MODIFICATION MOTION—MILWAUKEE COUNTY
(*NOTICE OF MOTION AND MOTION TO CHANGE*)

FILING AND SERVICE FEES (may be waived with approved Fee Waiver)

- $30: for child support motions
- $50: for custody/placement motion OR combined child support/custody/placement motions
- $75: for service through the Milwaukee County Sheriff, if applicable

FORMS and COPIES NEEDED

- **Notice of Motion and Motion to Change** (Original document and 5 copies)
- **Affidavit of Indigency** ("Fee Waiver"), if applicable (Original only)

SECTION A: Requesting a Fee Waiver

If you intend to request that the Court waive the filing and service fees, complete the following steps. If you are not requesting a fee waiver, move to Section B.

☐ Get Proof of Income or Proof of Public Assistance
- The Milwaukee County Law Library (Room G-8) can help print proof of FoodShare
- Other proof of income/assistance (1 mo. worth of pay stubs, SSI/SSDI statement, etc.) must come from your records or the issuing agency

☐ Take ***notarized*** fee waiver AND proof of income / public assistance to **Room 609 (Chief Judge's Office)**

SECTION B: Filing the Motion

Complete the following steps in order.

☐ Bring the original motion and all copies to **Room 104 (Clerk of Court)**
- Show approved fee waiver or pay the filing fee

☐ File original motion and all copies to get a court date in **Room 707 (Family Court Commissioner)**
- Write in court date on all copies

☐ If you are trying to change child support or arrears, take a copy to **Room 101 (Child Support Service)**

☐ Serve the other party a copy of the motion at least 5 business days before the hearing.
- If the other party lives in Milwaukee County, you can serve through the **Milwaukee County Sheriff's Department** (**Safety Building, Room 102)**
- If you are unable to use the Milwaukee County Sheriff, you may attempt service in one of the following ways:
  - Sheriff's Department in the county where the other party lives
  - A private process server
- ***CHILD SUPPORT MOTIONS ONLY:*** Certified Mail with an Affidavit of Mailing. Child Support Services can do this ($25) *if they have an address for the other party*

SECTION C: Attending Your Hearing

☐ Prepare evidence you want to present. Print out anything you want the court to see. Do not expect the court to look at your phone or laptop. Bring one copy of any evidence for each party (including the Child Support Office, if applicable), the court, and yourself.

☐ Attend your hearing. Arrive early. Dress nicely. Act respectfully. ***Do not bring children!***