PRETRIAL HEARING CHECKLIST

It is recommended that any parties filing for divorce or legal separation with minor children visit the Child Support Division of the Waukesha County Courthouse to apply for IV-D Services.

Information regarding Child Support services can be found in the Family Division Office or at

https://www.waukeshacounty.gov/corporationcounsel

# Forms Required to be Completed and Filed Prior to Pre-Trial Conference Hearing

|  |  |
| --- | --- |
| \*If Parties Have Minor Children\* | \*If No Minor Children\* |
| Financial Disclosure Statement – Required to be filed by each party (or one Joint Financial Disclosure signed by both parties) no later than 90 days after date of service or date of filing of Joint Petition  (WI State Form # FA-4139V) | Financial Disclosure Statement – Required to be filed by each party (or one Joint Financial Disclosure signed by both parties) no later than 90 days after date of service or date of filing of Joint Petition  (WI State Form # FA-4139V) |
| Marital Settlement Agreement with Minor Children (WI State Form # FA-4150V) | Marital Settlement Agreement w/o Minor Children (WI State Form # FA-4151V) |
| Proposed Parenting Plan – Required to be filed by each party and attached to Marital Settlement Agreement  (WI State Form # FA-4147V) | Parties Approval of Findings of Fact, Conclusions of  Law and Judgment w/o Minor Children  (WI State Form # FA-4161VB) |
| Parties Approval of Findings of Fact, Conclusions of  Law and Judgment with Minor Children  (WI State Form # FA-4160VB) | Findings of Fact, Conclusions of Law and Judgment w/o Minor Children  (WI State Form # FA-4161VA) |
| Findings of Fact, Conclusions of Law and Judgment with Minor Children  (WI State Form # FA-4160VA) | Divorce/Annulment Worksheet    (WI Dept. of Health Services Form # F05080) |
| Divorce/Annulment Worksheet  (WI Dept. of Health Services Form # F05080) |  |

\*\*\* All forms are available at https://www.waukeshacounty.gov/CircuitCourts/FamilyCourt/All-FA-Packets/ \*\*\*

If parties have minor children and no agreement regarding legal custody and physical placement is filed with the Court prior to the Pre-Trial Conference Hearing, the Court will order you to mediation with Family Court Services unless one or both parties identify good cause why mediation is not appropriate.

* If you are not represented by counsel, you may be eligible for the services of the Family Legal Clinic. This is a one-time opportunity for a 20 minute meeting with a Family Law Attorney. You can request this service in person in the Family Division Office or call 262-548-7544.

* The Family Division staff can answer procedural questions and review your forms for completeness. They cannot provide legal advice, including instructing you how to complete your forms or checking completed forms for accuracy. To have your forms reviewed, visit the Court Administration Office no less than one week prior to your Pre-Trial Conference Hearing. Business hours are: Monday through Friday - 8:00am to 4:30pm.

No appointment is necessary. Please arrive no later than 3:30 pm to have your forms reviewed.

* You MUST bring with you ALL original completed forms plus TWO additional copies of each form. We can make copies for you at the rate of $.25/page, if necessary. Once reviewed, the Court will retain one copy of each form. Originals and additional copies will be returned to the filer pursuant to 801.18(9)(h) Wis. Stats.
* No changes to documents may be made without both parties present. Any changes made must be initialed by both parties and made to all copies.

NOTE: If information contained in any filing changes prior to your court date, you must file updated forms reflecting the change(s).

Once filed, forms are unable to be edited in any way.

IF YOUR HEARING IS IN PERSON

REPORT TO THE COURTROOM AT LEAST 15 MINUTES BEFORE YOUR SCHEDULED HEARING TIME

(Let the bailiff or clerk know for which case you will be appearing)