

***Appendix to  
Local Rules of the  
First Judicial District  
State of Wisconsin***

***Effective April 15, 2010***

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# Milwaukee County Form CV 1: Affidavit of Personal Service

**Case Name:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Document served:**

Summons and Complaint

Notice of Motion and Motion

**Person served:** \_\_\_\_\_

**Address where served:** \_\_\_\_\_

**Date and time of service:** \_\_\_\_\_

**Other pertinent information:**

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

**Signature:** \_\_\_\_\_

**Process Server Name:** \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_

## Milwaukee County Form CV 2: Affidavit of Substitute Service

**Case Name:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Document served:**

Summons and Complaint

Notice of Motion and Motion

**Person to be served:** \_\_\_\_\_

**Unsuccessful attempts:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

**Other pertinent information:**

**Substitute service upon:** \_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to person upon whom service is intended (and age, if not an adult)

**Address where served:** \_\_\_\_\_

**Date and time of service:** \_\_\_\_\_

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time stated above.

**Signature:** \_\_\_\_\_

**Process Server Name:** \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_

**Milwaukee County Form CV 3:  
Affidavit of Personal Service on Corporation  
or Limited Liability Company**

**Case Name:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Document served:**

Summons and Complaint

Notice of Motion and Motion

**Corporation or LLC served:** \_\_\_\_\_

**Served officer, director,  
managing agent or  
registered agent**

**Name:** \_\_\_\_\_

**Served person apparently  
in charge of office of officer,  
director or managing agent**

**Name:** \_\_\_\_\_

**Address where served:** \_\_\_\_\_

**Date and time of service:** \_\_\_\_\_

**Other pertinent information:**

I certify that I am an adult resident of the State of Wisconsin, not a party to this action, and that I served the document upon the person at the place on the date and at the time state above.

**Signature:** \_\_\_\_\_

**Process Server Name:** \_\_\_\_\_

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_

Milwaukee County Form CV 4: Affidavit of Reasonable Diligence

Case Name: \_\_\_\_\_

Case Number: \_\_\_\_\_

Document to be served:

- Summons and Complaint  Notice of Motion and Motion

Person to be served: \_\_\_\_\_

Address(es) where service attempted: \_\_\_\_\_

Reason(s) to believe person could be served at this (these) address(es): \_\_\_\_\_ (e.g., contract document, skip trace, directory (specify by name), etc.)

Unsuccessful attempts:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Other pertinent information:

Forwarding address requested from post office, but none available

Additional leads pursued: \_\_\_\_\_ (e.g., internet directory (specify by name), other database (specify by name), etc.)

I certify that despite reasonable diligence the above-named person could not be served.

Signature: \_\_\_\_\_

Process Server Name: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public, State of Wisconsin  
My commission expires: \_\_\_\_\_

In re the marriage of:

\_\_\_\_\_, Petitioner / Jt. Petitioner

Case # \_\_\_\_\_ FA \_\_\_\_\_ --

and --

\_\_\_\_\_, Respondent / Jt. Petitioner

Family A B C D E F

[ circle one ]

**NOTICE AND ORDER**  
**ADMINISTRATIVE DISMISSAL DATE**

This case has been assigned a dismissal date. Please read carefully the following notice and order. This may be the **only notice** you receive concerning this.

**IT IS ORDERED:** That the case be reviewed by COMM. MICHAEL J. BRUCH,  
Family Court Commissioner for Milwaukee County, or his designee, on:

**DATE:** \_\_\_\_\_

(This **IS NOT** a court hearing and you **ARE NOT** required to appear.)

THIS **IS NOT** A COURT DATE FOR YOUR FINAL HEARING.

STATUTORY TIME LIMITS FOR THE SERVICE OF PLEADINGS ON THE OTHER PARTY **ARE NOT** AFFECTED BY THIS DATE.

**This case WILL BE REFERRED TO THE ASSIGNED JUDGE FOR DISMISSAL on that date UNLESS:**

1. There is a scheduled hearing date for a default or stipulated divorce before the Family Court Commissioner or judge, or a scheduled date for pretrial or trial before the judge as of the date this case is scheduled for dismissal. **A scheduled *Temporary Hearing* before the Family Court Commissioner *does not* satisfy this requirement.**
2. The case is subject to a 90 day suspension pursuant to Section 767.323 to attempt reconciliation which would still be in effect as of the above date.
3. Other good cause is shown to the court before the above scheduled date and the court has granted an extension of time.

Dated: \_\_\_\_\_

BY THE COURT:

\_\_\_\_\_  
(Deputy) Family Court Commissioner

In re the marriage of:

\_\_\_\_\_, Petitioner / Jt. Petitioner Case # \_\_\_\_\_ FA \_\_\_\_\_

-- and --

\_\_\_\_\_, Respondent / Jt. Petitioner Family A B C D E F  
[circle one]

**NOTICE AND ORDER**  
**ADMINISTRATIVE DISMISSAL DATE**  
**REQUIREMENT TO ATTEND PARENT**  
**EDUCATION PROGRAM**

This case has been assigned a dismissal date. Also, in this case **BOTH PARTIES** are required to attend an approved program of parent education. Please carefully read the following order. This may be the **only notice** you will receive concerning these orders:

**IT IS ORDERED:** That this case be reviewed by COMM. MICHAEL J. BRUCH, Family Court Commissioner for Milwaukee County, or his designee, on:

DATE: \_\_\_\_\_

(This **IS NOT** a court hearing and you **ARE NOT** required to appear.)

