

Pre-Trial Conference Uncontested Divorce Checklist
(Marital Property Settlement (Stipulation) Required)

Pre-Trial Conference Date: _____, 20__

Case No: _____ FA _____

Case Title: In re Marriage of _____

Recommendation by Family Court Commissioner

Documentation in this case appears complete and all issues appear resolved in a reasonable manner; the Clerk of Court is authorized to assign a hearing date for the stipulated divorce.

Documentation and/or issues raised at the pre-trial conference do not appear to meet the criteria of a stipulated divorce; the Clerk of Court is advised to consider placing this matter on the Judge's contested trial calendar or otherwise refer to Judge.

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

[If box is checked, item is part of file, deemed by FCC as substantially complied with, or not applicable]

Form FA 4160 or 4161 **Judgment of Divorce** (Original plus 3 copies) Forms may be accessed at: wicourts.gov → forms → circuit court → family → all family forms.

Form FA 4150 or 4151 **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 sign off on stipulation (See Child Support Agency)

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)

Parenting Education Seminar completed:

Father

Mother

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 presented at the Pre-Trial Conference:

- 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 presented at the Pre-Trial Conference:

- 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

Evidence that at least one party is a resident of Adams County

Evidence that jurisdiction over respondent is in file—such as service affidavit, respondent having signed stipulation, or response by respondent

Form GF 175 Military Affidavit regarding respondent, unless clear s/he is not in military, such as an appearance on file or signature on the Marital Property Settlement

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

Family Court Commissioner Comments based on pre-trial conference:

[If box is checked, constitutes FCC comment; if not checked, then disregard]

- Waiver of maintenance appears to be reasonable
 - Waiver of maintenance does not appear on its face to be reasonable
 - Maintenance factors cited at Wis. Stats. §767.56 discussed with parties

- Child Support appears to be pursuant to guidelines
 - Child Support does not appear to conform to guidelines—further inquiry recommended

- Property division appears to be reasonable
 - Property division does not appear to be reasonable—further inquiry recommended

- Additional information or forms required:

- | | |
|----------------------------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Judgment of Divorce | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Marital Property Settlement Agreement | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Financial Statement—Husband | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Financial Statement—Wife | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Child Support Calculation Worksheet | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Vital Statistics Form | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Parenting Seminar attended Father | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Parenting Seminar attended Mother | <input type="checkbox"/> Complied with |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Complied with |

- Other Comments: