**Divorce/Legal Separation, Part 2: DEFAULT (PUBLICATION) WITH MINORS**

**Milwaukee County**

**FILING AND SERVICE FEES**

* **$5.00:** for the court docketing fee(can’t be waived with a Fee Waiver)

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

* **Proof of Service** (Affidavit of (Non-)Service, Proof of Publication, Certified Mail Receipt, and Affidavit of Mailing) 🡪 Originals only
* **Request for Pre Trial** (Milwaukee County form) 🡪 Original only
* **Financial Disclosure Statement** (FA-4139V) **🡪** Original only and 2 copies
* **Proposed Marital Settlement Agreement with Minor Children** (FA-4152V) **🡪** Original and 2 copies
* **Proposed Parenting Plan** (FA-4147V) 🡪 Original and 2 copies
* **Parent Education Class completion certificate** 🡪 Original only
* **Order for Pre Trial / Order to Appear** (Milwaukee County form) **🡪** Original and 2 copies or original triplicate form
* **Declaration of Non-military Service** (GF-175) **🡪** Original only
* **Divorce/Annulment Worksheet** (F-05080) **🡪** Original only
* **Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VA) **🡪** Original and 2 copies
* **Parties’ Approval of Findings of Fact, Conclusions of Law, & Judgment with Minor Children** (FA-4160VB) **🡪** Original and 2 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. Don’t put anything inside the envelopes   
  (the court will use them to send each spouse info/orders regarding the final hearing).

**SECTION A: Filing Part 2 and Getting a Court Date**

*Complete the following steps in order.*

* **Room 104 (Clerk of Court)**
  + Pay the $5 docketing fee and keep the receipt until the court date.
    - The fee waiver does not apply to this fee.
* **Room G-9 (Milwaukee Justice Center**
  + To get a hearing date, bring all documents (originals, copies, Parent Education Class certificates, and stamped/addressed envelopes) to the Paralegal during these hours: M-F, 830am-11:30am; and  
    1pm-3:30pm. Documents will be reviewed for filing with the assigned Judge.

**SECTION B: Next Steps**

* **Attend your hearing.** 
  + If your hearing is remote (on the Zoom video conferencing app), the court will give you instructions on how to join.
* ***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; you must have a set appointment.
  + **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>.