

Order To Appear

P-3109

The **Order to Appear** (FA-4142) is the form that is generally used by the Petitioner to inform the Respondent that he/she is ordered by the court to appear for the final divorce/legal separation hearing on a specific date, time, and place. **This form is not required if the parties filed as joint petitioners or the respondent resides outside of the State of Wisconsin.**

The information you will need to complete this form will be provided by the court on the **Notice of Pre-Trial Conference**. Although your spouse will also receive this information and know the date of the hearing, you must use this form to officially order him/her to appear.

NOTE: If your spouse does not appear for court and you **cannot** prove that he/she was ordered to appear, the court **may** not proceed with the final hearing and **may** reschedule it, but if you **can** provide proof, the judge **may** go ahead with the final hearing without the respondent.

Court Related Offices		
Court Self-Help Center Courthouse, Room C-108 262-548-7524 http://courtsselfhelp.waukeshacounty.gov Open: Mon 8:30 am – 12 pm Wed 12 pm - 4 pm Fri 8:30 am - 4 pm Tues & Thurs by Appointment only	Child Support Agency Administration Building, Room 348 262-548-7420 Open: Mon-Fri 8 am - 4:30 pm	Clerk of Courts Family Court Office Courthouse, Room C-112 262-548-7544 Open: Mon-Fri 8 am - 4:30 pm
Waukesha County Courthouse, 515 W. Moreland Blvd, Waukesha, WI 53188		
Notary Public Services are available at no charge in the Family Court Office and Copies can be made in the Court Self-Help Center for \$.15 per page		

Procedural Checklist

- Complete the **Order to Appear**.
- Go to the Court Self-Help Center during regular business hours or call to make an appointment (see above) to:
 - Have the form reviewed for completeness.
 - Obtain a court Official's signature
 - Have two (2) copies made.
- You must now have the other party(s) served. For more information see the **Service Packet**.
- Take the original proof that you served the other party [**Admission of Service** (FA-4119) or **Affidavit of Service** (FA-4120)] and the original **Order to Appear** to the final hearing.
Remember: If you do not have these forms and the other party does not come to court, the court **may** not proceed with the final hearing and **may** reschedule it.