

Hall County Divorce with Children

Use these forms at your own risk

In no event will the Court Administrator, Clerk of Court, Family Law Information Center (FLIC) staff or anyone distributing or contributing to the development of these forms or instructions be liable for any damages resulting from the use of this packet. These forms may not be appropriate for your particular case. In addition, due to the changing nature of the law, the information in these instructions and forms may be outdated. You should review any statutes (laws) or rules mentioned in this packet to make sure the forms are current. Ask the advice of a lawyer to protect your legal rights. State law, O.C.G.A. § 15-19-51, prohibits court personnel (including staff attorneys or law clerks, calendar clerks, clerk's office staff and sheriff's department staff) from giving legal advice or answering legal questions.

****Mandatory electronic filing effective October 1, 2022****

Visit www.nejc.org/familylaw for more information.

Want detailed instructions for these forms?

Go to www.nejc.org/familylaw for the *Divorce with Children Instructions* (PDF) or see FLIC for a hard copy.

What services are available?

The Family Law Information Center (FLIC) offers limited help to residents of Hall or Dawson County or people who are eligible to file in Hall or Dawson County (specific types of cases). Free attorney consultations are also available for people who qualify.

Website/Forms:	www.nejc.org/familylaw
Hours:	8 - 5, Monday through Friday (<i>closed</i> Friday 11:30 AM to 12:30 PM)
Location:	Hall County Courthouse, 3 rd floor (1 st office on the right) Dawson County Courthouse – call for information
Phone:	770 531-2463
Email:	nejcflic@hallcounty.org
Appointments:	Complete the enclosed <i>Appointment Request Form</i> and deliver it to FLIC by email or in person

Will this packet work for you?

This packet is for someone filing an unrepresented divorce in **Hall County**, who has **minor children** with his/her spouse. If you and your spouse do not have minor children together, use one of the shorter and simpler packets available in the Clerk's office or on the FLIC website.

Filling out divorce paperwork is extremely complicated. If you fill the forms out incorrectly or leave them incomplete, it can put your rights and your case at risk. **Read the detailed instructions** on the FLIC website (www.nejc.org/familylaw) before filling out the forms. Or ask for a hard copy at FLIC.

This packet does not cover every legal issue that may come up in a divorce. There may be better ways to handle your case than using these forms. There are often more issues than you realize.

Even if you have an agreement with your spouse, to protect your legal rights, speak with an attorney experienced in domestic relations (family) law before signing or filing any documents. **The instructions for this packet are no substitute for the advice and help of a lawyer.**

You may *especially* need to hire an attorney to represent you if:

- The case is contested OR an attorney represents your spouse.
- You or your children are victims of family violence by your spouse.
- You want an arrangement for custody/parenting time that does not fit these forms.
- You do not understand how to complete the *Child Support Worksheet*.
- You do not understand how to complete the *Parenting Plan*.
- Someone else has temporary custody or guardianship of your children.
- There is a pending juvenile court case involving the children.
- You have had children with someone other than your spouse during the marriage.
- You are unable to locate your spouse.
- You and/or your spouse have military benefits.
- You and/or your spouse have a house, pension, 401(k), business or large amount of property or income to divide.
- You think you will have a hard time getting financial information from your spouse.
- You have pending criminal charges or a protection order against you.

Filing and service fees

Call FLIC or the Clerk of Court at (770) 503-3217 for current filing and service fees. If you are serving the Respondent by publication (because his/her location is unknown), there is also a publication fee charged by the newspaper.

There may be additional fees (mediation and parenting class fees), depending on your case.

Poverty Affidavit: If you have very little income, and feel you cannot afford to pay the filing and service fees, you can ask the Court to waive the fees. See FLIC for more information.

Basic Steps

Your case may require different or additional steps.

