

## **INSTRUCTIONS FOR SUMMONS AND PETITION IN PATERNITY ACKNOWLEDGMENT ACTION UNDER §767.805 WIS. STATUTES.**

This form is intended for use by a parent who wishes to start a court action concerning custody, placement or support where both parents have jointly signed and filed with the State a statement acknowledging paternity. **IT IS NOT TO BE USED** to start an action to determine paternity in cases where there has not been an acknowledgment of paternity. Please note that in addition to the Summons and Petition, you should also request a hearing by using the second form labeled “Notice of Motion & Motion for Hearing in a Paternity Acknowledgment Action.”

### **STEP 1: Fill out the forms**

Carefully review all of the following instructions before you complete the forms. Type or print neatly using **black ink only**.

#### **The packet includes the following forms:**

1. Summons—Paternity Acknowledgment Action Under § 767.805 Wis. Stats.
2. Petition for Custody, Placement and Child Support—Paternity Acknowledgment Action Under § 767.805 Wis. Stats.
3. Notice of Motion & Motion for Hearing—Paternity Acknowledgment Action Under § 767.805 Wis. Stats.
4. Affidavit in Support of Motion for Hearing—Paternity Acknowledgment Action Under § 767.805 Wis. Stats.
5. Uniform Child Custody Jurisdiction Act Affidavit (GF-150)
6. Confidential Petition Addendum (GF-179)
7. Wisconsin Child Support Percentage of Income Standards and Statutory Factors Court May Consider – Required Attachment to Petition
8. Application for Child Support Services (Completion is optional)

**\*\*Note: If you have found this packet online, you will need to print forms GF-150, GF-179, Wisconsin Child Support Percentage of Income Standards and Statutory Factors Court May Consider (Required Attachment to Petition), and Application for Child Support Services separately. There are links from the Dane Co. Clerk of Courts Family Court Forms page at: <https://courts.countyofdane.com/Resources/Forms/family-forms>**

## **SUMMONS**

### **Page One**

- In the caption at the top of the page, print your name on the line labeled "Petitioner". Print the other parent's name on the line labeled "Respondent".
- In the middle of the page, print your name on the first blank line. Print your address on the second and third lines.

### **Page Three**

- Date and sign the document at the bottom of page three. Print your address on the last line.

## **PETITION FOR CUSTODY, PLACEMENT AND CHILD SUPPORT**

- Make sure you have included the Wisconsin Child Support Percentage of Income Standards and Statutory Factors Court May Consider attachment with the Petition.
- In the caption at the top of the page, print your name and address on the line labeled "Petitioner". Print the other parent's name and address on the line labeled "Respondent".

### **1st Paragraph:**

- In the first sentence, fill in your name after "I". In the blank at the end of the sentence fill in the date on which the paternity acknowledgment form was filed with the State.
- Print the child's name on the line under the label "NAME" and the child's date of birth on the line under the label "DOB".
- In the last paragraph which starts out "The petitioner requests the following relief", cross off the items that you do not want the court to order.
- Sign the form on the line labeled "Petitioner". Fill in the date below your signature.

## **NOTICE OF MOTION & MOTION FOR HEARING AND AFFIDAVIT IN SUPPORT OF MOTION FOR HEARING**

Read all of the instructions and fill out the forms labeled Notice of Motion for Hearing in Paternity Acknowledgment Action and the Affidavit in Support of Motion for Hearing.

## **UNIFORM CHILD CUSTODY JURISDICTION ACT AFFIDAVIT (GF-150)**

Complete this form using the instructions in the left margin of the form to do so accurately.

## **CONFIDENTIAL PETITION ADDENDUM (GF-179)**

Complete this form using the instructions in the left margin of the form to do so accurately.

