

Checklist for Non-Contested Divorce - Jackson County

- Obtain Joint Petition for Divorce (Forms available online at the Court Forms page)
- File original and two copies of Joint Petition for Divorce and pay filing fee in the Clerk of Courts Office, 307 Main Street, Black River Falls, WI 54615, Jackson County Courthouse.
- **Optional** If both parties are indigent (cannot pay fee) both parties apply for a Petition for Waiver of Filing and Service Fees at the Clerk of Courts Office, 307 Main Street, Black River Falls, WI 54615, Jackson County Courthouse.
- Complete Marital Settlement Agreement (Marital Settlement Agreement form may be obtained online at the Court Forms page).
- File original 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)

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

- Complete the Financial Disclosure Statement. (this form from is available online).
- Request a hearing date from the Judge's Office.
- 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 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)