THIS **IS NOT** A COURT DATE FOR YOUR FINAL HEARING.

STATUTORY TIME LIMITS FOR THE SERVICE OF PLEADINGS ON THE OTHER PARTY **ARE NOT** AFFECTED BY THIS DATE.

**This case WILL BE REFERRED TO THE ASSIGNED JUDGE FOR DISMISSAL on that date UNLESS:**

1. There is a scheduled hearing date for a default or stipulated divorce before the Family Court Commissioner or judge, or a scheduled date for pretrial or trial before the judge as of the date this case is scheduled for dismissal. **A scheduled *Temporary Hearing* before the Family Court Commissioner *does not* satisfy this requirement.**
2. The case is subject to a 90 day suspension pursuant to Section 767.323 to attempt reconciliation which would still be in effect as of the above date.
3. Other good cause is shown to the court before the above scheduled date and the court has granted an extension of time.

**IT IS FURTHER ORDERED** that, pursuant to Administrative Order FAMILY 97.02, both parties must attend an approved program of parent education concerning the effects of divorce on children.  
*[Ask your attorney or the Family Court Commissioner for further information.]*

Dated: \_\_\_\_\_

BY THE COURT:

\_\_\_\_\_  
(Deputy) Family Court Commissioner  
2459 R5



In re the \_\_\_\_\_ of \_\_\_\_\_

ORDER REFERRING
PARTIES TO MEDIATION

Petitioner

--- and ---

CASE # \_\_\_\_\_ FA/PA \_\_\_\_\_
Family Court A B C D E F
(circle one)

Respondent

Pursuant to Section 767.405 of the Wisconsin Statutes, having been advised that:

- [ ] this is a pending action in which an issue of custody or physical placement exists; or
[ ] this is a post judgment action seeking change of custody or physical placement (including periods of placement); or
[ ] this is an action where one party objects to an out-of-state move or a move of more than 150 miles; or
[ ] the parties have agreed to attempt mediation, or
[ ] one party has requested assistance in resolving a custody/placement problem.

IT IS ORDERED:

- [ ] that the parties be scheduled for a mediation orientation session.
[ ] that the orientation session is waived. Each party shall pay her/his portion of the fee by \_\_\_\_\_

CONFIDENTIALITY

Pursuant to Section 904.085, Wisconsin Statutes, confidential communications made in mediation are not discoverable or admissible in evidence, and the mediator is not allowed to testify regarding those communications.

MEDIATION FEES

In accordance with Sections 814.615 and 767.405(8), the first session is an evaluation to see if mediation is appropriate. This evaluation is free. For all mediation provided after this first session a fee of \$200.00 is required, regardless of the number of sessions. If the court determines that the parties are unable to pay any or all of the fee, the county will pay the fee and will be granted a separate judgment for the amount the county pays..

PAYMENT

The Court having reviewed the financial declarations of the parties, orders:

- [ ] each party to pay one-half of the fees.
[ ] Petitioner [ ] Respondent to pay the fees.
[ ] the fee is deferred as the parties are indigent. The county shall pay for the mediation services, if used, and the Court will make further orders as to responsibility, if any, for payment.
[ ] Other:

FEES are payable to CLERK OF CIRCUIT COURT and shall be delivered/sent to FAMILY COURT MEDIATION SERVICE, Rm. 711, Milwaukee County Courthouse, 901 N. 9th Street, Milwaukee WI 53233.

Dated at Milwaukee, Wisconsin, on \_\_\_\_\_.

# D A T A   S H E E T

[Must be completed before this order is submitted to Family Court Mediation Service ]

**PLEASE PRINT**

PETITIONER: \_\_\_\_\_

Complete address: \_\_\_\_\_

ZIP Code \_\_\_\_\_

HOME phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ days \_\_\_\_\_ evenings

WORK phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_ days \_\_\_\_\_ evenings

Occupation / employer: \_\_\_\_\_

Yearly income (only if indigency claimed): \$ \_\_\_\_\_

Represented by Atty. \_\_\_\_\_ Phone No: ( \_\_\_\_\_ ) \_\_\_\_\_

RESPONDENT: \_\_\_\_\_

Complete address: \_\_\_\_\_

HOME phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ days \_\_\_\_\_ evenings ZIP Code

WORK phone number: ( \_\_\_\_\_ ) \_\_\_\_\_ Ext. \_\_\_\_\_ days \_\_\_\_\_ evenings

Occupation / employer: \_\_\_\_\_

Yearly income (only if indigency claimed): \$ \_\_\_\_\_

Represented by Atty. \_\_\_\_\_ Phone No. ( \_\_\_\_\_ ) \_\_\_\_\_

MINOR CHILDREN: Name(s)

\_\_\_\_\_ date of birth: \_\_\_\_\_

\_\_\_\_\_ date of birth: \_\_\_\_\_

\_\_\_\_\_ date of birth: \_\_\_\_\_

\_\_\_\_\_ date of birth: \_\_\_\_\_

GUARDIAN AD LITEM (If appointed): \_\_\_\_\_

GAL telephone number \_\_\_\_\_

ANY SPECIAL INFORMATION (including retraining orders or other concerns):

NEXT COURT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

IN FRONT OF: \_\_\_\_\_

(Circuit Judge / Family Court Commissioner)

In re the marriage of:

