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

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| ***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)
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| ***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.
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| ***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**. (email recommended).*
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