

Uncontested Divorce Checklist

The following must be completed and presented to the Family Court Commissioner at the Pre-Trial Conference before a divorce hearing can be scheduled:

Form FA 4139 **Financial Statement** (Husband) [A joint statement is acceptable] Form may be accessed at: wicourts.gov → forms → circuit court → family → all family forms.

If applicable, the following information must be attached to the Financial Statement:

- Copy of most recent federal and state income tax return
- Copy of most recent statement from retirement plan administrator as to value of retirement account, IRA, or other retirement asset
- Copy of most recent real estate tax statement showing assessed valuation

Form FA 4139 **Financial Statement** (Wife) [A joint statement is acceptable] Form may be accessed at: wicourts.gov → forms → circuit court → family → all family forms.

If applicable, the following information must be attached to the Financial Statement:

- Copy of most recent federal and state income tax return
- Copy of most recent statement from retirement plan administrator as to value of retirement account, IRA, or other retirement asset
- Copy of most recent real estate tax statement showing assessed valuation

Form FA 4150 (with children) or 4151 (without minor children) **Marital Property Settlement Agreement** (Stipulation) (Completely filled; if an item does not apply, indicate “n/a” or similar notation should be inserted. (Original plus 3 copies) Forms may be accessed at: wicourts.gov → forms → circuit court → family → all family forms.

If minor child(ren) exist Child Support Agency must approve in writing (child support agency must sign your Marital Property Settlement Agreement) the stipulation. Contact Child Support Agency in basement of courthouse.

If minor child(ren) exist a copy of the standard **child support calculation worksheet** or table must be attached and made a part of the Marital Property Settlement. These may be obtained at the following: “//dcf.wi.gov/bcs/guidelines_tools.htm” (tables and worksheets) or at: www.alllaw.com/calculators/childsupport/wisconsin (standard child support calculator)

Form FA 4160 (with children) or 4161 (without minor children) **Judgment of Divorce** (Original plus 3 copies) Forms may be accessed at: wicourts.gov → forms → circuit court → family → all family forms.

Wisconsin **Vital Statistics** form information—see clerk for information and form required.

Contact the Clerk of Court and schedule a pre-trial hearing before the Family Court Commissioner and he will review the documentation for completeness and fairness to each of the parties, and certify to the Clerk of Court that the matter is ready for a stipulated divorce hearing date to be assigned for hearing before the Family Court Commissioner.