**REPORT CONCERNING COMPLETION OF  
PARENT EDUCATION REQUIREMENTS**

\_\_\_\_\_  Petitioner  Joint Petitioner

--- and ---

Case # \_\_\_\_\_ FA \_\_\_\_\_

Family Court A B C D E F  
*(circle correct one)*

\_\_\_\_\_  Respondent  Joint Petitioner

**REPORT OF COMPLETION OF PARENT EDUCATION REQUIREMENT**

Program completed by:  both parents  mother  father

Date of completion: \_\_\_\_\_

PROVIDER: *[Agency/group name]* \_\_\_\_\_  
*[Street address]* \_\_\_\_\_  
*[City / state / ZIP]* \_\_\_\_\_  
*[Telephone number]: VOICE (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_*  
*[SIGNATURE of person providing program, or program supervisor]*

\_\_\_\_\_  
*[Please PRINT name here]:* \_\_\_\_\_

*[For Court use]*

**This information is received by the Family Court Commissioner. The CCAP computer system entry has been made and the original has been sent to the Court for filing.**

The other party has also completed the parent education requirement.

Dated: \_\_\_\_\_

**Michael J. Bruch**  
Family Court Commissioner

by: \_\_\_\_\_  
*[title]* \_\_\_\_\_

[ ] In re the Paternity of: \_\_\_\_\_

[ ] In re the Marriage of: \_\_\_\_\_

**ORDER APPOINTING  
GUARDIAN AD LITEM**

\_\_\_\_\_ Petitioner

-- and --

\_\_\_\_\_ Respondent

Case # \_\_\_\_\_ FA / PA \_\_\_\_\_

Family A B C D E F

KIDS IV-D # \_\_\_\_\_

Petitioner's Attorney: [name] \_\_\_\_\_

[phone #] (\_\_\_\_\_) \_\_\_\_\_ (fax #) (\_\_\_\_\_) \_\_\_\_\_

Respondent's Attorney: [name] \_\_\_\_\_

[phone #] (\_\_\_\_\_) \_\_\_\_\_ (fax #) (\_\_\_\_\_) \_\_\_\_\_

**ATTORNEY APPOINTED AS GUARDIAN AD LITEM:** \_\_\_\_\_

[Address] \_\_\_\_\_

[Phone #] (\_\_\_\_\_) \_\_\_\_\_ [FAX #] (\_\_\_\_\_) \_\_\_\_\_

[ ] Initial appointment [ ] Re-appointment

Hourly rate: [ ] Both parties are indigent for the purpose of this appointment at this time. The hourly rate of compensation for the GAL shall not exceed \$70.00 per hour and, subject to court approval, be paid by Milwaukee Co. The parties may be required to reimburse the county.

[ ] The hourly compensation rate for the GAL shall be as established by the GAL in writing, and subject to the approval of the judge. While the minimum hourly compensation rate for the GAL approved by the Family Court is \$100 per hour, the actual compensation rate for the GAL may reasonably exceed \$100 per hour. Objections to the GAL's hourly rate shall be raised prior to or at the first court hearing after appointment or are deemed waived. Unless otherwise ordered by the judge, any amounts due to the GAL, over and above the deposit, shall be paid equally by the parties. If the court determines that one party is indigent, the non-indigent party will be liable for the entirety of the GAL fees but may seek an order requiring reasonable reimbursement from the indigent party. GAL fees are considered in the nature of support.

[ ] The court sets the hourly fee for the GAL at \$ \_\_\_\_\_ .

[ ] The court shall determine the hourly fee for the GAL at a later time.

**MAKE ALL PAYMENTS DIRECTLY TO GUARDIAN AD LITEM** unless otherwise directed.

Deposit:  \$ \_\_\_\_\_ to be paid on or before: *[date]* \_\_\_\_\_, 20\_\_\_\_\_

To be paid by:  Petitioner completely  Respondent completely  
 One-half by each party  Other:

Monthly payments:  Amount: \$\_\_\_\_\_ per month due the first day of each month starting:

Paid by:

Fund Withdrawal: Funds may be withdrawn by GAL from such deposit account upon submission of an itemized monthly statement to the parties.

**PAYMENT DEFERRED at this time** due to both parties being indigent at this time. This deferral shall be reviewed later by the court.

Date appointed: \_\_\_\_\_

Appointed by: \_\_\_\_\_  
Circuit Court Judge

Next Hearing: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Before: \_\_\_\_\_

Rm: \_\_\_\_\_ Milwaukee County Courthouse

**CONSENT TO SERVE**

By consenting to serve I agree that I will immediately undertake my duties as Guardian ad Litem, including any appearances at scheduled hearings before the Family Court Commissioner and/or the court, and to completely fulfill my duties without regard to whether or not I have received payment of any deposit ordered and/or any subsequent fees charged. I further agree that, pursuant to Chief Judge Directive 09-22, if I am seeking reimbursement from Milwaukee County for my services as a Guardian ad Litem, I must submit my request for reimbursement within 90 days of the last billable event.