- ☐ Make an appointment with FLIC. Hall County Superior Courts require that you have your forms reviewed by FLIC before they will assign you a court date, with limited exceptions. It is therefore best to schedule an appointment with FLIC *before* filing to make sure you have your documents in order and to avoid delay. FLIC help is free.
- ☐ Go to www.nejc.org/familylaw for detailed packet instructions or ask for a hard copy from FLIC. Carefully read the instructions at least once before filling out the forms.
- ☐ Complete the forms in this packet but don't *sign* your forms before your FLIC appointment. You can have them notarized at FLIC free of charge. If you show up for your appointment without filling out your forms, you will be asked to reschedule.
- ☐ Complete a *Child Support Worksheet* at <https://csconlinecalc.georgiacourts.gov/>. Contact FLIC if you need an appointment to help with this form. Limited legal consultations are available for people who qualify. The worksheet is not included with this packet and it is required in all child custody cases (very limited exceptions), even when you have an agreement.
- ☐ Register for PeachCourt at www.peachcourt.com. E-filing is mandatory as of October 1, 2022.
- ☐ Come to your FLIC appointment with: 1) your paperwork, 2) your court fees (if you plan to file that day), 3) valid photo ID for notarizing and 4) a USB drive, if possible. FLIC can scan your documents for e-filing if you bring a USB drive. At FLIC you will receive a detailed checklist and instructions for requesting a court date. Some cases do not require formal hearings. See FLIC for details.
- ☐ Electronically file your paperwork using PeachCourt and arrange for sheriff's service (if service is required in your case). FLIC has detailed e-filing instructions to guide you, whether you e-file from your home PC or at the courthouse. The Clerk's office has a free PeachCourt public access terminal (PAT). Filing and service fees still apply.
- ☐ **IMPORTANT: Regularly check your PeachCourt notifications and email** that you provided in your forms (look in "junk") for any documents that may be e-filed by the Respondent or Court.
- ☐ If mediation is required in your case (usually because you do not have a signed *Settlement Agreement*), use the *Mediation Referral Form* to schedule your mediation and attend mediation. If you do not complete this step, your hearing will be postponed.
- ☐ Complete a parenting seminar (required). Approved courses: www.nejc.org/familylaw/page/forms-and-links. If you do not complete this step, your case will be postponed.
- ☐ Make sure the sheriff's office serves your spouse with the divorce papers. Have your case number ready and call the Hall County Clerk of Courts (770) 503-3217 or the sheriff's office to confirm.
- ☐ Prepare for and attend your hearing. Or, if your case does not require a hearing, follow any additional instructions given to you by FLIC.
- ☐ File your *Final Judgment and Decree of Divorce* with the *General Civil and Domestic Relations Case Disposition Information Form*.

Forms to Start your Divorce

Your case may require different or additional forms.

- ☐ *Petition for Divorce with Minor Children*
- ☐ *Parenting Plan*
- ☐ *Child Support Worksheet* (prepared online and printed)
- ☐ *Verification*
- ☐ *Domestic Relations Standing Order and Certificate of Service or Inclusion*
- ☐ *General Civil and Domestic Relations Case Filing Information Form*
- ☐ *State of Georgia Report of Divorce, Annulment or Dissolution of Marriage*
- ☐ *Proposed Rule Nisi* (to request a court date)

If the sheriff is serving your spouse, you may need additional, special forms (see FLIC).

If your spouse has acknowledged service in writing (signed and notarized):

- ☐ *Acknowledgment of Service*

If you are serving your spouse by publication:

- ☐ *Affidavit of Diligent Search*
- ☐ *Order of Publication* (see FLIC)
- ☐ *Notice of Publication* (see FLIC)

AND, if you have an agreement with your spouse:

- ☐ *Settlement Agreement* (with any exhibits)
- ☐ *Parenting Plan*
- ☐ *Child Support Addendum*
- ☐ *Child Support Worksheet* (prepared online and printed)
- ☐ *Agreement to Try* (see FLIC)

Additional Forms for Contested Cases

- ☐ *Domestic Relations Financial Affidavit and Certificate of Service*
- ☐ *Mediation Referral Form*

Forms to Finish your Case

- ☐ *General Civil & Domestic Relations Case Disposition Information Form*
- ☐ *Income Withholding Order* (for child support or alimony paycheck deductions – see FLIC)
- ☐ *Final Judgment and Decree of Divorce*

Want to finish your case without a formal hearing?

If you have a signed *Settlement Agreement* (with all the proper legal forms attached), and there are no complicated issues in your case, it may be possible to finish your case without a hearing. There are more steps and paperwork involved. See FLIC for details and forms.