**AFTER SIGNING, MAKE THREE ADDITIONAL COPIES OF SUMMONS, PETITION (WITH REQUIRED ATTACHMENT WISCONSIN CHILD SUPPORT PERCENTAGE OF INCOME STANDARDS AND STATUTORY FACTORS COURT MAY CONSIDER), NOTICE OF MOTION & MOTION, AFFIDAVIT IN SUPPORT OF MOTION (NOTARIZED), AND UNIFORM CHILD CUSTODY JURISDICTION ACT AFFIDAVIT. ONLY ONE (1) COPY OF THE CONFIDENTIAL PETITION ADDENDUM IS NEEDED AT THE TIME OF FILING.**

### **Step 2: File all of your forms and pay the filing fee**

Take the original and three copies of the forms to the Clerk of Courts, Room 1000, Dane County Courthouse, 215 S. Hamilton St., Madison, WI 53703 in order to file the case. If you are requesting child support, you will have to pay the current Family Action to Commence with Petition for Maintenance or Support fee. If you are not requesting child support, the filing fee will be the current Family Action to Commence with NO Petition for Maintenance or Support fee. The fee chart may be obtained at <https://courts.countyofdane.com/Prepare/Court-Fees> or in Room 1000 of the Dane County Courthouse.

\*\*\*If you believe that you are entitled to a waiver of the fee because of poverty, fill out a Petition for Waiver of Filing and Service Fees available in the Clerk of Courts Office, Room 1000, Dane County Courthouse. The Court will determine if the fee can be waived. **If you ask for a waiver, do so before paying any fees, not after.**

In order to receive a waiver, **a requester receiving aid must provide:**

- The completed Petition for Waiver of Fees and Costs – Affidavit of Indigency and Order, Forms CV-410A and CV-410B; and
- The proposed pleading, original and required copies.

**If the requester does not receive aid**, he/she must complete Section 2 of the Petition and provide the following:

- The completed Petition for Waiver of Fees and Costs – Affidavit of Indigency and Order, Forms CV-410A and CV-410B;
- The proposed pleading, original and required copies; and
- Paystubs for the past 30 days for any type of income, earned or unearned;
- Taxes for self employment;
- Unemployment amounts, if any received;
- Child support payments received.

2. After filing the case in Room 1000, go to the Court Commissioners Center, Room 2000, to obtain a date for the hearing on your motion.

3. Obtain two Income and Expense Statement forms from the Dane County Law Library, Room L1007 of the Dane County Courthouse, or online on the Dane County Clerk of Courts Family Court Forms webpage <https://courts.countyofdane.com/Resources/Forms/family-forms>. Attach one blank form to the papers being served on the other party. Keep one form yourself; you must complete one and bring it to the hearing.

4. Complete an “Application for Child Support Services” (form available at DCLL, CCC, or online). The application should be completed (including your newly assigned court case number) and submitted to the Court Commissioner Center, Room 2000 of the Dane County Courthouse.

**Step 3: Serve the Summons and Petition (with attachments), Notice of Motion and Affidavit for Hearing, Uniform Child Custody Jurisdiction Act Affidavit, Confidential Petition Addendum, and a blank Income and Expense Statement on the Respondent.**

You must serve the other party within 90 days of the date the case is filed. Service may be accomplished in one of the following three ways:

**A. Service by Sheriff**

If the other party lives in Dane County, you may have a copy of everything you filed served on the other party by the Civil Process Division of the Dane County Sheriff’s Department, Rm. 2002, Public Safety Building, 115 W. Doty Street, Madison, 53703. The Sheriff will need two copies for service. There is a \$40 charge for every service or attempted service, plus an additional fee for round-trip mileage that the deputy travels. There will be no fee if you qualify for a fee waiver. Once the Sheriff has served the forms, you will be sent a Proof of Service form. Retain the original for your records and submit a copy to the Court Commissioner Center, Room 2000 of the Dane County Courthouse.

If the person to be served lives outside of Dane County, call the Sheriff in the county where the person lives for instructions on serving the papers.

**B. Service by Private Process Server**

You may use a private process server to serve the other party. To locate a private process server, look in the phone book yellow pages under "Process Servers." Once the forms have been served, you will be sent a Proof of Service form. Retain the original for your records and submit a copy to the Court Commissioner Center, Room 2000 of the Dane County Courthouse.

**C. Admission of Service**

If you believe the respondent will be willing to admit that he or she received the Summons and Petition, you can have the respondent sign an Admission of Service form available at the Dane County Law Library in Room L1007 or online. If an Admission of Service form is signed by the respondent, you do not need to have the respondent served by the sheriff or a private process server. If the respondent signs an Admission of Service form, retain the original for your records and submit a copy to the Court Commissioner Center, Room 2000 of the Dane County Courthouse.

