“PART 2” DIVORCE (OR LEGAL SEPARATION): **DEFAULT (PUBLICATION) WITH MINOR CHILDREN**

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| ***FORMS (& copies) YOU NEED:*** | ***OTHER ITEMS NEEDED:*** |
| ***Divorce forms:***   * *Case Summary* (Original only) * *Financial Disclosure Statement* (Original only) * *Proposed Marital Settlement with Minor Children* (Original + 3 copies) * *Proposed Parenting Plan* (Original + 3 copies) * *Declaration of Non-Military Service* (Original only) * *Divorce/Annulment Worksheet* (Original only) * *Findings of Fact, Conclusions of Law, & Judgment with Minor Children* (Original + 2 copies) * *Parties’ Approval of Findings of Fact* (Original + 2 copies) * (optional) *Abridgement Regarding Surname* (Original + 2 copies) | * **Proof of Service** (*Affidavit of Service*, *Proof of Publication*, *Certified Mail Receipt*, and *Affidavit of Mailing*) * **Parent Education Class** completion certificate * **2 large manila envelopes and 8 stamps** |
| ***COSTS/FEES:*** |
| ***Docketing fee:***   * $5.00 (can’t be waived with a Fee Waiver) |

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| ***GETTING A COURT DATE: Part 2, 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 courthouse*** (901 N. 9th St, open Mon-Fri 8:30am-4:30pm).  * Room 104 🡪 File the documents and pay the $5 docketing fee. * Room 707 🡪 Take the remaining paperwork to the clerk and get a court date.  1. ***Attend your hearing.*** If it is a remote hearing (through the Zoom video conferencing app), the court will give you instructions on how to join. |

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| ***QUESTIONS?*** |
| * *Find the forms, directions, 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).* |