

WAUKESHA COUNTY FAMILY LEGAL CLINIC
Courthouse, Room C-153 □ 515 W. Moreland Boulevard
Waukesha, WI 53188 □ Phone (262) 548-7544

ATTORNEY VOLUNTEER REGISTRATION

Please Print

Name/Last: _____ First: _____ Middle Initial: _____

Name of Law Firm _____ Email address: _____

Business Address: _____

City: _____ Zip: _____

Work Phone #: _____ Cell Phone #: _____

Does your firm know and approve of your volunteer work with the Family Legal Clinic? Yes No

Do you currently perform pro bono work? Yes No How many hours per year? _____

Are you bi-lingual? Yes No What other language(s) do you speak? _____

In Case of Emergency, Please Notify:

Name: _____ Phone: _____ Relationship: _____

The Family Division Legal Clinic is held on Wednesdays from 3:00-4:30 p.m. in the Waukesha County Family Court Office, Courthouse, Rm. C-153. During which time volunteer attorneys will be assisting up to four customers.

How often are you willing to volunteer?

I am willing to commit to _____ Wednesdays per year (we request at least 4 clinics per year)

Other Comments:

I acknowledge that I have reviewed the Waukesha County Clerk of Courts Family Legal Clinic – Manual for Volunteer Attorneys. The manual can be located on the Waukesha County Family Legal Clinic webpage.

Date: _____ Signature: _____

Please return your completed form to:

Family Court Office (Legal Clinic), 515 W. Moreland Blvd., Rm. C-153, Waukesha, WI 53188, Fax: 262-896-8364

**WAUKESHA COUNTY
CLERK OF COURTS
FAMILY LEGAL CLINIC**

Manual for Volunteer Attorneys

WAUKESHA COUNTY CLERK OF COURTS FAMILY LEGAL CLINIC

Manual for Volunteer Attorneys

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Welcome

The Waukesha County Family Court and our community partners welcome you as a volunteer attorney and hope your work will be a mutually satisfying experience. This handbook has been designed to familiarize you with the Family Legal Clinic, and to serve as a guide to the operation and procedures of the Family Legal Clinic.

The Waukesha County Family Legal Clinic is sponsored by the Waukesha County Clerk of Court's Office with financial assistance from the State Bar of Wisconsin's Volunteer Lawyer's Program. The Program provides self-represented litigants accessing the Waukesha County Family Court with the opportunity to receive twenty minutes of free, Family Court related, legal advice from a volunteer attorney and to provide an organized program through which attorneys can provide pro bono services to individuals in Waukesha County. The Family Division's role is as a referral agency, connecting those in need with volunteer attorneys.

We hope that you will benefit from your volunteer experience, and welcome you as a member of the growing community of individuals whose lives have been enriched by their efforts to help others.

Policies & Procedures

Hours of Operation/Location

The legal clinic will operate on Wednesdays from 3:00-4:30 p.m., excluding holidays. The Family Legal Clinic will be conducted out of the Waukesha County Family Division, in Room 153, and closely located conference rooms. Staff reserves the right to cancel Legal Clinic due to staffing shortages or other reasons.

Safety

To ensure the safety of volunteer attorneys, litigants, and court staff, the security checkpoint will be staffed for the duration of each Clinic.

Staffing

The Family Legal Clinic will be staffed by a Family Court Staff person and two or three volunteer attorneys who will individually meet with up to four clients for 20 minutes each.

Client Eligibility

The Family Legal Clinic will be available to the following individuals:

- ONLY those persons who have a Waukesha County Family case.
- ONLY those persons who do not already have an attorney.
- ONLY those persons who have questions related to family court matters (pre or post judgment divorce or legal separation and post-judgment paternity issues).
- Individuals of any income level and no fee is required.
- Opposing parties to a case will be referred to different volunteer attorney.

