“PART 1” DIVORCE (OR LEGAL SEPARATION): **SEPARATE WITH MINOR CHILDREN**

|  |  |
| --- | --- |
| ***FORMS (& copies) YOU NEED:*** | ***COSTS/FEES:*** |
| ***Divorce forms:***   * *Summons with Minor Children* (Original + 4 copies) * *Petition with Minor Children* (Original + 4 copies) * *Confidential Petition Addendum* (Original only)   ***(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:***   * $198.00 ($0 with an approved Fee Waiver)   ***Service fee (through Milwaukee County Sheriff):***   * $90.00 ($0 with an approved Fee Waiver) |

|  |
| --- |
| ***STARTING YOUR CASE: Part 1, 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 Milwaukee County Courthouse*** (901 N. 9th St, open Monday-Friday 8:30am-4:30pm).  * Room 609 🡪 If you’re using a Fee Waiver, get it approved. * Room 104 🡪 File the documents and get a case number.   + - Show your approved Fee Waiver or pay the filing fee. * Room 707 🡪 File the remaining documents and get a dismissal date. * Room 101 🡪 If either spouse has ever gotten public assistance, file a copy with Child Support Services.  1. ***Serve your spouse within 90 days of your filing 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: Part 1” sheet.  1. ***Get started on “Part 2” of the process.*** To get a hearing date, you will need to complete and file a second set of paperwork before your dismissal date. You will also need to take a [Parent Education Class](https://www.milwaukeejusticecenter.org/parent-education-classes.html) approved by the county. |

|  |
| --- |
| ***QUESTIONS?*** |
| * *Find the forms, instructions, 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 Part 2 documents, service questions, etc.: Call (414) 278-3965 or Email* [*mjcdivorce@gmail.com*](mailto:mjcdivorce@gmail.com)*. (email recommended).* |