



SHEBOYGAN COUNTY

Ryan O'Rourke

Sheboygan County Family Court Commissioner

NOTICE

FROM FAMILY COURT COMMISSIONER

RYAN O'ROURKE

If you are not represented by an attorney and you want to obtain a Stipulated Divorce Hearing before the Court Commissioner, the following documents must be brought to the Court Commissioner's Office approximately **30 days prior to the Pre-trial Conference date**.

Please take the time to properly complete the forms or they will be rejected and the divorce process will be delayed.

- **Marital Settlement Agreement (either with or without minor children)**
Must be signed by both parties
You must submit the original with 3 copies
- **Financial Disclosure Statement**
One must be completed by each party
Each party must submit one original
- 1 copy of 8 weeks of **check stubs** for both parties must be submitted
- 1 copy of **tax returns** for the 2 previous years must be submitted
- **Findings of Fact, Conclusions of Law, and Judgment (either with or without minor children)**
You must complete this form and submit a total of 4 copies
- **Parties Approval of Findings of Fact, Conclusions of Law, and Judgment (either with or without minor children)**
You must complete this form and submit a total of 4 copies

If there are children of the marriage under the age of 16, both parties **must** attend the Remember the Children class.

If a divorce Summons and Petition was originally filed (not a joint petition), you must file the Proof of Service with the Clerk of Court's office.

The Court Commissioner will review the submitted documents and his office will call you to schedule a Stipulated Divorce hearing. At that time, the Pre-trial Conference that is scheduled with the Judge will be canceled.