

## Checklist for Non-Contested Divorce - Dane County

- Obtain a “Joint Petition for Divorce” and a “Confidential Petition Addendum” (forms available at Dane County Law Library (DCLL), Rm L1007, Dane County Courthouse or online at <https://courts.countyofdane.com/Resources/Forms/family-forms>. 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 photocopies** of the Joint Petition for Divorce and Confidential Petition Addendum and pay the filing fee in the Clerk of Courts (COC) Office, Rm 1000, of the Dane County Courthouse.  
**Optional** - If both parties are indigent (cannot pay the fee), **both** parties must apply for a “Petition for Waiver of Filing and Service Fees” in Room 1000 (form available at DCLL, CCC, COC or online).
- If your case involves minor children, complete an “Application for Child Support Services” (form available at DCLL, CCC, or online). This form should be completed even if child support is not being requested. The completed application should be submitted to the CCC in Room 2000 of the Dane County Courthouse.
- Complete the “Marital Settlement Agreement” **OR** file 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 DCLL or online).
- File a copy of the Marital Settlement Agreement with the CCC. The original is retained by one of the parties, and each party should retain a copy of the form.
- Complete and file a copy of your Financial Disclosure Statement with the CCC (form available from DCLL or online). You must also provide the other party a copy of your Financial Disclosure Statement. Retain the original for your records.

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

After these steps are completed, the CCC will complete a “Case Status Memo” form or schedule the final hearing. The court will send you notice of the hearing date.

- Prepare the “Findings of Fact, Conclusions of Law and Judgment” (FFCLJ) form, make three photocopies and submit to the court for signature at your hearing (form available at DCLL or online). A photocopy of your completed Marital Settlement Agreement should be attached to the original and each of the three copies of the FFCLJ.
- Prepare the “Divorce/Annulment Worksheet” (Vital Statistics form). Submit this to the Judge’s Clerk or the Court Commissioner at your final hearing. NOTE: This form is not needed on legal separation cases. This form is available at the Dane County Courthouse (DCLL, CCC, COC), and online.
- If not previously submitted, bring the original and a copy of your completed Financial Disclosure Statement and Proof of Service of the Order for Appearance (if applicable) to the hearing.
- Attend the divorce hearing. Be prepared to present your case.

Dane County Law Library (DCLL): Rm L1007, 266-6316  
Court Commissioner Center (CCC): Rm 2000  
Clerk of Courts (COC): Rm 1000, 266-4311

Dane County Courthouse  
215 S Hamilton Street  
Madison, WI 53703