

STATE OF WISCONSIN

DANE COUNTY

**COURT ORDER**

**REFERRAL TO FAMILY COURT SERVICES (FCS)  
Dane County Courthouse, 215 S. Hamilton St., Room 2030**

**Case Number**

**Select Branch**

Select Party Type

Name:  
Date of Birth:  
Address:  
City, State, Zip:  
Phone:  
EMAIL:  
Attorney:  
☐ Interpreter Needed: Language

Select Party Type

Name:  
Date of Birth:  
Address:  
City, State, Zip:  
Phone:  
EMAIL:  
Attorney:  
☐ Interpreter Needed: Language

**CHILDREN:**

**Guardian ad Litem:**

Name:  
Name:

DOB:  
DOB:

Name:  
Name:

DOB:  
DOB:

**FINDINGS OF THE COURT**

- ☐ A letter request has been received (attach letter)    ☐ An action is pending (attach temporary order)    ☐ A motion has been filed (attach motion)    ☐ Order from Bench (mediation only)
- ☐ Active Restraining Order/No Contact Provisions

**CONCERNING:**

- ☐ Legal Custody / Periods of Physical Placement    ☐ Visitation Rights - Certain Persons    ☐ Permission to Move Child

**THE COURT DIRECTS FAMILY COURT SERVICES TO CONDUCT:**

- ☐ **MEDIATION**
- ☐ **MEDIATION IS WAIVED**  
The basis of the waiver is: ☐ child abuse ☐ domestic abuse ☐ alcohol or drug abuse  
☐ personal safety issues ☐ private mediation conducted  
☐ Other: ☐ FCS mediation failed
- ☐ **STUDY** FCS to conduct an evaluation of the child/ren's best interest.
- ☐ **BRIEF FOCUSED ASSESSMENT (BFA)** (Identify single issue): \_\_\_\_\_
- ☐ **RELOCATION STUDY** after mediation failed in permission to move case.

**THE RESPONSIBILITY FOR FEES SHALL BE SET BY FCS ACCORDING TO THE FEE SCHEDULE ESTABLISHED BY DANE COUNTY ORDINANCE:**

- \$100 Repeat Mediation Fee per party
- Tier 1** Study Fee waived for parties when combined annual gross incomes of both households is less than \$60,000
- Tier 2** \$1000 Study Fee for parties when combined annual gross incomes of both households is \$60,000 to \$99,999
- Tier 3** \$1,500 Study Fee for parties when combined annual gross incomes of both households is \$100,000 to \$139,999
- Tier 4** \$ 2,000 Study Fee for parties when combined annual gross incomes of both households exceeds \$140,000

Brief Focused Assessment fee for parties based on combined annual gross incomes. Please see above tier reference in deciding fee: **Tier 1** Waived **Tier 2** \$600 **Tier 3** \$900 **Tier 4** \$1200

**ORDER**

**The parties are ordered to cooperate with Family Court Services by responding to all correspondence, attending the Parent Education Program, paying required fees, signing releases and keeping all appointments as scheduled. Failure to timely pay Family Court Services fees as determined by the Director will result in a court judgment against you for the unpaid amount and will be referred to collections.**

**Any party may seek a review of the FCS fee by making a written request to the Family Court Commissioner for a Judicial Review.**

**Any Family Court Counselor assigned to the case shall have access to all records regarding the parents and children named in this order including, without limitation, records related to mental illness, developmental disability, alcohol and drug assessment and treatment records, mental health, medical, social services, educational, police and court records.**