**SUMMONS**

\_\_\_\_\_,  
Petitioner,

**PATERNITY ACKNOWLEDGMENT  
ACTION UNDER § 767.805 Wis. Stats.**

\_\_\_\_\_  
Petitioner's address and date of birth  
VS.

Paternity Acknowledgment # 40503

\_\_\_\_\_,  
Respondent.

Case # \_\_\_\_\_

\_\_\_\_\_  
Respondent's address and date of birth

**TO THE PERSON NAMED ABOVE AS A RESPONDENT:**

You are notified that the petitioner named above has filed a legal action against you. The petition, which is attached, states the nature and basis of the legal action.

Within twenty (20) days of receiving this summons, you must respond with a written answer, as that term is used in Chapter 802 of the Wisconsin Statutes, to the petition. The court may reject or disregard any answer that does not follow the requirements of the statutes. The answer must be sent or delivered to the court, whose address is:

DANE COUNTY COURT COMMISSIONER CENTER  
DANE COUNTY COURTHOUSE, ROOM 2000  
215 S HAMILTON STREET, MADISON WI 53703

and to: \_\_\_\_\_, the petitioner, whose address is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You may have an attorney help or represent you.

If you do not provide a proper answer within twenty (20) days, the court may grant judgment against you for the award of money or other legal action requested in the petition, and you may lose your right to object to anything that is or may be incorrect in the petition. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

As required by WI Stat. §767.215(2m)(a)(2), accompanying this Summons will be a document setting forth the percentage standard for child support established by the Department of Workforce

Development under § 49.22(9), Stats, and listing the factors that a court may consider for modification of that standard under § 767.511(1m), Stats.

You are hereby notified that if you and the petitioner have any minor children, violation of the following criminal statute is punishable by a fine not to exceed \$25,000 or imprisonment not to exceed 12 years and 6 months, or both (Class F felony); or by a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both (Class I felony):

§ 948.31 Interference with custody by parent or others.

(1) (a) In this subsection, "legal custodian of a child" means:

1. A parent or other person having legal custody of the child under an order or judgment in an action for divorce, legal separation, annulment, child custody, paternity, guardianship or habeas corpus.
2. The department of health and family services or the department of corrections or any person, county department under s. 46.215, 46.22 or 46.23 or licensed child welfare agency, if custody or supervision of the child has been transferred under ch. 48 or 938 to that department, person or agency.

(b) Except as provided under chs. 48 and 938, whoever intentionally causes a child to leave, takes a child away or withholds a child for more than 12 hours beyond the court-approved period of physical placement or visitation period from a legal custodian with intent to deprive the custodian of his or her custody rights without the consent of the custodian is guilty of a Class F felony. This paragraph is not applicable if the court has entered an order authorizing the person to so take or withhold the child. The fact that joint legal custody has been awarded to both parents by a court does not preclude a court from finding that one parent has committed a violation of this paragraph.

(2) Whoever causes a child to leave, takes a child away or withholds a child for more than 12 hours from the child's parents or, in the case of a nonmarital child whose parents do not subsequently intermarry under s. 767.803, from the child's mother or, if he has been granted legal custody, the child's father, without the consent of the parents, the mother or the father with legal custody, is guilty of a Class I felony. This subsection is not applicable if legal custody has been granted by court order to the person taking or withholding the child.

(3) Any parent, or any person acting pursuant to directions from the parent, who does any of the following is guilty of a Class F felony:

(a) Intentionally conceals a child from the child's other parent.

(b) After being served with process in an action affecting the family but prior to the issuance of a temporary or final order determining child custody rights, takes the child or causes the child to leave with intent to deprive the other parent of physical custody as defined in s. 822.02(14).

(c) After issuance of a temporary or final order specifying joint legal custody rights and periods of physical placement, takes a child from or causes a child to leave the other parent in violation of the order or withholds a child for more than 12 hours beyond the court-approved period of physical placement or visitation period.