Access Restrictions

The staff reserves the right to deny appointments to: individuals whose attorneys have indicated they can no longer be assisted by the limited services of the Legal Clinic, those who have made verbal or physical threats or sexual advances toward any persons or property, those who seem to be abusing the service, or for other reasons at the discretion of staff.

Scheduling Appointments

Potential Family Legal Clinic users must call (262) 548-7544, be referred by court staff or Court Officials, or make a request via the Waukesha County Family website. There will be a maximum of 4 clients per volunteer attorney scheduled.

Staff will schedule the appointment in CCAP and provide information on how to prepare for the appointment, including, when possible, the **Legal Clinic Registration Confirmation** form.

Prior to the Clinic

Court Responsibility

Staff will do the following before each Family Legal Clinic:

- Pull all client related court files.
- Create and organize a folder for each client containing the original **Blue Intake Form**, and a blank **Attorney Recommendation Form**.
- Confirm the appointments by phone with each client the day prior.
- Confirm the volunteer attorney's appearance. Staff will email a PDF copy of the Family Division Legal Clinic calendar. The calendar will include the case number, caption, names of both parties, and a short description for the reason of the appointment. The volunteer attorney will utilize this to conduct an in-office conflict check.

Attorney Responsibility

Conflict of Interest

Supreme Court Rule 20:6.5 allows attorneys volunteering in this type of program to assist clients without doing a formal systematic conflict check. However, as a courtesy to the attorneys, staff will send a list of the litigants, opposing parties, and case numbers to the attorney to conduct an in-office conflict check. If after the in-house conflict check or a client is recognized the day of the Clinic, the attorney recognizes a personal conflict or that of another member of his/her law firm, he/she will need to alert staff.

If there is a conflict, the attorney may still meet with the client as long as he/she is compliant with SCR 20:1.7, SCR 20:1.9(a), & SCR 20:1.10 **OR** the attorney may prefer that the staff reschedule the individual to another attorney that day or another day.

Note: According to SCR 20:6.5, personal disqualification of one attorney in the program does not affect other participating attorneys.

Service Expectations

Volunteer Attorneys will be expected to do the following for clients:

- Provide short-term, limited, legal services such as those listed below, as well as other services at their discretion.
- Explain how to start certain family law actions
- Explain what forms to use and where to get them
- Explain court rules, court procedures, and case schedules
- Refer to other court and community resources
- Review finished forms to make sure they are complete and accurate
- Provide legal options available based on the information individuals have presented
- Explain what information and documents individuals will need to present their case in court.

Attorneys are not expected to do the following for clients:

- Fill out forms for individuals
- Predict or guarantee the outcome of a case or how judges/commissioners will rule
- Be responsible for the accuracy or legal effects of the information contained in any written or verbal instruction given
- Be responsible for the accuracy of the information contained in any forms or papers filed or used in court

Attorneys can also

- Decline to meet with individuals if they determine they can no longer assist them.
- Ask individuals to leave the office immediately if they make any verbal or physical threats or sexual advances toward any persons or property.

Meeting with Clients

Client Arrival

The client must check-in at the Family Division Office Room C-153 at least fifteen (15) minutes before their appointment. Once checked in, staff will review and complete the Disclaimer Form with the client and will help the individual get prepared to work with the attorney in the following ways:

- Answer basic procedural questions and provide information about court rule, practices and terms
- Provide forms and review them for completeness
- Provide the court file for use during the consultation or copies from it (\$1.25/per page statutory fee WILL apply)
- Conduct a basic triage by assisting the individual in understanding the issues the Family Division Legal Clinic staff cannot assist with to allow them to more efficiently and effectively communicate their issues and questions to the attorney.

IMPORTANT: If the person is illiterate or does not speak English, we must make sure the disclosure statement is fully translated and explained to the person before he or she signs the **Disclaimer Form**. Individuals must provide their own interpreter/translator if a volunteer is not available. The person translating should add near the signature, "translated by" and include his or her name.

