

FAMILY COURT SELF HELP CENTER

The Self Help Center is a FREE service offered by Outagamie County to assist couples with completing their divorce paperwork. The Self Help Center is not a legal clinic and cannot give you legal advice. You may stop in as a couple or individually.

- Self Help Center hours are: **Monday, Wednesday, Thursday & Friday Mornings 8:00AM – 11:30 AM**
Parties may stop in during open hours to assist with paperwork or questions at 920-968-2985
- **OR** you may drop off your completed paperwork for review at the Family Court Commissioner's office.
Family Court Commissioner's hours are 8:00 am to 4:30 pm. (Closed 12:30 pm to 1:00 pm).

TO START THE DIVORCE ACTION:

All family forms may be found through the [Family Court Commissioner-Outagamie County web page](#) – then click the ['Divorce Forms' link](#).

*Legal Issues to consider such as what county to file in, divorce versus legal separation or annulment, custody, child support, maintenance, property division and debts: See **Basic Guidelines (Form #FA 4100V)**.*

1. You need to decide if you and your spouse will be signing the Petition together (filing jointly):

- **Joint Petition** (Form #FA-4110 -- with minor children)
(Form #FA-4111 -- without minor children)

OR

If only one of you will be completing the forms to start the action (filing alone).

- **Petition & Summons**** (Form# FA-4108 & FA-4104 –with minor children)
(Form# FA-4109 & FA-4105 –without minor children)

2. **File the Action.** The Joint Petition (or Petition and Summons**) for divorce or legal separation must be filed and a fee paid to the Clerk of Circuit Court.

Filing Fees: \$184.50 without request for child support or maintenance (spousal support) or
\$194.50 with request for child support or maintenance (spousal support).
(Cash, check or money order. NO credit/debit cards)

Filing fees are paid at the time of filing. If you cannot afford the fees, you may obtain a **Waiver of Fees** (Form #CV-410). A waiver of fees is discretionary and determined by the individual judge or court commissioner.

3. ****If you filed a Petition and Summons** you MUST serve a copy on or deliver a copy to the other party. In order for the court to hear the case, your spouse must be provided with a copy of the Petition and Summons. Proof of that service (or delivery) must be filed with the Clerk of Circuit Court. Form #FA-4120 (Affidavit of Service) or #FA-4119 (Admission of Service (delivery).)
4. **Decide If You Need a Temporary Hearing.** You may request a temporary hearing before the Family Court Commissioner by completing an Order to Show Cause and Affidavit for Temporary Order if you and your spouse cannot agree on any of the following issues: Child Custody, Child Placement, Child Support, Use of the family residence, Use of automobiles or other personal property, Payment of bills, Payment of maintenance or spousal support. See *Basic Guidelines (Form #FA 4100V)* for additional assistance.
5. There is 120 day waiting period in the State of Wisconsin. During this period, parties must complete the paperwork required to obtain a divorce. (See below) *This paperwork needs to be reviewed by the Self Help Center for completeness and accuracy before you receive a final hearing date.*

WHAT DOCUMENTS DO YOU NEED TO SUBMIT FOR REVIEW?

All family forms may also be found on line at <https://www.wicourts.gov/forms1/circuit> > [family](#) > [all family forms](#)

1. **Financial Disclosure** –one for each party-- (Form #FA-4139)
 2. **Marital Settlement Agreement: (MSA)** (Form #FA-4150 – with minor children**) (Form #FA-4151 – without minor children)
- **The Child Support Basis or ‘standard’ on Page 7 MUST be filled out, even if child support is not requested. Calculation tools can be found at: <https://dcf.wisconsin.gov/cs/order/tools> Complete either the “worksheet” or ‘calculator to estimate support’ and transfer those amounts to Page 7. 2(a).
3. **Divorce/Annulment Worksheet** (vital records form): F-05080 - Not found on CCAP
Google “F-05080” and a PDF shows up – print and complete. (We can also provide one for you.)
 4. **Findings of Fact, Conclusions of Law and Judgment of Divorce** (Form #FA-4160VA –with minor children) (Form #FA-4161VA – without minor children)
 5. **Parties Approval of Findings of Fact, Conclusions of Law and Judgment** (Form #FA-4160VB –with minor children) (Form #FA-4161VB – without minor children)

Parties must also provide: Eight weeks Proof of Income (Both Parties)
Last 2 Years Taxes: Federal and State (Both Parties)