

Checklist for Uncontested Divorce - Dane County

- Obtain a “Joint Petition for Divorce” and a “Confidential Petition Addendum” (forms available at Legal Resource Center (LRC), Rm L1007, Dane County Courthouse or online <http://www.countyofdane.com/court/prepare/formFamily.aspx>). DO NOT write Social Security numbers on the Summons & Petition. Social Security numbers must be placed on the Confidential Petition Addendum form.
- Optional** - If a temporary order is necessary, obtain a “Stipulation for Temporary Order” form.
- File the **original and two copies** of the Joint Petition for Divorce and pay the filing fee in the Clerk of Courts (COC) Office, Rm 1000, of the Dane County Courthouse. Only the original Confidential Petition Addendum is required.
 - Optional** - If both parties are indigent (cannot pay the fee), both parties must apply for a “Petition for Waiver of Filing and Service Fees” at the Court Commissioner Center (CCC) Rm 2000 (form available at LRC, CCC, COC or online)
- Complete the “Marital Settlement Agreement” **OR** a “Request for Status Conference” to have a pretrial hearing before a court commissioner if there is not a total agreement on all divorce issues after you have tried to settle the issue (forms available at the LRC or online).
- File the original Marital Settlement Agreement with the CCC. Each party should retain a copy.
- File the “Original Certificate of Divorce or Annulment” form (Vital Statistics form) with the CCC (form available at the COC, CCC or LRC.)

YOU CANNOT GET A FINAL HEARING DATE UNTIL ALL ABOVE ITEMS ARE COMPLETED

After these steps are completed, the CCC will complete the “Certificate of Readiness for Trial” form. The CCC will send this form to the judge so the divorce hearing may be scheduled.

- Complete the “Financial Disclosure Statement” (form available at the LRC or online).
- Attend the divorce trial. The judge’s office will send you notice of a trial date after a Certificate of Readiness has been received. Both parties bring their completed Financial Disclosure Statement to the trial. Be prepared to present your case.
- After the divorce hearing, prepare the “Findings of Fact, Conclusions of Law and Judgment” (FFCLJ) form, make three copies and submit to the Judge for signature (form available at LRC or online). Copies of the completed Marital Settlement Agreement should be attached to the original and each of the three copies of the FFCLJ.
 - **If the final judgment is not filed within 30 days, as required under Wis. Stats. 767.251, the judge may initiate an Order to Show Cause for contempt hearing against the attorney/party responsible for preparing and filing the documents. The judge may impose appropriate sanctions.