

GUIDELINES FOR COMPLETING *PRO SE* DIVORCE / LEGAL SEPARATION DOCUMENTS

FINANCIAL DISCLOSURE STATEMENT(S) [FA-4139V],
MARITAL SETTLEMENT AGREEMENT [FA-4150V/FA-4151V],
FINDINGS OF FACT, CONCLUSIONS OF LAW, AND JUDGMENT [FA-4160VA/FA-4161VA], AND
PARTIES APPROVAL OF FINDINGS OF FACT, CONCLUSIONS OF LAW, AND JUDGMENT
[FA-4160VB/FA-4161VB]

General:

You may obtain the required forms at no charge on the Internet at www.wicourts.gov. Use the most current version of each form and the applicable version of each form for your case.

If the parties do not complete a *Joint Financial Disclosure Statement*, each spouse is required to complete a *Financial Disclosure Statement*.

The *Financial Disclosure Statement(s)* or *Joint Financial Disclosure Statement*, *Marital Settlement Agreement*, *Findings of Fact, Conclusions of Law, and Judgment*, and *Parties Approval of Findings of Fact, Conclusions of Law, and Judgment* must be submitted to the Family Court Commissioner's office for his review and approval **at least twenty (20) business days prior to the final hearing date**. The purpose of the Family Court Commissioner's review of the documents is to ensure that the documents are properly completed and comply with the applicable statutory requirements. Failure to timely submit the proposed final divorce/legal separation documents to the Family Court Commissioner for review and approval may cause the final hearing to be rescheduled.

Document Guidelines:

- Carefully read and follow the instructions in the documents and fully complete all portions of each form.
- Complete the name of the county and the case number in the caption of each document.
- Sign and print your name and insert the date you signed each document where applicable.
- The parties' names in the caption of each document should be completed exactly as the case caption of the filed Joint Petition or Summons and Petition.
- The information in the wife's/husband's/*joint Financial Disclosure Statement*, including the value for each asset and the amount of each debt, should be current, correct, and consistent with the information in the *Marital Settlement Agreement*.
- If one or both parties own real estate, include the real estate in Paragraph E, Division of Real Estate, of the *Marital Settlement Agreement* and attach the legal description of the real estate to the *Marital Settlement Agreement*. The legal description may be obtained from the deed by which the party(ies) took title.
- If your agreement for child support deviates from Wisconsin's percentage standards, you must give sufficient reasons for such modification at No. 2, Child Support Order and Basis for any Deviation, of Paragraph M, Child Support and Financial Expenses, of the *Marital Settlement Agreement*.
- The monthly amount of the child support should be a whole number rounded down, and shall commence on the first of a month on or after the final hearing date in No. 2, Child Support Order and Basis for any Deviation, of Paragraph M, Child Support and Financial Expenses, of the *Marital Settlement Agreement*.

- If the parties agree to share the variable costs in a shared physical placement schedule, then incorporate and attach a detailed list of the agreed variable costs in No. 5, Variable costs, of Paragraph M, Child Support and Financial Expenses, to the Marital Settlement Agreement.
- If either party is receiving aid from the county or state, other than Badgercare or FoodShare, have the *Marital Settlement Agreement* approved by the county Child Support Agency.
- Include the Family Court Commissioner in No. 3 of the "Appearances" portion of the *Findings of Fact, Conclusions of Law, and Judgment*.

Miscellaneous:

- If the parties have a minor child in common, each spouse must file a Certificate of Completion from the educational program on the effects of divorce on children and providing training in parenting or co-parenting skills with the Clerk of Court, and provide a copy of each to the Family Court Commissioner. (Kewaunee County Circuit Court Rule 1227)

If you need assistance in completing your final divorce documents, the following sources are available:

- * * A licensed attorney;
- * * The required documents and instructions are available at no charge on the Internet at www.wicourts.gov.
- * * Legal Action of Wisconsin, Inc., telephone number 920-432-4645;
- * * Chapter 767 of the Wisconsin Statutes, a copy of which is located at most public libraries;
- * * State Bar of Wisconsin's Lawyer Referral and Information Service, telephone number 800-362-9082;
- * * Legal forms available for purchase from Wisconsin Legal Blank Printing & Forms, telephone number 800-890-6890.

These guidelines are not a complete representation
of the types of information required by the Circuit Court
to approve your proposed *pro se* final divorce/legal separation documents.

These guidelines are issued to inform and not to advise.
No person should ever apply or interpret any law without the aid
of an attorney who knows the facts,
because the facts may change the application of the law.

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