

# File Your Milwaukee County **NOTICE OF MOTION** and **MOTION TO RELOCATE** Need Fee Waiver Approval

## 1 - Get Your Fee Waiver **Approved**

**ROOM 609-**  
Chief Judge's Office

- *Goal:* Fee Waiver Approval
- *What to Bring:*
  - Signed fee waiver
  - Proof of income or public assistance.

## 2 - File with the Clerk of Court

**ROOM 104-** Clerk  
of Court

- *Goal:* File with Court
- *What to Bring:*
  - Approved Fee Waiver or form of payment
  - All forms and copies

## 3 - File All Documents with Your Judge

**JUDGE'S  
COURTROOM -**  
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- *Goal:* Get Your Hearing Date
- *What to Bring:*
  - All forms and copies
- **Make sure the hearing date is written on all copies**
- *If you don't know where your Judge's courtroom is, ask the clerk in Room 104.*