FLIC Appointment Request Form

By completing this form, you acknowledge and agree to the following statements:

Family Law Information Center (FLIC) appointments are for unrepresented Hall/Dawson County residents or people filing in Hall/Dawson County. To protect your legal rights, you should hire a lawyer to represent you. If you choose to represent yourself, it often takes more than one FLIC appointment to get your paperwork ready. Wait times are typically 4-6 weeks **for each appointment**. Follow your packet instructions and complete your forms (without signing them) before your appointment to avoid delay. Also, while we take precautions to respect and protect your privacy, **do NOT provide any information to FLIC (or on this form) you want or need to be kept confidential, unless it is part of a legal consultation with a lawyer.**

Note: all FLIC services are free and an interpreter can be provided at no cost if you ask for one and financially qualify for an attorney consultation.

Return this form to FLIC, 3rd floor of the Hall County Courthouse, or by email to: nejcflic@hallcounty.org. Do **not** email specific questions about your case. Allow several business days for a response.

Today's date: _____ Type of case: ☐ Divorce OR ☐ Legitimation

Your full name: _____

Are you the: ☐ Petitioner (person filing)? or ☐ Respondent (person responding or answering)?

Other party's name: _____

County information:

Your county of residence: _____ For how long: _____

Other party's county/state of residence: _____ For how long: _____

SAFE phone number with voice mail for detailed messages: _____

Is it ok to send text messages to this phone number? ☐ yes ☐ no

SAFE email for detailed information and appointment reminders: _____

Other information:

Has the case been started or filed in the clerk's office yet? ☐ yes ☐ no

Has anyone been served and when? _____

Any upcoming court dates/hearings and when? _____

Are you represented by an attorney? ☐ yes ☐ no

Title of the packet you are using: ☐ legitimization ☐ divorce with children
☐ divorce without children ☐ simple divorce
☐ bilingual divorce with children

Did you get your packet from the clerk's office or from FLIC's official website? ☐ yes ☐ no

[continued on back]

FLIC Appointment Request Form

Questions to help choose appointment type:

Please read the questions below. You are not required to answer them, but you should speak to a lawyer if the answer is yes to any of them. Some of these situations involve very complicated legal considerations. Not meeting with a lawyer could cause delay or impact your rights significantly.

- Do you need help preparing the *Child Support Worksheet* or *Parenting Plan* (required even in cases with agreements, with very limited exception)? ☐ yes ☐ no
- Are there any other court cases or proceedings involving the children or parties that might impact this case (examples: juvenile court, DFCS, TPO), do the children live with someone other than the parents, or does anyone else have temporary custody or guardianship of the children?
☐ yes (type: _____) ☐ no
- For divorces, have any children been conceived or born during the marriage who are not the biological children of the husband? ☐ yes ☐ no
- For legitimations, was the mother married to someone else when the children were conceived or born? ☐ yes ☐ no
- Do you have questions about what qualifies as marital or separate property or have other financial questions? ☐ yes ☐ no
- Do you have any other legal questions or concerns? ☐ yes ☐ no
- Do you need an interpreter (language and/or sign language)?
☐ yes (type: _____) ☐ no

Appointment requested (all appointments are free):

_____ FLIC Review Staff (non-legal): I just need basic procedural help (review steps for filing my case or make sure I have the necessary paperwork ready to sign or file).

[These appointments are not considered confidential and are not with a lawyer. They will be scheduled between the hours of 8:30 a.m. and 2:00 p.m.. Please choose two preferred days and a time frame for your appointment or mark "first available".]

☐ Mon. ☐ Tues. ☐ Wed. ☐ Thurs. ☐ 1st Available ☐ 9 a.m. to 11:30 a.m. ☐ 11:30 am to 2:00 p.m.

OR

_____ Attorney (legal consultation): I have legal questions or need help with the more complicated forms. **I understand the attorney cannot represent me** and can only give me limited legal help.

[These appointments are confidential. Conflict check and financial qualification are required.]

OR

_____ Attorney (legal consultation) with interpreter: I have legal questions or need help with the more complicated forms. **I understand the attorney cannot represent me** and can only give me limited legal help.

[These appointments are confidential. Conflict check and financial qualification are required.]

