

SAUK COUNTY

Checklist for JOINT DIVORCE or LEGAL SEPARATION

WITH CHILDREN

(Obtain the State forms at <https://www.wicourts.gov> > forms > Circuit Court > Family
Or you may purchase packet at Clerk of Court Office for \$10.00)

A packet includes the following forms:

1. Joint Petition with minor children (Form [FA-4110V](#))
2. Confidential Petition Addendum (Form [GF-179](#))
3. Two Financial Disclosure Statement forms: (Form [FA-4139V](#))
4. Marital Settlement Agreement with minor children form (Form [FA-4150V](#))

STEP 1: Complete these forms (contained in packet):

- Joint Petition with minor children (Form [FA-4110V](#))
- Confidential Petition Addendum (Form [GF-179](#))

NOTE: ONLY if you need an immediate order from the Court for issues of child support, maintenance, or property and debt division, see Information Sheet for Order to Show Cause for Temporary Order

STEP 2: File forms:

- Bring the original and two copies of forms in STEP 1, and filing fee, to Clerk of Court.
 - (Original) for Clerk of Courts, (1) For Filer and (1) For your spouse.
 - Filing Fee: \$194.50

STEP 3: After the divorce/legal separation is filed, complete, sign and file the following forms:

- Financial Disclosure Statement: (Form [FA-4139V](#))
 - Each party must complete and file with attachments, and gives copy to other party.
- Marital Settlement Agreement with minor children (Form [FA-4150V](#))
 - If in agreement on all issues, check box for Full Agreement
 - If not in agreement, check box for Proposed by One Party, and provide copy to other party.

** The Child Support Basis or 'standard' on Page 7 MUST be filled out, even if child support is not requested. Calculation tools can be found at: <https://dcf.wisconsin.gov/cs/order/tools> ([Child Support Tools](#)). Complete either the "worksheet" or 'calculator to estimate support' and transfer those amounts to Page 7. 2(a).

STEP 4: Each parent is required to complete a Parenting Education class and file proof with Clerk of Court.

Scheduling:

- **After the Petition is filed a status conference will be scheduled.**
- **If benefits are open or being received, the Sauk County Child Support Agency (CSA) will need to review the Marital Settlement Agreement, meet with parties, and CSA will file a child support Addendum.**
- **A final hearing will not be set until all documents are filed, and reviewed by the Family Court Commissioner. After filing all documents, call the Family Court Commissioner Office at 608-355-3246 to request review.**
- **The final hearing date will take place after expiration of the 120 day waiting period.**