Volunteer Attorney Arrival

Volunteer Attorneys should arrive at least ten (10) minutes before their scheduled Family Division Legal Clinic. Family Division Staff will provide the prepared file containing the Disclaimer, Attorney Recommendation forms, and court files, if available, for review before the Clinic begins.

Late or No Show Clients

Clients are assigned a time slot and matched with volunteer attorneys on a first come first served basis. If the client never shows and there is not a message to cancel the appointment, the client may not (at the staff's discretion) receive future Family Division Legal Clinic services.

Attorney/Client Privilege

The information provided by clients to the volunteer attorney is a matter of attorney-client privilege as if they are in the volunteer attorneys' own offices. Particular demographic and intake information provided by clients will be used only for statistical purposes and reported only in summary form.

Procedure during meeting with Volunteer Attorney and Client

- The volunteer attorney will meet each client in the Family Division to escort him/her into a conference room. For the portion of time that the client is alone with the volunteer attorney, there is an expectation of attorney-client privilege. That expectation does not apply to general use of the Family Division Legal Clinic; however, we will try to keep a high level of respect for all customers as is done during regular business hours.
- At the conclusion of the consultation, the volunteer attorney will take a few minutes to complete the **Attorney Recommendation** form. The volunteer attorney must go over their recommendations with the client and **have all parties present sign the form.**
- Finally, the volunteer attorney will escort the client back to the Family Division and leave both the court and client files with staff. The Family Division Staff will hand off the next client and do the following with the exiting client:
 - Take the court file for return to the file system.
 - Make one *copy* of **Disclaimer** and **Attorney Recommendation Forms** for the client.
 - Make one *copy* of **Disclaimer, Attorney Recommendation Form** and **Blue Intake form** for the volunteer attorney to take with them when they leave at the end of Family Division Legal Clinic.

Retaining Family Division Legal Clinic Volunteer Attorneys

Individuals may hire the attorney from whom they received assistance; however, the Family Division Legal Clinic **shall not be used** for the sole purpose of convincing a litigant to retain that volunteer attorney. At the conclusion of the consultation, the volunteer attorney may provide his/her business card to the client for future use.

Individuals who use the Family Division Legal Clinic and who the volunteer attorney believes will meet established poverty guidelines may make the referral directly to Legal Action of Wisconsin. The attorney may also take the case Pro Bono. If the volunteer attorney chooses to do so, we request that he/she contact Legal Action of Wisconsin and make arrangements to take the case through the Volunteer Lawyers Project (VLP). Taking the case through VLP will ensure that the volunteer attorney receives formal credit for the work and that Legal Action benefits from our partnership.

Departure

Before leaving, we ask that the volunteer attorney share with staff any problems with clients that may preclude them from using the service again, or any other comments to help with Family Division Legal Clinic administration. Records are maintained on each volunteer attorney including dates of service, type of activity, and hours worked. A copy of the Waukesha County Family Legal Clinic Disclaimer Form, Family Legal Clinic Attorney Recommendation Form and Blue Waukesha County Family Court Intake Form will be given to the volunteer attorney to take with them when they leave at the end of Family Division Legal Clinic.

Forms

- A. Attorney Volunteer Registration Form
- B. Legal Clinic Intake Form (Blue)
- C. Legal Clinic Registration Confirmation Form (Blue)
- C. Disclaimer Form
- D. Attorney Recommendation Form

Scheduled for (date):

**WAUKESHA COUNTY FAMILY COURT
LEGAL CLINIC INTAKE FORM**

1. **Name:**
 2. **Daytime Phone Number:**
 3. **Case Number(s):**
 4. **Name of Other Party:**
 5. **Do you have an attorney? YES NO**
 6. **Have you previously used Waukesha County Legal Clinic? YES NO**
 7. **Do you have any special needs regarding language or other disabilities that we need to accommodate for? (If yes, please explain)**
 8. **Please explain in detail why you want to see an attorney with the Legal Clinic? What is it that you would like to see done?**
 9. **Have you reviewed the information available on <http://courtselphelp.waukeshacounty.gov>?**
-