I consent to serve  I DO NOT consent to serve *[check one]*

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
State Bar Number

\_\_\_\_\_  
Date

PLEASE PRINT OR TYPE ALL INFORMATION (except signature)

**NOTICE AND PETITION  
FOR APPOINTMENT OF  
GUARDIAN AD LITEM**

*[by Family Court Commissioner]*

In re \_\_\_\_\_

\_\_\_\_\_  
Petitioner DOB: \_\_\_\_\_

-- and --

\_\_\_\_\_  
Respondent DOB: \_\_\_\_\_

**CASE #** \_\_\_\_\_ **FA / PA** \_\_\_\_\_  
FAMILY A B C D E F  
*[ circle one ]*

**TO THE CIRCUIT COURT OF MILWAUKEE COUNTY:**

The petition of \_\_\_\_\_, [Ass't/Deputy] Family Court Commissioner for Milwaukee County, represents:

1. In the course of a hearing before me, it became apparent that:
  - [ ] One of the parties to this action says that the child or children in question are not issue of this marriage. Therefore, appointment of a guardian ad litem is required under Sec. 891.39, Wis. Stats.
  - [ ] There is an ongoing custody or placement dispute between the parties which will require the appointment of a guardian ad litem because, pursuant to Sec. 767.11, Wis. Stats. and local rule, this matter has been referred to Family Court Mediation Service for mediation and that process has been unsuccessful or there has been an order filed waiving mediation. A copy of the Report to Court Regarding Mediation or Order Waiving Mediation is: [ ] on file with the court [ ] attached hereto.
  - [ ] Pursuant to Sec. 767.11, Wis. Stats., I find that attendance at an initial session of mediation:
    - [ ] would cause undue hardship to \_\_\_\_\_ because:
    - [ ] would endanger the health or safety of one or both of the parties because evidence has been presented which is sufficient to show that:
      - [ ] a party has engaged in abuse of the child or children, as defined in Sec. 48.98(1)(a) and (b) or Sec. 813.122, Wis. Stats.
      - [ ] there has been interspousal battery as described in Sec. 940.19 or domestic abuse as defined in Sec. 813.12, Wis. Stats.
      - [ ] one or both parties has a significant problem with alcohol or drug abuse
      - [ ] the health or safety of one or both parties will be endangered by attending such a session.
  - [ ] There is good reason to appoint the guardian ad litem now rather than wait until mediation has been completed because:

2. The child or children in question is/are:  
\_\_\_\_\_ d/b \_\_\_\_\_ d/b \_\_\_\_\_  
\_\_\_\_\_ d/b \_\_\_\_\_ d/b \_\_\_\_\_

3. The mother resides at:  
Her phone number is: *[days]* ( ) *[evenings]* ( )  
Her gross monthly income is:  
Source of income: [ ] Employment *[name/address of employer]*

Attorney for mother: [name]  
[address]

[phone number] ( )

[FAX number] ( )

4. The father resides at:

His phone number is: [days] ( )

[evenings] ( )

His gross monthly income is:

Source of income: [ ] Employment [name/address of employer]

[ ] Other: [explain]

Attorney for father: [name]  
[address]

[phone number] ( )

[FAX number] ( )

5. [ ] No previous application has been made for the appointment of a guardian ad litem in this matter. There is no general guardian of said child(ren).  
[ ] Within the last 5 years, Atty. \_\_\_\_\_ has previously served as guardian ad litem in this matter.

6. [ ] Petitioner [ ] Respondent [ ] both parties [ ] children do not speak English.  
The language spoken is:

7. Primary Issues In Dispute:

8. There [ ] IS NOT [ ] IS presently in effect a Chapter 813 domestic abuse/harassment/child abuse restraining order/injunction or criminal **no contact** order affecting the parties and/or the children.  
If there is, the case number is:

Explanation of provisions:

9. I have reviewed the financial situation of both parties at this time and recommend that:  
[ ] both parties [ ] petitioner [ ] respondent pay any initial deposit for GAL services.  
[ ] payment be deferred **at this time** as the parties are presently indigent for the purpose of this request.

10. Other:

WHEREFORE, I request that the court appoint an attorney admitted to practice law in this state to act as guardian ad litem for the above-named minor child(ren).

Dated: \_\_\_\_\_

---

(Deputy) (Ass't.) Family Court Commissioner

PLEASE PRINT OR TYPE ALL INFORMATION (except signature)

**NOTICE AND PETITION  
FOR APPOINTMENT OF  
GUARDIAN AD LITEM**

In re \_\_\_\_\_

\_\_\_\_\_  
Petitioner DOB: \_\_\_\_\_

-- and --

CASE # \_\_\_\_ FA / PA \_\_\_\_\_

\_\_\_\_\_  
Respondent DOB: \_\_\_\_\_ FAMILY A B C D E F  
[ circle one ]

[Address this to other party or her/his attorney]

TO:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A copy of this notice / petition was:  
[ ] served upon the person named here  
[ ] mailed to the person named here  
on \_\_\_\_\_  
signed:

I am the (check one) [ ] petitioner [ ] respondent [ ] attorney for \_\_\_\_\_ in this action.  
I believe it appropriate to appoint a guardian ad litem for the parties' child(ren) now because:

[ ] One of the parties to this action says that the child or children in question are not issue of this marriage. Therefore, appointment of a guardian ad litem is required under Sec. 891.39, Wis. Stats.

[ ] There is an ongoing custody or placement dispute between the parties which will require the appointment of a guardian ad litem because, pursuant to Sec. 767.11, Wis. Stats. and local rule, this matter has been referred to Family Court Mediation Service for mediation and that process has been unsuccessful or there has been an order filed waiving mediation. A copy of the Report to Court Regarding Mediation or Order Waiving Mediation is: [ ] on file with the court [ ] attached hereto.

