



# 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, have agreement on all issues, and want to obtain a Stipulated Divorce Hearing before the Court Commissioner, the following documents must be filed with the Clerk of Courts Office approximately 30 days prior to the Pre-trial Conference date.

- 1 copy of Marital Settlement Agreement (either with or without minor children)  
Must be completed together and signed by both parties after completion.
- 1 copy of Financial Disclosure Statement  
One must be completed by each party. Parties must review each other's forms prior to submission
- 1 copy of 8 weeks of check stubs for both parties
- 1 copy of tax returns for the 2 previous years

NOTE: If you or your child receive any public assistance benefits, or you intend to apply for public assistance in the near future, you **MUST** have the Child Support Agency review and sign your Marital Settlement Agreement **BEFORE** you file your paperwork with the Clerk of Courts Office.

AFTER filing the required documents with the Clerk of Courts Office, you must contact the Court Commissioner's Office to schedule a stipulated divorce hearing.

The following documents must be completed and brought to your stipulated divorce hearing:

- 1 copy of Findings of Fact, Conclusions of Law, and Judgment (either with or without minor children)
- 1 copy of Parties Approval of Findings of Fact, Conclusions of Law, and Judgment (either with or without minor children)

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

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.

**TAKE THE TIME TO UNDERSTAND AND PROPERLY COMPLETE THE FORMS. IF YOU DO NOT UNDERSTAND THE FORMS, YOU SHOULD SPEAK WITH AN ATTORNEY.**

**FORMS MUST BE TYPED OR HANDWRITTEN LEGIBLY AND PRINTED AS SINGLE-SIDED.**

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