

**\*\*\* INSTRUCTIONS \*\*\***  
**STIPULATION AND ORDER**

**Please Read the Following Carefully Before Completing the FA-604 Stipulation and Order.** Instructions are provided as a public service, it is not a substitute for legal advice. An attorney, who is educated in the law, is the only person who can give you legal advice. The people at the Fond du Lac County Child Support Agency **cannot** help you fill out this document as they are not able to provide legal advice. You may wish to discuss your case with an attorney and obtain legal advice regarding the procedure you are about to start.

**THIS FORM SHOULD ONLY BE USED WHEN BOTH PARTIES AGREE AND THERE IS NO NEED FOR A COURT HEARING. Please note that Court approval by signature is required and this document requires approval by the Child Support Agency before it will be a legal modification.**

Please type or print using BLACK ink.

1. Carefully read and follow directions printed in the boxes on the left margin.
2. Copies of wage information (check stubs) is REQUIRED from both parties
3. Please note that if you are changing placement, you must also attach a file stamped copy of the completed [Parenting Plan Agreement \(PDF: Parenting Plan Agreement\)](#) signed by both parents. The Parenting Plan Agreement must be approved by the Family Court Commissioner and filed with the Clerk of Court on 2<sup>nd</sup> floor.
4. The Child Support Agency attorney must approve and sign the stipulation before you submit it to the Family Court Commissioner for signature. (Please allow up to 7 days).
5. After the Child Support Agency and the Family Court Commissioner have approved the stipulation, make three ( 3) copies. The original is to be filed with the Court file, one file stamped copy for the Child Support Agency and a copy for each party of the action.

**Only correctly completed Stipulations can be approved by the Child Support Attorney or Family Court Commissioner.** It is recommended you contact an attorney if you have questions in completing this legal document.