[ ] Pursuant to Sec. 767.11(8)(b), Wis. Stats., I believe that attendance at an initial session of mediation would cause undue hardship because:

[ ] Pursuant to Sec.767.11(8)(b), Wis. Stats., I believe that attendance at the initial session of mediation would endanger the health or safety of one or both of the parties because sufficient evidence is available to show that:

[ ] A party has engaged in abuse of the child or children, as defined in Sec.48.98(1)(a) and (b) or Sec. 813.122, Wis. Stats.  
[provide details here]

[ ] There has been interspousal battery as described under Sec. 940.19 or domestic abuse as defined in Sec. 813.12, Wis. Stats.  
[provide details here]

[ ] One or both parties has a significant problem with alcohol or drug abuse.  
[provide details here]



[ ] Other: *[provide details here]*

**[attach additional pages if necessary]**

2. The child or children in question is/are:  
\_\_\_\_\_ d/b \_\_\_\_\_ d/b  
\_\_\_\_\_ d/b \_\_\_\_\_ d/b

3. The mother resides at:

Her phone number is: *[days]* ( ) *[evenings]* ( )

Her gross monthly income is:

Source of income: [ ] Employment *[name/address of employer]*

[ ] Other: *[explain]*

Attorney for mother: *[name]*  
*[address]*

*[phone number]* ( ) *[FAX number]* ( )

4. The father resides at:

His phone number is: *[days]* ( ) *[evenings]* ( )

His gross monthly income is:

Source of income: [ ] Employment *[name/address of employer]*

[ ] Other: *[explain]*

Attorney for father: *[name]*  
*[address]*

*[phone number]* ( ) *[FAX number]* ( )

5. [ ] No previous application has been made for the appointment of a guardian ad litem in this matter. There is no general guardian of said child(ren).

**OR**

[ ] Within the last 5 years, Atty. \_\_\_\_\_ has previously served as guardian ad litem in this matter.

6.  Petitioner  Respondent  both parties  children do not speak English.

The language spoken is:

7. Primary Issues In Dispute:

8. There is presently in effect a Chapter 813 domestic abuse/harassment/child abuse restraining order/injunction or criminal "no contact" order affecting the parties and/or the children.

NO  YES If YES, give case number(s) And explain:

9 Other:

WHEREFORE, if no objection is filed with the Court within 5 working days after this request is served on the other party, or his/her attorney, I request that the court appoint an attorney admitted to practice law in this state to act as guardian ad litem for the above-named minor child(ren). If an objection is filed, I request a hearing be set on this petition. If this is by stipulation, I request that the appointment be made immediately.

Dated at Milwaukee, Wisconsin, on \_\_\_\_\_, 20 \_\_\_\_\_

**[Signature]** \_\_\_\_\_ **[State Bar #]** \_\_\_\_\_ ]

*[Name printed / typed]* \_\_\_\_\_

**[  ] I agree with this request and stipulate to the appointment of a guardian ad litem at this time.**

Dated:

*[Signature]* \_\_\_\_\_

*[Name printed/typed]* \_\_\_\_\_

*[If an attorney] State BAR #* \_\_\_\_\_

**Family Division – Family Court Commissioner**

**PRO SE DOCUMENTS REQUIRED**

**TO FILE FOR STIPULATED /DEFAULT DIVORCE HEARING DATE**

Normal Scheduling Hours:

Monday through Friday – Room 707 (*Sherry Jackson*)

8:00 AM until 11:30 AM and 1:00 PM until 4:00 PM

**NOTE:** Due to staff and budget constraints which affect hours of operation,  
**BE SURE to call (414) 278-4407 BEFORE coming  
to the courthouse to find out if the scheduling office  
will be open when you arrive.**

- If filing as “Joint Petitioner” be sure that ALL documents reflect “JOINT.” The term “respondent” should not appear on any form
  - Make one additional copy of each document for your records.
  - Divorce form packets with instructions or any missing documents can be purchased in the Legal Resource Center – ROOM 307A in the Courthouse.
  - There is a PRO SE FAMILY LAW HELP CLINIC available in ROOM G-9 of the Courthouse. You can check there for dates and times that it is open.
1. **Proof of Service / Admission of Service** of Summons and Petition on respondent (not needed if a joint petition was filed). If service is by publication, the original Affidavit (Not Found) along with Proof of Publication, a copy of the Publication Summons and the original Affidavit of Mailing.
  2. **Signed Financial Disclosure Statement for Each Party** (*original only*)
  3. **Marital Settlement Agreement**, signed and dated **by both** parties (original and 2 copies). (If service is by publication, you will need the original and 2 copies of a **Proposed Marital Settlement Agreement**). *If there is no agreement, and the Marital Settlement Agreement is NOT SIGNED BY BOTH PARTIES, you must prepare a Certificate of Compliance and then take all documents to the clerk of the judge assigned to your case. .*
  4. If there are minor children, a copy (or the original) of **Parent Education Completion Certificate**.
  5. If child support or spousal support (*maintenance*) is to be paid, a **Interim Financial Summary** form filled out as completely as possible. *[Form is available at front counter in Room 707.]*
  6. An **Order for Appearance** (original only) **[NOT REQUIRED if Joint Petition filed]**
  7. An **Affidavit of Non-Military Service** (NOTARIZED, original only) **[NOT REQUIRED if Joint Petition filed]**
  8. A **Certificate of Divorce** (Vital Statistics form – form is available in ROOM 411 – Use **BLACK** ink ONLY, no mistakes, no white-outs or cross-outs, NO xerox copies; MUST be on original form paper)
  9. **Findings of Fact, Conclusions of Law & Judgment** (original and 2 copies of ALL pages – lines reflecting the name of judge, date and current income of both parties may be left blank – complete the rest.)
  10. **Two large envelopes** - (9” by 12” size) one addressed to EACH party, **EACH with 4 stamps** on the envelope
  11. A **MONEY ORDER for \$5.00** *[NO personal checks]* made payable to CLERK OF CIRCUIT COURT **O R** bring \$5.00 CASH to final hearing. FEE WAIVER **DOES NOT** apply.