**IN THE SUPERIOR COURT OF HALL COUNTY
STATE OF GEORGIA**

	§	
Petitioner,	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
	§	
Respondent.	§	

PETITION FOR DIVORCE WITH MINOR CHILD(REN)

My name is _____, and I am representing myself in this divorce action. In support of my case, I state the following:

1.

Subject Matter Jurisdiction: I am the Petitioner in this action, and: *[Check only one of the options below.]*

- ☐ (a) I have been a resident of the State of Georgia for at least six (6) months immediately prior to filing this action.
- ☐ (b) I am not a resident of the State of Georgia, but my spouse has been a resident of the State of Georgia for at least six (6) months immediately prior to my filing of this action.

2.

Venue: My spouse's name and his/her address, if known is: _____.
_____. He/she is the Respondent in this action, and:
[Check and complete only one of the options below, (a) through (e).]

- ☐ (a) The Respondent is a resident of Hall County, Georgia and, therefore, venue is proper in Hall County. The Respondent is subject to the personal jurisdiction of this Court.
- ☐ (b) The Respondent is a resident of Georgia in _____ County, but the Respondent and I lived together in Hall County at the time we separated. I still reside in Hall County, and the Respondent has only moved away from Hall County within the past six months before the date of my filing this action. Therefore, venue is proper in Hall County. The Respondent is subject to the personal jurisdiction of this Court.
- ☐ (c) The Respondent is a resident of Georgia in _____ County, and I live in Hall County. I expect the Respondent will consent to venue in Hall County by executing a *Consent to Personal Jurisdiction and Venue*. If such consent is obtained, I will be filing the signed form with this *Petition*. The Respondent is subject to the personal jurisdiction of this Court.
- ☐ (d) The Respondent is not a resident of the State of Georgia, but I am a resident of Hall County, Georgia, making venue in Hall County proper, and:
[To complete this Section (d), check and complete one of the options below, (i), (ii), or (iii).]
 - ☐ (i) The Respondent was formerly a resident of the State of Georgia and currently resides in the State of _____. The Respondent is subject to the personal jurisdiction of the Court under Georgia's Long Arm Statute, O.C.G.A. § 9-10-91(5).
 - ☐ (ii) The Respondent has never resided in the State of Georgia and currently resides in the State of _____.

- ☐ (iii) I expect the Respondent will consent to the jurisdiction of this Court by executing a *Consent to Personal Jurisdiction and Venue*. If such consent is obtained, I will be filing the signed form with this *Petition*.
- ☐ (e) I am a resident of Hall County and the Respondent's whereabouts are unknown to me. I am filing my *Affidavit of Diligent Search* with this *Petition*, and incorporate it here by reference.

3.

Service of Process: The Respondent shall be served as provided by law in the following manner:
[Check and complete only one of the following options, (a) through (d).]

- ☐ (a) I expect the Respondent will acknowledge service and waive process by signing an *Acknowledgment of Service*. If such acknowledgment is made, I will be filing the signed form with this *Petition*.
- ☐ (b) The Respondent may be served by the Hall County Sheriff's Office at the Respondent's [residence / work] _____ address in Hall County, which address is: _____.
- ☐ (c) The Respondent is living or working in another county or state and I am arranging for service to be made by the sheriff's department of _____ County in the State of _____ at the Respondent's [residence / work] _____ address, which address is: _____.
- ☐ (d) The Respondent's whereabouts are unknown to me. I am filing my *Affidavit of Diligent Search* with this *Petition*. The Respondent shall be served by publication as provided under O.C.G.A. § 9-11-4(f)(1). To the best of my knowledge, the Respondent's last known address is: _____.

4.

Date of Marriage: [Check and complete only one of the following options, (a) or (b).]

- ☐ (a) The Respondent and I were lawfully married on _____.
- ☐ (b) The Respondent and I are married by common law because we lived together and held ourselves out as husband and wife as of _____, which date is prior to January 1, 1997.

5.

Date of Separation: The Respondent and I last separated on _____, and we have remained in a true state of separation since that date.

6.

Minor Child(ren): [You must check and complete (a) or (b) below. You may also select option (c).]