(4) (a) It is an affirmative defense to prosecution for violation of this section if the action:

1. Is taken by a parent or by a person authorized by a parent to protect his or her child in a situation in which the parent or authorized person reasonably believes that there is a threat of physical harm or sexual assault to the child;

2. Is taken by a parent fleeing in a situation in which the parent reasonably believes that there is a threat of physical harm or sexual assault to himself or herself;

3. Is consented to by the other parent or any other person or agency having legal custody of the child;

or

4. Is otherwise authorized by law.

(b) A defendant who raises an affirmative defense has the burden of proving the defense by a preponderance of the evidence.

(5) The venue of an action under this section is prescribed in s. 971.19 (8).

(6) In addition to any other penalties provided for violation of this section, a court may order a violator to pay restitution, regardless of whether the violator is placed on probation under s. 973.09, to provide reimbursement for any reasonable expenses incurred by any person or any governmental entity in locating and returning the child. Any such amounts paid by the violator shall be paid to the person or governmental entity which incurred the expense on a prorated basis. Upon the application of any interested party, the court shall hold an evidentiary hearing to determine the amount of reasonable expenses.

You are also notified that, under WI Stat. §767.105(2), you may request, and may have to pay for, the following written information from the Court Commissioner:

1. The procedure for obtaining a judgment or order in this action.
2. The major issues usually addressed in such an action.
3. Community resources and family court counseling services available to assist the parties.
4. The procedure for setting, modifying, and enforcing child support awards or modifying and enforcing legal custody or physical placement judgments or orders.
5. A copy of the statutory provisions in Chapter 767 generally pertinent to this action for inspection or purchase.

You are further notified of the availability, upon request of the Court Commissioner and with or without charge, of written information on the procedures in this action and any community resources and counseling services available to assist the parties.

**Attached to this document is an affidavit concerning custody which is given in compliance with Wis. Stats. § 822.29.**

If you require services because of a disability, please call 608-266-4311 (TTY Relay 7-1-1) and ask for the court ADA Coordinator.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
(signature of petitioner)

\_\_\_\_\_  
Full Name--Typed or Handwritten

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address

\_\_\_\_\_,  
Petitioner,

**PETITION FOR CUSTODY,  
PLACEMENT AND CHILD SUPPORT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PATERNITY ACKNOWLEDGMENT  
ACTION UNDER § 767.805 Wis. Stats.**

Petitioner's address and date of birth  
VS.

\_\_\_\_\_,  
Respondent.

Paternity Acknowledgment # 40503

Case # \_\_\_\_\_

\_\_\_\_\_  
Respondent's address and date of birth

I \_\_\_\_\_ am the parent of the following child based on a signed acknowledgment filed with the State on \_\_\_\_\_.

CHILD'S NAME

DOB

\_\_\_\_\_

Upon information and belief, no other action for custody, placement and support of the child has been commenced by either of the parents or is pending in any other court or before any judge in this state or elsewhere.

Upon information and belief, the parents have not entered into any written agreement as to custody, placement and support for the child.

The petitioner requests the following relief:  
**(Cross off whichever provisions you do not think apply)**

1. An order determining custody and placement.
2. An order for child support.
3. An order for health care expenses and insurance.
4. An order for birth expenses of the child and mother.
5. The costs of this action.
6. Any other relief that is appropriate.

\_\_\_\_\_  
Petitioner

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_



## **INSTRUCTIONS FOR NOTICE OF MOTION, MOTION FOR HEARING IN PATERNITY ACKNOWLEDGMENT CASE**

This form is intended for use by one of the parties to a paternity acknowledgment action who wishes to have a family court commissioner hold a hearing and determine issues concerning custody, placement, child support, health insurance for the child, payment of uninsured health care expenses, payment of expenses relating to the birth of the child and award of the dependency exemption for the child. These documents will usually be filed at the same time as the summons and petition commencing the paternity acknowledgment case. If the documents are filed together, the respondent can be served with the summons, petition and documents concerning the hearing at the same time.

### **Step 1: Fill out the form**

Carefully review all of the following instructions before you complete the forms. Type or print neatly using **black ink only**

## **NOTICE OF MOTION AND MOTION FOR HEARING IN PATERNITY ACKNOWLEDGMENT CASE**

### **Caption:**

- Fill in the names of the parties at the top of the form. Print your name on the line labeled "Petitioner". Print the other parent's name on the line labeled "Respondent".
- Under the first sentence which reads "PLEASE TAKE NOTICE THAT the petitioner moves the court to order" are listed a number of issues which you may request the court commissioner to decide. They are numbered 1-4. Cross off the issues that you do not want the commissioner to address. (Please note that even if you do not want certain issues addressed, the other parent may request at the hearing that an order be entered concerning those issues).
- Leave blank the lines which state the date, time and place of the hearing and the name of the commissioner who will hold the hearing. The Court Commissioners Center will give you this information later.
- Sign your name and fill in the date at the bottom of the page.