**ORDER TO APPEAR**

\_\_\_\_\_  
(Joint) Petitioner

-- and --

CASE # \_\_\_\_\_ FA \_\_\_\_\_  
Family    **A**    **B**    **C**    **D**    **E**    **F**  
(circle one)

\_\_\_\_\_  
Respondent (Joint Petitioner) .

It appearing to this Court that the above-named [Joint] Petitioner claims to be entitled to, and at the time hereinafter stated, will apply for a judgment of divorce in this case, and the Court finding that the personal attendance of the Respondent [Joint Petitioner] should be required at said hearing, now, pursuant to Sec. 767.235, Wis. Stats., upon the Court's own motion,

**IT IS ORDERED THAT YOU,** \_\_\_\_\_,

**ARE TO APPEAR, IN PERSON,**

**BEFORE:    HON. MICHAEL J. BRUCH, Family Court Commissioner (or his designee)**

**PLACE:    ROOM  
              **MILWAUKEE COUNTY COURTHOUSE**  
              901 North 9th Street, Milwaukee, Wisconsin, on:**

**DATE:        \_\_\_\_\_, 20**

**TIME:        \_\_\_\_\_**

**and there to attend the hearing and give evidence therein if required to do so.**

YOU ARE FURTHER NOTIFIED that this matter will proceed to final hearing on that date and time even if you do not appear at said hearing, and a judgment could be entered in this case based on the terms and proposals presented to the Court by the party who does appear.

A copy of this order shall be served on the named Respondent [Joint Petitioner] not less than **5 days** before said hearing is scheduled.

Dated at Milwaukee, Wisconsin, on \_\_\_\_\_, 20

BY THE COURT:

\_\_\_\_\_  
(Deputy) (Ass't.) Family Court Commissioner

**PERSONAL SERVICE OF THE ABOVE ORDER IS HEREBY ADMITTED ON \_\_\_\_\_, 20**

In re [ ] the marriage of : [ ] the paternity of \_\_\_\_\_

**ORDER FOR PRETRIAL  
ORDER TO APPEAR**

\_\_\_\_\_  
Petitioner

-- and --

CASE # \_\_\_\_\_ FA / PA \_\_\_\_\_

\_\_\_\_\_  
Respondent

Family A B C D E

**IT IS HEREBY ORDERED** that the above action is scheduled for a pre-trial hearing before the

Honorable \_\_\_\_\_, Branch

Date: \_\_\_\_\_ Time: \_\_\_\_\_ [ ] AM [ ] PM

Location: Room \_\_\_\_\_, Milwaukee County Courthouse, 901 North 9th Street, Milwaukee, Wisconsin.

**IT IS FURTHER ORDERED** that the attorneys (if any) who will actually try the case and **both parties must be present unless appearance is waived BY THE COURT.** In the event a stipulation is reached, the matter will be heard and a divorce granted at the time of this pretrial if all required information is on file.

***If the respondent fails to appear, the Court may proceed with the case. Action that may be taken includes granting the divorce, dividing property, awarding or permanently denying maintenance, assigning responsibility for debts, making orders for the custody and placement of minor children, and making or modifying child support orders.***

**IT IS FURTHER ORDERED** that each party shall provide to the Court and to the other party, at least 14 days prior to the pre-trial, current financial information, including proof of earnings, on a ***signed financial disclosure statement under oath.***

The parties shall be prepared to:

- a. discuss property valuation and whether written appraisals are needed, or if the parties can agree on the value of the real and personal property, and pensions;
- b. agree on appraiser(s), if needed, before or at this pretrial, subject to the Court's approval (if parties cannot so agree, the Court will appoint needed appraiser(s) at the pretrial);
- c. advise the Court of any custody or visitation disputes, whether mediation has been attempted, and whether a guardian ad litem may have to be appointed and the parties' ability to pay the fees of the guardian ad litem;
- c. indicate what issues the parties have agreed on and those issues that have not been resolved.

**IT IS FURTHER ORDERED** that the petitioner, not less than 5 days prior to this hearing, serve a copy of this order upon the Department of Child Support Enforcement, Courthouse Room 101 if ***either*** party receives any W-2 benefits (including employment positions, work programs, job access loans, education and training, health and/or child care, or transportation assistance), or medical assistance, or if a child of the parties is in foster care.

**IT IS FURTHER ORDERED** that no adjournments will be granted without Court approval.

***Failure to comply with the order of the Court, including failure to provide required information, may cause appropriate sanctions to be imposed pursuant to sec. 802.10(5), Wis. Stats.***

Dated: \_\_\_\_\_

**BY THE COURT:**

\_\_\_\_\_  
Circuit Court Judge

## INSTRUCTIONS FOR SERVING ORDER FOR PRETRIAL/ORDER TO APPEAR

If the respondent **is** represented by an attorney, this Order may be sent by regular mail to the attorney.

