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

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| ***FORMS (& copies) YOU NEED:*** | ***OTHER ITEMS YOU NEED:*** |
| ***Divorce forms:**** *Request for Pre-trial* (Original only)
* *Financial Disclosure Statement* (Original + 2 copies)
* *Proposed Marital Settlement with Minor Children* (Original + 3 copies)
* *Proposed Parenting Plan* (Original + 3 copies)
* (optional) *Interim Financial Summary* (Original only)
* *Order for Pre-trial/Order to Appear* (Original only)
* *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)

***(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)
 | * **Proof of Service** (of Part 1 documents on spouse within 90 days of filing date)
* **Parent Education Class** completion certificate
* **3 large manila envelopes and 12 stamps**
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| ***COSTS/FEES:*** |
| ***Docketing fee:**** $5.00 (can’t be waived with a Fee Waiver)

***Service fee (through Milwaukee County Sheriff):**** $90.00 ($0 with an approved 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 609 🡪 If you’re using a Fee Waiver, get it approved.
* Room 104 🡪 File the documents and pay the $5 docketing fee.
1. ***Serve your spouse at least 5 days before your hearing 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 2” sheet.
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* *(email recommended).*
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