

Checklist for Non-Contested Divorce - Dane County

- Obtain Joint Petition for Divorce and Confidential Petition Addendum (Forms available at Legal Resource Center (LRC), Room L1007, Dane County Courthouse or online <http://www.countyofdane.com/clrkort/clrkhome.htm>. DO NOT write Social Security numbers on the Summons & Petition. Social Security numbers must be placed on Confidential Petition Addendum form.

- File original and two copies of Joint Petition for Divorce and pay filing fee in the Clerk of Courts (COC), Room 1000, Dane County Courthouse. One copy of the Confidential Petition Addendum is required. **Optional** - If both parties are indigent (cannot pay fee) both parties apply for a Petition for Waiver of Filing and Service Fees at the Court Commissioner Center (CCC) Room 2000, Dane County Courthouse. (Form available at LRC, CCC, COC or online)

- Complete Marital Settlement Agreement (Marital Settlement Agreement form may be obtained from the LRC or online).

- File 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. (Forms available from 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 form to Judge so divorce hearing can be scheduled).

- Complete the Financial Disclosure Statement. (This form can be obtained in the Legal Resource Center or on-line)

- Attend divorce trial. Judge's Office will send you notice of a trial date after a Certificate of Readiness has been received by the Judge's Office. (Both parties bring completed Financial Disclosure Statement to the trial and be prepared to present your case).

- After divorce hearing, prepare Findings of Fact, Conclusions of Law and Judgment documents, with three copies and submit to the Judge for signature.* If the final judgment is not filed within 30 days, as required under WI. 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. Forms available at LRC or online.

**A copy of the Marital Settlement Agreement should be attached to the original and three (3) copies.*

Legal Resource Center (LRC): Room L1007, 266-6316, dclrc.ref@wicourts.gov
Court Commissioner Center (CCC): Room 2000
Clerk of Courts (COC): Room 1000
Information number: 266-4311

Dane County Courthouse
215 S Hamilton Street
Madison, WI 53703