- ☐ (a) The Respondent and I have no minor child(ren) together.
- ☐ (b) The Respondent and I are the biological/adoptive parents of ____ minor child(ren), listed below:
- | Name of child(ren) | Sex | Birth Year | Lives with mother, father, other |
|--------------------|-------|------------|----------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

- ☐ (c) [Optional] [Petitioner / Respondent] _____, the wife in this case, ☐ is pregnant with a child or children and/or ☐ has the following minor child(ren) born during the marriage who is/are not the biological child(ren) of the husband in this case:

<u>Name of child(ren)</u>	<u>Sex</u>	<u>Birth Year</u>
_____	_____	_____
_____	_____	_____

The husband has never acknowledged this/these child(ren) as his child(ren). The husband is not the biological father of the child(ren) based on the following facts/reasons:

_____.

I request and believe it is in the best interest of the child(ren) named in this section (c) that the Court enter an order acknowledging the husband, [name] _____, is not the biological and/or legal father of ☐ the unborn child(ren) and/or ☐ the above-named child(ren), he has never recognized this/these child(ren) as his child(ren) and he has no legal relationship, nor potential rights or obligations arising from any such relationship, to this/these child(ren). Specifically I ask the Court to determine the presumption of legitimacy has been sufficiently disputed under O.C.G.A. § 19-7-20(b) or terminate his presumed parental rights under O.C.G.A. § 19-7-1(b)(9) as in the best interests of the child(ren) for the following reasons:

_____.

7.

Child(ren)'s Current Residence: The minor child(ren) (the Parties' biological/adopted child(ren)) currently live(s) at [address]: _____ in _____ County, with the following people [make sure to include your name or your spouse's name, if applicable]: _____. The child(ren) has/have lived at this address since approximately _____.

8.

Child(ren)'s Previous Residences and People with Whom the Child(ren) Has/Have Lived: During the past five years, our child(ren) has/have lived at the following address(es) with the following people: [Start with the **most recent** address and **go back five years**. Attach additional paper if necessary and check the box below.]

Child(ren)'s most recent previous address (other than the address listed above in Paragraph 7):

The child(ren) lived here from _____ to _____ with the following people:

Name(s): _____ Person's current address: _____

[addresses continue on next page]

Next most recent address (if applicable):

The child(ren) lived here from _____ to _____ with the following people:

Name(s):

Person's current address:

☐ Additional paper is attached regarding the child(ren)'s residences in the past five years.

9.

Other Court Cases about the Child(ren): [Check only one of the following options, (a) or (b).]

- ☐ (a) I have never participated as a party or a witness or in any other capacity in any other litigation concerning the custody of or visitation with our minor child(ren) in this state or any other state.
- ☐ (b) I have participated in other litigation concerning the custody of our minor child(ren) in Georgia or another state. The court, case number and date of any order concerning custody or visitation under the other litigation are as follows: _____

_____.

10.

Other Proceedings that Could Affect Custody or Visitation in this Case:

[Check and complete only one of the following options, (a) or (b).]

- ☐ (a) I do not have any information of any proceeding that could affect this case, including proceedings for enforcement and proceedings relating to family violence, protective orders, termination of parental rights, and adoptions in Georgia or any other state.
- ☐ (b) I have information about a proceeding that could affect this case, including proceedings for enforcement and proceedings relating to family violence, protective orders, termination of parental rights, or adoptions in Georgia or another state. The court, the case number and the nature of the proceeding are as follows: _____

_____.

11.

Others Claiming Custody or Visitation: [Check and complete only one of the following options, (a) or (b).]

- ☐ (a) I do not know of any person who is not a party to this case, who has physical custody of the child(ren) or who claims to have custody or visitation rights with respect to the child(ren).
- ☐ (b) I know of someone who is not a party to this case, who has physical custody of the child(ren), temporary legal guardianship of the child(ren), or who claims to have custody or visitation rights with respect to the child(ren). The names and current addresses of the person(s) are:

_____.

12.

Settlement Agreement:

[Check this option only if you and your spouse have already completed and executed the written agreement included with the pro se packet **WITH ALL OF ITS REQUIRED ATTACHMENTS** – see Instructions.]

