

# Stipulation and Order to Change a Court Order or Judgment P-3150

## Court Related Offices

**Court Self-Help Center**  
**Courthouse, Room C-108**  
**262-548-7524**

<http://courtselphelp.waukeshacounty.gov>

**Hours of Operation:**

**Walk-ins:**

Mon 8:30 am - 12 pm  
 Wed 12:00 pm - 4 pm  
 Fri 8:30 am - 4 pm

**By Appointment:**

Tues 12:30 pm - 4 pm  
 Thurs 8:30 am - 12 pm

**By phone:**

Tues 9:00 - 10:00 am  
 Thurs 2:00 - 3:00 pm

**Family Legal Clinic:**

Wednesdays 4:30-6:30 pm (by appointment only)  
*20 minutes of free legal advice*

**Child Support Agency**  
**Administration Building, Room 348**  
**414-615-2586**

**Open:** Mon-Fri 8 am - 4:30 pm

**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

A stipulation is a formal written agreement between parties to change a current court order or judgment. Because this is a stipulation, neither party will have to appear in court. If this agreement is approved and signed by the judge, it becomes a court order. **Do not** submit this form to the court without the other party's signature, as the court will not contact the other party to obtain it for you.

You are encouraged to seek legal assistance to verify that these forms are the most appropriate for your situation, as court staff cannot give legal advice.

## Procedural Checklist

1.  Complete the **Stipulation and Order to Change a Court Order or Judgment** (FA-604).
2.  Go to the Court Self-Help Center to have your form reviewed for completeness during regular business hours or call to make an appointment (see page 1).
3.  If the State of Wisconsin is a party, you will be required to go to the Child Support Division to have your agreement approved by a State's Attorney.
4.  Make three **(3) copies** (you should have **4 sets** in all) of the **Stipulation and Order**. Prepare two **(2) self-addressed stamped** envelopes, one addressed to you and one addressed to the other party.
5.  Go to the Family Court Office to file the original, copies, and envelopes with the clerk. You may also mail all materials to the Family Court Division.
6.  The court will review the documents and either approve and send each party a signed copy of the court order, **or** not approve and return the copies to you with an explanation of refusal.