

IN RE CIRCUIT COURT RULES

ORDER

It is Hereby Ordered that the following rules concerning Certificates of Readiness and the Family Law Information Center are adopted by all Branches of Portage County subject to further order of the Court.

8. **Certificate of Readiness:** All non-represented parties to a divorce action shall obtain from the Family Court Commissioner a Certificate of Readiness prior to a stipulated final hearing or stipulated post judgment hearing; *or prior to a pre-trial conference in a contested divorce or post judgment divorce / paternity hearing.* The Certificate shall be issued only after:

a. Determining that petitioning party(ies) has (have) completed a review of guidelines concerning the advisability of proceeding pro se:

b. Determining that all paperwork meets requirements and is appropriately completed. This includes but is not limited to: Financial Disclosure Statements, Marital Settlement Agreements, Proposed Marital Settlement Agreements (if contested), Certificate of Compliance with Parent's Forever program and Proposed Findings of Fact, Conclusions of Law and Judgments, and

c. Determining that the petitioning party understands appropriate instructions concerning presentation of evidence to support the divorce petition at trial.

9. **Family Law Information Center:**

a. **New Divorce Actions:** Non-represented parties to a divorce action may obtain the above referenced Certificate of Readiness from the Family Court Commissioner through the Family Law Information Center. The fees for providing such service through the Family Law Information Center are as prescribed below:

- i. \$100.00 for a non-represented petitioner
- ii. \$100.00 for a non-represented respondent
- iii. \$200.00 for non-represented joint petitioners.

1. These amounts include up to four (4) contacts with the Family Law Information Center, including one-on-one in person conferences and emails and telephone inquiries requiring a response.

- iv. \$50.00 fee shall be charged after four (4) contacts per party.

Such fees are to be paid directly to the Portage County Treasurer. The Court may balance fees between parties based on ability to pay in the final judgment. The Court may waive fees in the

Circuit Court Portage County, Wis.
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LISA M. ROTH
CLERK OF COURTS

case of indigency, at the discretion of the Court, or upon non-participation by a respondent. All such fees shall support the cost of operation of the Family Law Information Center.

b. **Post Judgment Divorce and Paternity Actions:** Family Law Information Center shall charge \$100.00 per party for any of the following post judgment actions:

- i. Order to Show Cause to Revise Custody, Placement, Child Support or Maintenance.
- ii. Motions
- iii. Contempt Actions

Family Law Information Center shall charge \$50.00 per any of the following or similar actions:

- i. Post Judgments Stipulations
- ii. Change of Venue

10. **Availability:** The Family Law Information Center shall be available to all Portage County residents and participants in a Portage County divorce or paternity proceeding for assistance with regard to forms and procedures of the Portage County Family Courts. The center does not provide legal advice or representation. The Family Court Commissioner will supervise the operation of the Family Law Information Center and provide appropriate notice of the availability of its services to the public.

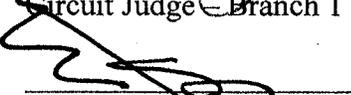
Amendment Effective 01-01-2019

Dated and signed this 14th day of December, 2018 in Stevens Point, Wisconsin.

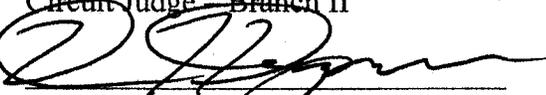
BY THE COURT:



THOMAS B. EAGON
Circuit Judge - Branch I

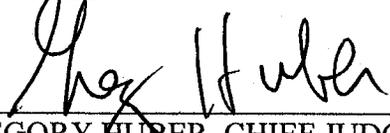


ROBERT J. SHANNON
Circuit Judge - Branch II



THOMAS T. FLUGAUR
Circuit Judge - Branch III

APPROVED:

 12/20/18

GREGORY HUBER, CHIEF JUDGE
Ninth Administrative Judicial District