

Checklist for Contested Divorce-Jackson County

- Obtain Summons and Petition for Divorce (forms available online at the Court Forms page).
- Optional-If temporary order hearing is necessary; obtain Affidavit and Motion/Order to Show Cause for Temporary Order when you get Summons and Petition.
- File original and three copies (1 for you and 2 for you to serve on your spouse) of Summons and Petition for Divorce and pay filing fee in the Clerk of Courts (COC) Office, 307 Main Street, Black River Falls, WI 54615.
- **Optional** If you believe you cannot pay fee because of poverty, apply for Petition for Waiver of Filing and Service Fees found online.
- **Optional** File original and three copies of Affidavit and Motion for Temporary Order with the FCC Office if hearing is needed.
- Serve Summons and Petition and if applicable, serve Affidavit and Motion for Temporary Order on other party (respondent). Jackson County Sheriff Civil Process Office or private process servers (see yellow pages) will serve legal documents for a fee. If your spouse will admit to receiving the forms from you, obtain an "Admission of Service" form online, for your spouse to sign.
- Return original Proof of Service from Process Server, or Admission of Service, to the FCC Office. Retain one copy for yourself.
- **Optional** Attend temporary order hearing if one is requested.
- Complete Marital Settlement Agreement (Marital Settlement Agreement form may be obtained online at the Court Forms page) **OR** Request status conference/pretrial before the FCC if there is not total agreement on all divorce issues after you have tried to settle the issues.
- File original of the Marital Settlement Agreement with the FCC Office. (Each party should retain a copy).
- File the Original Certificate of Divorce or Annulment form with the FCC Office. (Forms available online).
- Ask the FCC Office to complete the Certificate of Readiness for Trial form. (The FCC Office will send it to the Judge so the divorce hearing can be scheduled).

You cannot get a final hearing date until all above items are completed.

- If there is no stipulated Marital Settlement Agreement, (obtain Order online at the Court Forms page) and have it served on respondent after you are notified of your divorce hearing date from the Judges Office.
- Complete the Financial Disclosure Statement. (You will find this form online).
- Attend divorce trial. Judge's Office will send you notice of a trial date after a Certificate of Readiness has been received in the Judge's Office. (Bring your Completed Financial Disclosure Statement and Proof of Service of the Order for Appearance, if applicable 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 Findings of Fact, Conclusions of Law and Judgment are not promptly submitted to the Judge, divorce may be vacated by the Judge.) (Forms available online at the Court Forms page)