    - **To answer your own questions:** You can find the forms, directions, and tutorial videos on how to complete the forms at this website:  
<https://www.milwaukeejusticecenter.org/howtovideos.html>