If the respondent **is not** represented by an attorney, attach a copy of your proposed marital settlement agreement or proposed orders to this Order for Pretrial/Order to Appear. *Failure to do so could result in a delay of the case.*

This Order for Pretrial/Order to Appear must be served on the respondent in this action not less than 5 days before the scheduled date. There is no limit on how long before the hearing it can be served, but 30 days is the recommended period of advance notice.

If the respondent has either filed an answer in the case, or appeared at a prior court hearing, the Order may be sent by regular mail to respondent, provided you have a valid address for the respondent.

In all other cases you must make a diligent effort to serve the respondent.

The best method of service is personal service. This is done when someone other than you personally delivers the Order to the respondent. This person can be a deputy sheriff, a private process server or a private citizen over 18 years old. The respondent need not accept the Order. It is enough that the Order be left in the presence of the respondent.

If personal service is not possible, and you know where the respondent lives, service can be made by having someone other than you leave a copy of the Order at the respondent's home with a family member over 14 years old, or with an adult who resides in the home. The person serving the order must tell the person to whom the Order is given that it is an order to appear in family court and tell the date of the hearing.

Unless the summons and petition were served by publication, you must attempt service by one of the two methods explained above and present an affidavit that the Order could not be served before using other methods to notify the respondent. *However service is accomplished, you must bring to the pretrial hearing a notarized affidavit(s) setting forth how service was obtained or attempted.*

If the service of the summons was by publication, or if you have an affidavit stating the Order cannot be served by either of the above-mentioned methods, you should mail a copy of the Order, **BOTH** by regular mail and certified mail return receipt requested, to the respondent's last known address. The green postcard that you receive from the post office should be attached to your affidavit. You should also send a copy to the respondent, by regular mail, in care of the closet relative of the respondent for whom you have a current address.

In re the marriage of \_\_\_\_\_

Case # \_\_\_\_\_ FA \_\_\_\_\_

\_\_\_\_\_  
(Joint) Petitioner

Family A B C D E F

-- and --

### REQUEST FOR PRETRIAL

\_\_\_\_\_  
Respondent (Joint Petitioner)

IV-D# \_\_\_\_\_

*[Please check appropriate boxes, fill in the appropriate dates and strike out inapplicable alternatives]*

1. I am \_\_\_\_\_ **[the attorney for]** the **[husband]** **[wife]** in this action.

[name]

2. This action was filed with the Clerk of Circuit Court on \_\_\_\_\_, 20\_\_\_\_

3.  The summons and petition were personally served on the respondent on \_\_\_\_\_, 20\_\_\_\_, which is within 90 days of the filing date; 120 days from that date of service is \_\_\_\_\_, 20\_\_\_\_.

**OR**

The time for service of the summons and petition was extended to \_\_\_\_\_, 20\_\_\_\_. The summons and petition were served on the Respondent on \_\_\_\_\_, 20\_\_\_\_; 120 days from that date of service is \_\_\_\_\_, 20\_\_\_\_.

**OR**

Despite due diligence, respondent could not be personally served. Service was accomplished by publication and mailing as required by Sec. 801.11(1)(c); the last date of publication was \_\_\_\_\_, 20\_\_\_\_; 120 days from the first date of publication is \_\_\_\_\_, 20\_\_\_\_.

Proof of publication  is attached  was previously filed.

**OR**

The matter was filed as a joint petition; 120 days from the filing date is \_\_\_\_\_, 20\_\_\_\_.

4.  This case involves minor children, the **[husband]** **[wife]** **[both parties]** have met the requirement to attend a parent education program and there is a report acknowledging this on file with the Court.

**OR**

The parties presently have no minor children and there is no parent education requirement in this case.

**OR**

The parental education requirement has been waived.  
A copy of the waiver order:  is attached  was previously filed with the court.

5.  There are disputed issues for the court to address.  Custody issues  Economic Issues  
A Proposed Marital Settlement Order is attached.

6.  No public assistance is involved.

**OR**

**[husband]** **[wife]** is receiving public assistance and the Child Support Enforcement Office has been served with copies of all pleadings in this case including a copy of this Request for Pretrial.

7. All attorneys of record (if any) and adult parties in this action have been served with a copy of this Request for Pretrial.

**Filed with this document is my (my client's) updated complete financial disclosure statement.**

I CERTIFY THAT THIS INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name printed/typed: \_\_\_\_\_

Daytime phone number: (\_\_\_\_) \_\_\_\_\_

(Att. only). State Bar number \_\_\_\_\_ Office Address \_\_\_\_\_

In re [ ] the marriage of:  
[ ] the paternity of \_\_\_\_\_

# PRETRIAL ORDER

CASE # \_\_\_\_\_ FA / PA \_\_\_\_\_

\_\_\_\_\_  
Petitioner  
-- and --

Family A B C D E

\_\_\_\_\_  
Respondent

KIDS IV-D Case # \_\_\_\_\_

## IT IS HEREBY ORDERED:

1. Appraisal(s) shall completed on or before the following dates:

	<i>Date</i>	<i>Conducted by:</i>	<i>Paid for by:</i>
Real estate:	_____	_____	_____
Pension/profit sharing:	_____	_____	_____
Personal property:	_____	_____	_____
Business:	_____	_____	_____
Other: _____	_____	_____	_____

2. The issues for trial are: [ ] Custody  
[ ] Placement  
[ ] Child Support  
[ ] Maintenance *[spousal support]*  
[ ] Property division  
[ ] Other *[specify]* \_\_\_\_\_

3. The names of any witnesses (including experts) be furnished, in writing, by the petitioner on or before \_\_\_\_\_, and by the respondent on or before \_\_\_\_\_, and by the guardian ad litem on or before \_\_\_\_\_.

