

**INSTRUCTIONS FOR FINDINGS OF FACT,  
CONCLUSIONS OF LAW AND JUDGMENT OF DIVORCE/LEGAL SEPARATION  
(WITH MINOR CHILDREN)  
FORM FA-4160VA**

Within 30 days of the divorce trial, one of the parties must prepare the, “Findings of Fact, Conclusions of Law and Judgment” (form FA-4160VA) for the judge’s signature. Usually the party who started the divorce is responsible for preparing this document. If the parties were joint petitioners, they can prepare the document together or decide which party will prepare the paperwork.

Read and fill out the form. Type or print neatly. Please use the text boxes located in the left-hand margin of the form for guidance in completion of the document.

After you prepare the Findings of Fact, Conclusions of Law and Judgment, submit it to the judge who granted your divorce. **A copy of any Marital Settlement Agreement must be attached behind the Findings of Fact, Conclusions of Law and Judgment.**

After the judge holds the documents for seven days to see if the other side objects to anything stated in them, the judge will sign the judgment. The Court will retain a copy of the Findings of Fact, Conclusions of Law and Judgment, route a copy to the Dane County Child Support Agency, and return a copy to each party.

**NOTE: If your final divorce hearing is scheduled with a commissioner in the Court Commissioner Center, you must submit the completed Findings of Fact, Conclusions of Law and Judgment (with the Marital Settlement Agreement(s) attached) prior to the final hearing. You do not have the 30 days as outlined above to submit them.**

The FFCLJ form is written in past tense, but you will know the answers to the FFCLJ form fields by referencing your Marital Settlement Agreement (terms are incorporated into the FFCLJ) and the Notice of Hearing (lists commissioner conducting the final hearing, the date/time, and how appearances are to be made video/in-person/phone).