## **AFFIDAVIT IN SUPPORT OF MOTION FOR HEARING**

### **Caption:**

- Print your name on the line labeled "Petitioner". Print the other parent's name on the line labeled "Respondent".
- Print your name in the first line after "I".
- Sign your name and fill in the date IN FRONT OF a notary public who will witness your signature.

**AFTER SIGNING, MAKE THREE ADDITIONAL COPIES OF SUMMONS, PETITION (WITH REQUIRED ATTACHMENT WISCONSIN CHILD SUPPORT PERCENTAGE OF INCOME STANDARDS AND STATUTORY FACTORS COURT MAY CONSIDER), NOTICE OF MOTION & MOTION, AFFIDAVIT IN SUPPORT OF MOTION (NOTARIZED), AND UNIFORM CHILD CUSTODY JURISDICTION ACT AFFIDAVIT. ONLY ONE (1) COPY OF THE CONFIDENTIAL PETITION ADDENDUM IS NEEDED AT THE TIME OF FILING.**

**Step 2: Obtain a court date**

Follow the instructions outlined in Step 2 of the Instructions for Summons and Petition in Paternity Acknowledgment Action Under §767.805 Wis. Statutes.

**Step 3: Serve the documents on the other party**

Follow the instructions outlined in Step 3 of the Instructions for Summons and Petition in Paternity Acknowledgment Action Under §767.805 Wis. Statutes.

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\_\_\_\_\_,  
Petitioner,

**NOTICE OF MOTION &  
MOTION FOR HEARING**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PATERNITY ACKNOWLEDGMENT  
ACTION UNDER § 767.805 Wis. Stats.**

Petitioner's address and date of birth  
VS.

\_\_\_\_\_,  
Respondent.

Paternity Acknowledgment # 40503

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Case # \_\_\_\_\_

Respondent's address and date of birth

**PLEASE TAKE NOTICE THAT** the petitioner moves the court to order:  
**(Cross off the provisions that do not apply)**

1. That the court determine issues of custody and placement.
2. That the court address the issue of child support.
3. That the court address the issue of health insurance for the minor child and payment of uninsured health care expenses.
4. That the court address the issue of birth expenses for the child and mother.

Such other and further relief as may be just, equitable and necessary.

This motion will be heard:

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

ROOM: \_\_\_\_\_

PRESIDING OFFICIAL: \_\_\_\_\_

ADDRESS: DANE COUNTY COURT COMMISSIONER CENTER  
ROOM 2000 DANE COUNTY COURTHOUSE  
215 S HAMILTON STREET  
MADISON WI 53703

If you have a disability and need help in court, please call 608-266-4311 (TTY Relay 7-1-1) and ask for the court ADA Coordinator.

If you fail to appear the court may proceed without you and an order may be entered.

Petitioner \_\_\_\_\_ Dated: \_\_\_\_\_

\_\_\_\_\_,  
Petitioner,

**AFFIDAVIT IN SUPPORT OF  
MOTION FOR HEARING**

\_\_\_\_\_  
\_\_\_\_\_  
Petitioner's address and date of birth  
VS.

**PATERNITY ACKNOWLEDGMENT  
ACTION UNDER § 767.805 Wis. Stats.**

\_\_\_\_\_,  
Respondent.

Paternity Acknowledgment # 40503

\_\_\_\_\_  
\_\_\_\_\_  
Respondent's address and date of birth

Case # \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn  
state the following:

1. I am a parent of the child named in the summons and petition in this case. A paternity acknowledgment has been signed and filed with the State of Wisconsin.
2. The issues of custody, placement, support, health insurance and payment of birth expenses have not been resolved.
3. I request that a hearing be held to address these issues.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY: \_\_\_\_\_

Name of Petitioner

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

State of Wisconsin  
My commission expires: \_\_\_\_\_