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

**“PART 1” DIVORCE (OR LEGAL SEPARATION) – JOINT with MINOR CHILDREN**

**FORMS NEEDED**

* Joint Petition with Minor Children
* Confidential Petition Addendum

**ADDITIONAL ITEMS NEEDED**

* (optional) Fee Waiver & proof of income or public assistance (one for each spouse)

**COSTS/FEES\***

* **$198.00** for the joint filing fee

**\*Can be waived with a Fee Waiver if you qualify**

**GENERAL PROCESS**

1. ***Get everything you need to file.***
2. ***File everything at the courthouse.***
3. ***Complete “Part 2” of the process.***

For detailed instructions, see the notes below.

1. ***Get everything you need to file.*** *Refer to the chart below for details.*
* **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 forms 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** |
| **Joint Petition with Minor Children** | * DO NOT sign or date the Petition until you are in front of a notary. See #2 below for info on getting documents notarized.
 | Original **+ 3 copies** |
| **Confidential Petition Addendum** | Questions 1A and 1B: Add your social security numbers.  | Just original  |
| **Additional Items** | **Notes** |
| **(optional) Fee Waiver & proof of income or public assistance*** Petition for Waiver of Fees and Costs – Affidavit of Indigency
* Order on Waiver of Fees and Costs
 | *If you receive public assistance or if you can’t afford to pay the fees because of your income, you can complete and submit the Fee Waiver form.* ***NOTE:*** *When filing jointly, each spouse must qualify for and submit their own Fee Waiver to get the joint filing fee waived.* * DO NOT sign or date the Fee Waiver until you arein front of a notary. You can get documents **notarized in** **ROOM 104** of the courthouse. Bring your photo ID.
* After you get the Fee Waiver notarized, you can get it **approved in ROOM 609** of the Courthouse.

*To get the Fee Waiver approved, you need to show proof that you can’t afford the fees.** If you receive public assistance, you can show the My Access phone application for BadgerCare or FoodShare, SSI eligibility letters, etc.
* If you think you qualify based on your income, you can show pay stubs, proof of unemployment, etc.
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1. ***File everything at the courthouse.***
* **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).
* **Get documents notarized.**
	+ If you need to sign any documents in front of a notary, there are notary publics available in Room 104. You could also get documents notarized at most banks and some post offices and package stores. Bring your photo ID when you get documents notarized.
	+ If you need to make copies of documents that need to be notarized, make the copies *after* you get the original notarized (or you’ll have to get the original and all the copies individually notarized).
* **After you file, the court will send you a Dismissal Date and a set of other paperwork**.
	+ The Dismissal Date is NOT a court date. It is the deadline to turn in the “Part 2” paperwork, which is the second set of forms you need to complete and submit before getting a divorce hearing date.
	+ If you requested a Temporary Order Hearing, the court will send you a hearing date and information about attending the hearing.
	+ It may take several weeks to hear back from the court. 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 so we can try to help you figure out your next steps.
1. ***Complete “Part 2” of the process.***
* **Take the parent education class.** This is a required part of the process. You can find a list of approved providers [**here**](https://www.milwaukeejusticecenter.org/parent-education-classes.html)**.**
* **Complete the Financial Disclosure Statement (FDS).** This is one of the most important Part 2 forms. 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. ***NOTE***: *Each spouse must complete and submit their own FDS if you plan on filing Part 2 jointly.*
	+ ***If you want our help with the form***, you can schedule a Financial Disclosure Statement appointment by e-mailing 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 also 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).
* **Complete the rest of the Part 2 forms.** Once you get your filed Part 1 forms back from the court, you can get started on the remaining forms.
	+ ***If you want our help with the forms***, you can schedule a Part 2 appointment by e-mailing mjcdivorce@gmail.com or calling 414-278-3965.
	+ ***If you want to complete the forms on your own*:**
		- If you started jointly and plan on continuing the process **jointly**, you can find the forms [**here**](https://www.milwaukeejusticecenter.org/divorce-joint-with-minor-children-part2.html). You can also find a series of video tutorials on how to fill out the forms [**here**](https://www.youtube.com/playlist?list=PLsi-m_OJvHMdhSnnzJih8GkkXPrK6QUUE)**.**
		- If you started jointly and plan on continuing the process **separately**, you can find the forms [**here**](https://www.milwaukeejusticecenter.org/divorce-alone-with-minor-children-part2.html). You can also find a series of video tutorials on how to fill out the forms [**here**](https://www.youtube.com/playlist?list=PLsi-m_OJvHMe8EIRpyleQYue3XHKaTWRg).

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