

# STIPULATION TO CHANGE—MILWAUKEE COUNTY

## (STIPULATION TO CHANGE AND ORDER TO CHANGE)

### FILING AND SERVICE FEES

- \$0: no filing fee
- \$0: no service fee

### FORMS and COPIES NEEDED

- **Stipulation to Change** (Original and two copies)
- **Order to Change** (Original and two copies)
- **2 self-addressed stamped envelopes** (available in Milwaukee County Law Library, Room G-8)  
Do not put anything inside envelopes.

### SECTION A: Filing the Motion

*Complete the following steps in order.*

- Include 2 self-addressed stamped envelopes, one with each person's name and address on the front. You do not need to put anything in the envelopes. The court will use them to mail back the Stipulation to each person.  
Envelopes can be purchased in the **Milwaukee County Law Library, Room G-8.**
- File original motion, all copies, and envelopes in **Room 707 (Family Court Commissioner)**

OR, Mail the original document, the copies, and the envelopes to:  
Office of Family Court Commissioner  
901 N. 9th St, Room 707  
Milwaukee, WI 53233

### SECTION B: Receiving the Stipulation from the Court

- Within 2-3 weeks, you will receive the Stipulation to Change in the envelope provided. If it is signed on the last page by the Family Court Commissioner, it has been approved and becomes the new court order.
- If it is not signed, you will receive a letter explaining what is wrong. Return to the Milwaukee Justice Center for more assistance.
  - **Consider scheduling a Parenting Conference** to work with an attorney facilitator and Child Support Attorney to assist you in creating an agreement.  
Call 414-278-2912 for more information.