LEGAL CLINIC REGISTRATION CONFIRMATION

FOR: _____

Date of clinic: WEDNESDAY	Time: 2:45 p.m. To cancel/reschedule, call 262-548-7544. If you are registered and do not show up, you will be prohibited from registering again.
Place: Waukesha County Courthouse 515 W. Moreland Blvd - Family Division, Room 153	
To Prepare for Legal Clinic: <ul style="list-style-type: none">• You will most likely have to wait as other litigants are scheduled at the same time you are. Please bring something to read or do.• Print or purchase forms, organize your notes/documents. It's only a 20 minute consultation so BE ORGANIZED!• Review our website: courtsselfhelp.waukeshacounty.gov for free downloadable forms (forms are for sale in the Family Division).• Bring a form of payment (cash, check, MasterCard/VISA) in the event you need to file documents and need to pay a filing fee after your consultation. If you need to use our self-help copier, it takes cash only and costs .25 cents per page.	
Please note that our volunteer attorneys... <ul style="list-style-type: none">• ...can help with how to word particular answers but cannot complete the forms for you.• ...can only consult with those who do not already have an attorney.• ...can only assist if questions are related to FAMILY court matters. <p>The attorney/client privilege only applies to conversation you have with the attorney in private. It does not apply to Family Division customer service staff or to the attorney when others are in the room.</p>	

Waukesha County Family Legal Clinic Disclaimer Form

Guidelines

- You are limited to no more than **20 minutes** with the attorney.
- The attorney who will consult with you today can only give you limited legal advice based on the facts and information you provide to him/her in the 20-minute appointment time.
- The attorney you will see does not represent you in any court matters. You cannot write his/her name on any court documents or make statements to the court or any party that the attorney represents you.
- **PRIVACY:** Attorney-Client privilege exists for the portion of time that the client is alone with the attorney. That privilege does not apply to general use of the Court Self-Help Center.
- The law does not require you to have an attorney. However, the Court Self-Help Program encourages all litigants to do so. If you choose to represent yourself, you are required to follow the rules of the court. You may choose to hire any attorney, including the attorney you meet with today.

Who attorneys can help at the Legal Clinic:

- Attorneys can only assist those persons who **do not have an attorney**.
- Attorneys can only help persons if their question is related to family court matters (divorce, legal separation, annulment, child support, custody, or visitation issues, maintenance, or paternity).

Attorneys at this clinic can assist with the following:

- How and the best way to start certain family law actions;
- What forms to use and where to get them;
- How to phrase answers in forms/documents;
- Court rules, court procedures, and case schedules;
- Other court and community resources;
- Legal options available to you based on the information you provide to him/her;
- What information you will need to present your case; and
- Review legal content of forms after you have completed them.

NOTICE: Attorneys can

- Decline to meet with you if they determine they can no longer assist you.
- Ask you to leave the office immediately if you make any verbal or physical threats toward **any** persons or property or if you make any sexual advances toward any person.

Attorneys at this clinic cannot:

- Fill out forms for you.
- Predict or guarantee the outcome of your case or how judges/commissioners will rule.
- Be responsible for the accuracy or legal effects of the information contained in any written or verbal instruction they may give you.
- Be responsible for the accuracy of the information you provide to the court.

NOTE: This is only a 20 minute consultation. If you feel you have questions that are complex and will require long explanations and lengthy document review, this clinic is not for you. We recommend that you hire an attorney.

I have either read or been read the information stated above and fully understand it.

Signature: _____

Date _____

Print Name: _____

Family Legal Clinic ATTORNEY RECOMMENDATION FORM

Purpose: To provide the client with written direction **AND** to provide the attorney with a record of the consultation. Copies are **not** retained on file in the Family Division Legal Clinic.

Please remember: The limited advice provided can only be as good as the information disclosed.

Advice/Assistance Provided:

I understand that the attorney does not assume responsibility for the accuracy or legal effects of the information contained in any written or verbal instruction he/she has given me today.

I understand that the attorney does not assume responsibility for the accuracy of the information I have in any forms or papers I file or use in court.

I understand that the attorney only gave me limited legal advice based on the facts and information that I provided to him/her in the 20 minute appointment.

I understand that the attorney who assisted me does not represent me in any court matters and I cannot write his/her name on any documents. I may however choose to hire ANY attorney in the future including the one I saw today.

Client Signature _____

Printed Name _____

Date _____

Attorney Signature _____

Printed Name _____

Date _____

Volunteer Attorney Basics

Volunteer Attorney Qualifications

Attorneys who sign up to volunteer with this program must

- Have a law license in *good standing* in the State of Wisconsin,
- Be willing to donate at least two hours to the Family Division Legal Clinic at one time
- Have permission from the law firm for which they work.

Training & Benefits

Attorneys will be invited to attend the Family Division Volunteer Attorney Training that is offered in partnership with Legal Action of Wisconsin's Volunteer Lawyers Project that is generally held in mid November. Registration for this course is free through Legal Action and participants will receive eight (8) CLE credits. In addition, attorneys who have actively volunteered with the Family Division Legal Clinic or have taken pro bono cases through Legal Action *may* also be offered four additional CLE Ethics credits at no charge.

Liability Insurance

Legal Malpractice Coverage

As part of the terms of the grant that was awarded to help fund the Family Division Legal Clinic, the State Bar will be co-sponsoring the attorney volunteers of the Waukesha County Family Division Legal Clinic to be covered under their legal malpractice insurance policy during their volunteer hours. The names and bar numbers of each volunteer attorney will be provided to the State Bar for their records.

Waukesha County Volunteer Accident Medical Expense Coverage

Waukesha County does not provide malpractice liability insurance, but does provide up to \$10,000 in accidental medical expense coverage to volunteer attorneys injured while performing authorized volunteer services on behalf of the County. Coverage is subject to purchased insurance policy terms and conditions. You are required to record and report all incidents which could result in a future claim or lawsuit immediately to the Family Division Supervisor, who will provide any necessary forms. Chapter 4, Section 800 of County's DOA Policies and Procedures outlines the coverage.

Rights

As a volunteer you also have the right:

- To be appropriately recognized for your efforts.
- To be given guidance and direction.
- To be given a variety of experiences.
- To have your suggestions be heard and to contribute in planning activities.
- To be provided orientation, training, support, supervision, and evaluation.
- To have a clear understanding of the job including duties, responsibilities, support person structure and time commitment involved.
- To know as much as possible about the organization such as policy, people, and programs and be kept informed.
- To receive prompt response, feedback, and phone calls/emails.

Scheduling Options

You have two options to choose from for scheduling your volunteer time in the Family Division Legal Clinic. You can either schedule your time from month-to-month, which allows for greater flexibility, or on a consistent schedule each month (e.g., the first Wednesday of every month). Staff will keep a schedule and send reminders each week.

If you are unable to attend a Family Division Legal Clinic for which you are scheduled to volunteer, we ask that you immediately contact staff. If we are unable to replace you, we will attempt to reschedule your appointments for another day.

Parking Information

Limited parking is available in the parking lot directly in front of the courthouse before 4:30pm or any time across the street from the courthouse on the north side of W. Moreland Blvd.

Restrooms

Restrooms are located in the north/south and east/west halls. State law requires you to wash your hands before returning to your activity.

Personal Belongings

There will be a place for your jacket and a few personal belongings. However, volunteers are cautioned not to bring valuables into the building. The County cannot be responsible for loss of personal property.

Be on Time

Be on time. If you are unable to arrive for your scheduled Family Division Legal Clinic or are going to be late, please let staff know as soon as possible. Be punctual and conscientious in the fulfillment of duties assigned. We certainly appreciate any time you can give us, and do not require you to "punch a clock" or serve any minimum amount of time. However, we do request that you schedule the hours you will work in advance, and that you notify us if you will be unavailable during any time you have already committed to work. This way we can try to schedule full coverage for the Family Division Legal Clinic at all times.

Departure

Upon your departure, a copy of the Waukesha County Family Legal Clinic Disclaimer For, Family Legal Clinic Attorney Recommendation Form and Blue Waukesha County Family Court Intake Form will be given to you for your records.

Dismissal of a Volunteer

Volunteer attorneys may be asked to not return for failure to comply with the provided policies and procedures, revocation or suspension of their law license, inappropriate solicitation of Family Division Legal Clinic Clients, alcohol or drug use while volunteering, or consistently canceling Family Division Legal Clinic commitments.

Emergencies

In a life threatening emergency, or in case of an accident get the attention of security staff located at the main entrance, 9-911 from an office phone or 911 from a cell phone. Remain calm and follow their instructions precisely while you wait for help to arrive. Be prepared to give the name of the Waukesha County Courthouse, the address, room number, phone number, your name, and the nature of the emergency. In an emergency situation the bailiffs will come to your assistance immediately.

For non-emergency situations dial 7122 from an office phone.

Fire/Bomb Threat/Tornado-EVACUATE

THE EVACUATION ALARM SOUNDS LIKE AN INTERRUPTED SIREN.

Fire

1. Pull the nearest pull-box, which is identified for each division and floor on the attached building plan.
2. Call the fire department, Office phones = 9-911 or Cell phones = 911 to report the location and extent of the fire.
3. Obtain the closest fire extinguisher and attempt to extinguish the fire if possible. Under no circumstances are employees or volunteers to extend themselves beyond the scope of their fire fighting abilities.
4. Upon hearing the fire alarm or warning system or being directed by your department head, all department employees should proceed to evacuate as outlined below:

Bomb Threat

Should a bomb threat be communicated over the telephone, the receiver of the call must:

1. Remain calm and concentrate on listening.
2. Don't ever put the caller on hold or transfer the call to another party to handle.
3. Keep the caller on the phone as long as possible.
4. Hit the duress button ASAP if your location has one or flag the attention of a co-worker using a written note instructing them to call 911 for emergency response to a bomb threat.
5. After the bomb threat call is complete, if a duress alarm has not already been activated or a co-worker has not already called for emergency response, the receiver of the bomb threat should immediately call for emergency response.
6. Notify your supervisor of the bomb threat.
7. Attempt to fill in as much of the data on the County's bomb threat report form while the call is still fresh in your mind.

Never delay notifying law enforcement. Take all calls seriously. If there is cause to be suspicious about the intent of the call, advise law enforcement of this.

As you are listening to the call, take note of what the caller says and attempt to determine the exact location of the bomb, device type, appearance and time of detonation. Attempt to determine the sex,

age and caller's mental attitude including reasons for planting a bomb. Note any accent or speech identifiers that would help identify the caller as well as background noise or any other information that may provide helpful clues to law enforcement.

If the need to evacuate is communicated to department personnel, proceed to evacuate in accordance with your department's evacuation procedures.

Evacuation Instructions

Hearing an alarm or order to evacuate proceed as a group to evacuate the building area in an orderly manner. The evacuation route will be to proceed to Door 2 at the main entrance to the building. All staff should remain together and proceed to its designated reassembly area in the North Parking Lot located across Moreland Boulevard. Do not leave this area until an "all clear" has been given or you receive instructions from the staff.

Tornado

If an order to shelter (due to a tornado for instance) is received, the department shall remain together and seek shelter space using the following guidelines:

THE TORNADO ALARM SOUNDS AS A CONTINUOUS SIREN-"Steady means Stay"

Sheltering Instructions

1. Get into the innermost portions on the lowest floor possible, it is recommended that all Clerk of Courts staff descend to the ground floor corridor if possible.
2. Avoid windows and glass doorway.
3. Do not use elevators.
4. Avoid large open rooms and use rest rooms or small rooms instead.
5. Try to get under a large stationary object or lie down close to a wall and cover your head with your hands.

Do not leave your shelter area until an "all clear" has been given or you receive instructions from the staff.

Services Available During Family Legal Clinics

Staff will be available to:

- Answer basic procedural questions and provide information about court rules practices & terms.
- Provide forms, at a cost if applicable, and review them for completeness.
- Provide the court file for use during the consultation or copies from it (\$1.25/per page statutory fee WILL apply).
- Conduct a basic triage by assisting the individual in understanding the issues the Family Court Staff cannot assist with to allow them to more efficiently and effectively communicate their issues and questions to the attorney.
- Computer , with a fee for copies, will be available to conduct court related web research
- Accept forms, filing fees and other documents to be filed, opened, or scheduled.

Family Court-Related Legal Research Links/Resources, Available Brochures and Research Materials/Books

Available Legal Research Links/Resources

The following is a list of Family specific and general court related websites to which our website links to provide further assistance to litigants. The public access computer will be available for customers to conduct related web research.

Family Court/Family Court Services Links

Local Family Court Rules	Local family court judicial administrative rules and established policies and procedures.
Wisconsin Statutes Chapter 767-Actions Affecting the Family	Direct link to the statutes that govern the Family Court.
Waukesha County Child Support Division	Child Support enforcement services are available from this office.
Chapter DCF 150 (Previously DWD Ch 40)	Child support guidelines and tables.
Child Support Conversion Table	Table used to calculate child support when one parent cares for the child for more than 75% of the time.
Serial Family Child Support Calculator	Spreadsheet to help estimate support payments if the paying parent is paying support to more than one family.
Shared Placement Child Support Calculator	Spreadsheet used to calculate support payments in shared-placement cases where each parent cares for the child at least 25% of the time.
Low Income Payer Child Support Table	Table used to calculate child support if the payer's income is less than \$1,350/month (\$16,200/year).
Child Support Balances	Allows parties to view child support and maintenance balances and payment histories.
Waukesha County Family Court Counseling Services	Advocates for the best interest of children whose parents are involved in disputes related to custody and placement divorce and paternity actions.
Helping Children Cope With Divorce Seminar Brochure	Brochure for the statutorily required co-parenting divorce class. Seminar schedule for the statutorily required co-parenting divorce class.

**Helping Children Cope
With Divorce Seminar
Schedule**

Grand Resource Guide

A guide to help grandparents and relatives who have assumed the parent role of children. It contains vital information concerning issues such as childcare, legal concerns, finances, and parenting again.

**Family Service of
Waukesha County**

A description of the individual, family, educational, supportive, group, and in-home services provided by a local non-profit agency.

General Court Links

Legal Topics A-Z

Provides basic information and definitions for most legal topics. Also links to other legal research sites and resources.

Legal Dictionary

Legal terms and definitions

**Wisconsin Circuit Court
Access**

Public access to court case and calendar information.

**Wisconsin State
Statutes - All**

Access to the latest version of any WI State Statute.

**Waukesha County
Local Court Rules**

Local judicial administrative rules and established policies and procedures.

Wisconsin State Forms

Access to all state mandatory and pro se forms in downloadable versions.

**State of Wisconsin Self-
Help Center**

Provides statewide information and resources for people representing themselves in court.

Legal Explorer

Legal information and educational resources provided by the Wisconsin State Bar Association through their public website.

**Waukesha County Clerk
of Courts**

Provides information about all Circuit Court Services divisions.

**Wisconsin Court
System**

Provides information on the Wisconsin Supreme Court, Office of Lawyer Regulation, and other court related resources.

**Wisconsin State Law
Library**

A comprehensive collection of legal materials and a variety of reference and research services.

Wisconsin State Bar

Provides links to free Wisconsin case law, statutes, court rules and other public resources.

Interpreter Roster	A directory of Wisconsin certified interpreters in 24 languages (including American Sign Language).
WI Clerk of Courts Directory	Provides contact information for all of Wisconsin's Clerks of Circuit Court offices.
International Process Servers Association	Search world-wide for a process server.
Wisconsin Association of Mediators	A non-profit association of professional mediators, volunteer mediators, and individuals who promote and develop the use and practice of cooperative conflict resolution through mediation.

General Government Links

First Call for Help (2-1-1)	Community agency that provides referral, telephone counseling, community outreach, and in-person counseling services.
Waukesha County	Provides links to all Waukesha County departments and government officials.
State of Wisconsin	Provides links and information on government programs, agencies, legislation, and state officials.
Wisconsin State Legislature	Provides a searchable database of bills and amendments, statutes and other legislative documents, provides help finding your state and federal representatives, and can help you track legislative activities on proposals, committees, authors, and subjects.
Wisconsin Blue Book	Contains biographies and photos of Wisconsin's elected public officials, the text of the Wisconsin Constitution, a detailed description of the organization and functions of state government, and a statistical section providing diverse information on the state.
First Gov	Provides a rich treasure of online information, services and resources about the US Government.

Available Brochures

The following is a list of brochures that are currently available for other community resources:

1. Addiction Resource Council – Concerned About Someone You Love
2. Appellate Procedure
3. Badger Care
4. Consumer Credit Counseling Service of Greater Milwaukee
5. Family Court Services
6. Family Guidelines for Fair Discussions
7. Family Services of Waukesha
8. Food Share
9. Helping Children Cope with Divorce Seminar
10. Impact 2-1-1
11. Legal Assistance Brochure
12. Modest Means Referral Service
13. Parents Place
14. Proposed Parenting Plans in Waukesha County Family Court
15. Victim Witness Assistance Program
16. Waukesha County Alcohol Treatment Court
17. Waukesha County Day Report Center program
18. Waukesha County Drug Treatment Court
19. Waukesha County Family Court Services
20. Waukesha County Pretrial Supervision program
21. Waukesha County SCRAM Program (Alcohol Monitoring)
22. What is Mediation?
23. Wisconsin WIC Here for You
24. The Women's Center

Other Available Resources

WI Statutes
WI Lawyer Directory
Family Code Book
Yellow and White Pages

Pro Se Packets with Instructional Guides

Pre-Judgment

- **New Divorce Filing Questionnaire:** Helps litigants identify which packet of Divorce forms to use – *Free*
- **Divorce Checklists –**
 - With Children No Temporary Hearing - *\$20.00*
 - With Children With Temporary Hearing - *\$20.00*
 - No Children No Temporary Hearing - *\$20.00*
 - No Children With Temporary Hearing - *\$20.00*
 - Joint With Children No Temporary Hearing - *\$20.00*
 - Joint With Children With Temporary Hearing - *\$20.00*
 - Joint No Children No Temporary Hearing - *\$20.00*
 - Joint No Children With Temporary Hearing - *\$20.00*
- **Other Packets with Instructional Guides**
 - Request for Court Ordered Mediation - *\$5.00*
 - Subpoena - *\$10.00*
 - Suspension and Dismissal (of Divorce or Legal Separation) - *\$10.00*

Post Judgment

- **Packets with Instructional Guides**
 - Conversion of Legal Separation To Divorce - *\$10.00*
 - Stipulation and Order to Modify - *\$10.00*
 - Modification (includes a Service Packet) - *\$20.00*
 - Contempt (including a Service Packet) - *\$20.00*
 - Service (alone) - *\$10.00*
 - Petition to Enforce Physical Placement – *\$10.00*
 - Request for Court Ordered Mediation – *\$5.00*
 - Visitation Rights of Other Persons (i.e. Grandparents) - *\$10.00*