

# OUTAGAMIE COUNTY FAMILY COURT SELF HELP

For divorce paperwork ONLY

## ❖ What Self Help Offers

- **FREE** assistance to individuals not represented by an attorney
- Support is focused on completing divorce paperwork accurately and efficiently
- This service is ideal for those navigating the divorce process on their own

## 📞 To get started or ask questions:

- Call: 920-968-2985
- Email: [julie.dobberstein@outagamie.org](mailto:julie.dobberstein@outagamie.org)

## 👤 In-Person Appointments

- Appointments are **required** for in-person help
- Email Julie with your preferred date and time

## ⌚ Self Help Service Hours

- Monday to Friday: 8:15 AM – 11:15 AM
- Closed on all legal holidays
- Located in the Family Court Commissioner's Office.

## 📁 Divorce Paperwork Submission

All **required** paperwork must be submitted to the **Family Court Commissioner's Office**.

You can submit the paperwork in one of the following ways:

- Drop off in person
- Mail to the office
- Fax your documents to 920-832-4418 Att: Self Help
- 🚫 Email submissions are NOT accepted

📍 Family Court Commissioner's Office|2<sup>nd</sup> Floor  
Government Center|320 S Walnut St| Appleton WI 54911

⌚ Office Hours: Monday–Friday: 8:00 AM – 4:30 PM (closed daily 12:30 PM-1:00 PM)

# TO START THE DIVORCE OR LEGAL SEPARATION ACTION:

**All family forms may also be found on line at <https://www.wicourts.gov/forms1/circuit> > family > all family forms**  
You may also purchase a 'packet' of the needed forms from the Clerk of Courts office for a fee of \$20.

*Legal Issues to consider such as what county to file in, divorce versus legal separation or annulment, custody, child support, maintenance, property division and debts: See **Basic Guidelines (Form #FA 4100V)**.*

1. You need to decide if you and your spouse will be signing the Petition together (filing jointly):

- **Joint Petition**

(Form #FA-4110V -- with minor children)

(Form #FA-4111V -- without minor children)

and

- **Confidential Petition Addendum**

(Form #GF-179)

**OR**

If only one of you will be completing the forms to start the action (filing alone).

- **Petition & Summons\*\***

(Form# FA-4108V & FA-4104V –with minor children)

(Form# FA-4109V & FA-4105V –without minor children)

and

- **Confidential Petition Addendum**

(Form #GF-179) Please do *NOT* serve this document on the opposing party. Simply complete form and file it directly with the Clerk of Courts.

2. **File the Action.** The Joint Petition (or Petition and Summons\*\*) for divorce or legal separation must be filed and a fee paid to the Clerk of Circuit Court.

Filing Fees: \$184.50 without request for child support or maintenance (spousal support) or  
\$194.50 with request for child support or maintenance (spousal support).

Filing fees are paid at the time of filing. If you cannot afford the fees, you may obtain a **Waiver of Fees** (Form #CV-410). A waiver of fees is discretionary and determined by the individual judge or court commissioner.

3. \*\*If you filed a **Petition and Summons** you MUST serve a copy on or deliver a copy to the other party. In order for the court to hear the case, your spouse must be provided with a copy of the Petition and Summons. Proof of that service (or delivery) must be filed with the Clerk of Circuit Court. Form #FA-4120 (Affidavit of Service) or #FA-4119 (Admission of Service (delivery).)
4. **Decide If You Need a Temporary Hearing.** You may request a temporary hearing before the Family Court Commissioner by completing an Order to Show Cause and Affidavit for Temporary Order if you and your spouse cannot agree on any of the following issues: Child Custody, Child Placement, Child Support, Use of the family residence, Use of automobiles or other personal property, Payment of bills, Payment of maintenance or spousal support. *See Basic Guidelines (Form #FA 4100V) for additional assistance.*
5. There is 120 day waiting period in the State of Wisconsin. During this period, parties must complete the paperwork required to obtain a divorce. (See below) *This paperwork needs to be reviewed by the Self Help Center for completeness and accuracy before you receive a final hearing date.*

## **WHAT DOCUMENTS DO YOU NEED TO SUBMIT FOR REVIEW?**

**All family forms may also be found on line at <https://www.wicourts.gov/forms/1/circuit> > family > all family forms**

**You may also purchase a 'packet' of the needed forms from the Clerk of Courts office for a fee of \$20.**

**THE DOCUMENTS NOTED BELOW NEED TO BE TURNED INTO THE FAMILY COURT COMMISSIONER'S OFFICE.**

1. **Financial Disclosure** –one for each party-- (Form #FA-4139V)
2. **Marital Settlement Agreement: (MSA)** (Form #FA-4150V – with minor children\*\*) (Form #FA-4151V – without minor children)
3. **Divorce/Annulment Worksheet** (vital records form): F-05080 - Not found on CCAP  
Google “F-05080” and a PDF shows up – print and complete. (We can also provide one for you.)
4. **Findings of Fact, Conclusions of Law and Judgment of Divorce** (Form #FA-4160VA –with minor children) (Form #FA-4161VA– without minor children)
5. **Parties Approval of Findings of Fact, Conclusions of Law and Judgment** (Form #FA-4160VB –with minor children) (Form #FA-4161VB – without minor children)

**Parties must also provide:** One recent pay check stub for proof of income (both parties)  
Last year's W2 (both parties)