4. Any request for a guardian ad litem must be made on or before \_\_\_\_\_. Preliminary input by a guardian ad litem is to be shared with the parties on or before \_\_\_\_\_.

5. Parenting plans must be submitted by each party no later than \_\_\_\_\_.

6. Psychological exams be conducted by *[name]* \_\_\_\_\_ and completed by and shared with the parties on or before \_\_\_\_\_, with full payment of the bill completed by \_\_\_\_\_. An advance deposit of \$ \_\_\_\_\_ shall be made by \_\_\_\_\_ on or before \_\_\_\_\_.

7. All discovery be completed on or before \_\_\_\_\_.

--- ORDER CONTINUED ON NEXTPAGE ---



8. All pretrial motions be filed and heard by the court on or before \_\_\_\_\_, and all such motions be accompanied by an affidavit and/or letter memorandum setting forth with particularity the basis for the motion.
9. Both parties, and their counsel meet on \_\_\_\_\_ at \_\_\_\_\_ [ ] AM [ ] PM, for the purpose of reaching stipulations on all uncontested issues and narrowing the issues for court determination. Meeting location:

\_\_\_\_\_  
 No more than **5 days** after this meeting has been held, petitioner's counsel shall provide written notice to the court that this meeting has taken place and whether the matter will proceed to trial or to stipulated final hearing. If any of the issues for trial checked above are resolved, that information shall be included in the written notice to the court.

10. The trial shall commence on \_\_\_\_\_ at \_\_\_\_\_ [ ] AM [ ] PM, and all exhibits shall be marked for identification with the supervision of the court reporter prior to the calling of the case.
11. [ ] The hearing or trial will be completed by the court on the date it is scheduled or on continuous days until completion.
- [ ] The hearing or trial will be completed in the hours designated for its completion based on the time requested of the court at the pretrial conference. If the hearing or trial is not completed in such time period, the remaining hours necessary to complete it will be set by the court on a reasonable future date.
- [ ] The hearing or trial will be completed by the court according to the following schedule:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

12. The parties shall complete mediation no later than \_\_\_\_\_, with a mediator agreed to by the parties, or \_\_\_\_\_ shall serve as mediator pursuant to Sec. 802.12, Wis. Stats. The parties shall share equally the cost of the service provider's fee. Upon completion of the mediation, the petitioner shall send a letter to the court, explaining the results of the mediation, and shall send a copy of the letter to all other parties. When the ADR process occurs, the parties and their attorneys shall be present and participate in the mediation.
13. The parties and counsel shall be bound by the Rules, Policies and Procedures of the Family Division of the Milwaukee County Circuit Court (1<sup>st</sup> Judicial District).
14. Other orders:

Date: \_\_\_\_\_

**BY THE COURT:**

\_\_\_\_\_  
 Circuit Court Judge

Milwaukee County Circuit Court - FAMILY DIVISION

GUARDIAN AD LITEM REGISTRATION [8/1/\_\_\_ to 7/31/\_\_\_]

Please type or print legibly

Name: \_\_\_\_\_ State Bar No. \_\_\_\_\_

OFFICE Address: \_\_\_\_\_

MAILING Address: [if different] \_\_\_\_\_

City, State, Zipcode+4: \_\_\_\_\_

Phone No: (\_\_\_\_) \_\_\_\_\_ Fax No: (\_\_\_\_) \_\_\_\_\_

Cell Phone No: (optional) (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

This registration indicates my willingness to take GAL appointments on ALL issues/areas unless I SPECIFICALLY indicate otherwise BELOW:

- I **WILL NOT** take appointments in: [ ] Divorce  
 [ ] Paternity  
 [ ] Child abuse injunctions\*\*  
 [ Please check appropriate boxes ]

I understand that, in order to receive appointments generally, I must agree to take occasional appointments at the rate of \$70 per hour in low-income cases where the county contract agencies cannot act.

Additionally, with respect to other appointments (check one):

- [ ] I will accept appointments at other rates as set by the Court based upon the financial circumstances of the parties (minimum rate of \$100/hour in non-indigency cases).  
 [ ] I will only accept appointments at no less than \$ \_\_\_\_\_ /hour

I speak the following foreign language(s) fluently:

I can sign for the hearing impaired? [ ] Yes [ ] No

I UNDERSTAND THAT I MUST SUBMIT ALL REQUESTS FOR COUNTY PAYMENT, WITH REQUIRED DOCUMENTATION, WITHIN 90 DAYS OF THE LAST BILLABLE EVENT (Chief Judge Directive 09-22).

I HEREBY CERTIFY that

- (1) I have met the GAL education requirements as set forth by the Wisconsin Statutes and Supreme Court Rules; and  
 (2) In the last 3 years, I have represented clients and/or served as GAL in at least 25 cases in the area of family law/paternity which included the issues of custody/placement.

Dated: \_\_\_\_\_, 2009 \_\_\_\_\_

Applicant's SIGNATURE

\*\*If you ARE willing to take appointments in child abuse injunction situations, you MUST furnish the phone number and name of a contact person who will accept appointments during work hours (8:00 a.m. to 5:00 p.m.) on your behalf in your absence. This person must be able to schedule court appearances.

Contact Person \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_

For Office Use Only: Date form received:  
 Date information entered in system:  
 Date Re-registration information sent: