

# DOOR COUNTY CHILD SUPPORT

## Instructions for Pro Se Stipulation

This form is to amend a prior judgement of legal custody, physical placement, child support, maintenance, family support, arrears payment/balance and other issues. **If you find unresolvable issues with custody and placement that halt the process of agreement**, you may apply for mediation services available through the Family Court Commissioner using the form **Request for Court-Ordered Mediation FA-4134V**. Mediation is an economical, confidential, cooperative, problem solving process in which a neutral mediator assists individuals in clearly defining the issues in a dispute and reaching an agreement on custody and placement so parties can then file a stipulation.

**If your issues do not involve custody and placement, you may file a stipulation (below) or retain a private mediator or attorney to resolve your issues.** You also have the option to file for a modification of judgement (see our pro se packet or contact an attorney).

To proceed with filing a stipulation with or without mediation, please follow these steps:

1. Call or visit Clerk of Court's Office 920-746-2205 to obtain the case number for your particular case and the correct names and addresses of the petitioner and respondent. Enter this information in the appropriate places on all forms.
2. Complete both **Stipulation to Change FA-604A** and **Order on Stipulation to Change FA-604B** form following the instructions on the left-hand side of the form.
3. Sign the Stipulation to Change FA-604A yourself and have the other party sign. There is no fee to file a stipulation.
4. Bring both documents to the office or mail to:  
Door County Child Support  
1211 S Duluth Ave  
Sturgeon Bay, WI 54235
5. The Child Support Office will review your stipulation and sign off. Then it will be sent to the Judge to sign.
6. If signed by the judge, you will receive a filed copy of the stipulation in the mail. The agreement is now in effect.
7. If the stipulation was completed to avoid a court date, contact the Judge's office of the branch your court case was originally held and cancel your court date.  
Branch 1 920-746-2204  
Branch 2 920-746-2280