- ☐ The Respondent and I have entered into a *Settlement Agreement* that resolves all issues of our divorce. It was signed by each of us in front of a notary public. I am filing it with this *Petition* and ask that it be incorporated into the *Final Judgment and Decree for Divorce*. Therefore, Paragraphs 13 through 24 below do not apply. [You may strike through paragraphs 13 through 24.]

13.

Child Custody and Visitation: [Check and complete only one of the options, (a) or (b).]

- ☐ (a) Petitioner and Respondent should have the custody and/or visitation arrangement set forth in the *Parenting Plan* attached to this *Petition* as Exhibit “_____”. It is hereby incorporated by reference. I believe this custody and/or visitation arrangement is in the best interests of the child(ren). [**MAKE SURE TO COMPLETE THE PARENTING PLAN.** A form is included in the pro se packet.]
- ☐ (b) The child(ren) should be in the full (sole) custody of [name]: _____ and Respondent should have no visitation with the child(ren) for the following reasons: _____
- _____
- _____.

14.

Child Support Determination: [Check and complete only one of the options below, (a) or (b).]

- ☐ (a) I am asking the Court to determine child support based on the *Child Support Worksheet* and applicable schedules attached to this *Petition* as Exhibit “_____”. [**MAKE SURE TO COMPLETE THESE FORMS.** They are **NOT INCLUDED** in this packet. You can find them at:]
- [To complete this section (a), you must also check and complete one of the options below, (i), (ii) or (iii).]
- ☐ (i) There is an existing child support order in effect that applies to the child(ren) in this case. A copy of the order is attached to this *Petition* as Exhibit “_____”.
- ☐ (ii) There are no other orders currently in effect that apply to the child(ren) in this case.
- ☐ (iii) There is a protective order in effect that applies to the parties in this case and concerns the support of the minor child(ren), but it is scheduled to expire _____, 20____. A copy of the order is attached to this *Petition* as Exhibit “_____”.
- ☐ (b) This case involves service by publication.

15.

Child Support Arrearage (Past Amount Due): [*Optional* – check this box only if there is an existing child support order in effect and you want the Court to address past due amounts.]

- ☐ As of _____, 20____, the Respondent is behind in court-ordered child support payments in the amount of \$_____. A copy of the support order is attached to this *Petition* as Exhibit “_____”. In addition to any child support determination, I am asking the Court to order the Respondent to pay me this past due amount of child support.

16.

Health, Dental and Vision Insurance for the Child(ren):

[Check and complete only one of the options, (a) through (d) below.]

- ☐ (a) The following insurance for the child(ren) is available at a reasonable cost to the Respondent through [examples: employer, PeachCare] _____, and he/she should be ordered to obtain such insurance coverage for the minor child(ren): ☐ Health (medical, mental health and hospitalization); ☐ Dental; and/or ☐ Vision. So long as it remains available to the Respondent, he/she should maintain it for the benefit of the minor child(ren) until each child reaches the age of 18, dies, marries, or otherwise becomes emancipated; except that if a child becomes 18 years old while enrolled in and attending secondary school on a full-time basis, then the insurance shall be continued until the child has graduated from secondary school or reaches the age of 20, whichever occurs first.
- ☐ (b) I already provide or will provide ☐ Health (medical, mental health and hospitalization) ☐ Dental and/or ☐ Vision insurance for the child(ren) involved in this action through [examples: employer, PeachCare] _____.
- ☐ (c) Insurance is not available (other than Medicaid) to either party at a reasonable cost.
[The following sentence is optional; strike through it if you do not want it to apply]. If the following insurance coverage later becomes available to either party: ☐ Health (medical, mental health and hospitalization); ☐ Dental; and/or ☐ Vision, then he/she shall obtain that coverage and the cost of maintaining the insurance (the child(ren)'s share) shall be split equally (50/50) between the parties.
- ☐ (d) This case involves service by publication.

17.

Uninsured Health Care Expenses for the Child(ren): [Check only one of the options below, (a) or (b).]

- ☐ (a) The cost of uninsured medical expenses (including, but not limited to, co-payments, deductibles, and other costs reasonably necessary for orthodontia, dental treatment, asthma treatment, physical therapy, vision care, and any acute or chronic medical or health problem or mental health illness, including counseling or other medical or mental health expenses not covered by insurance) incurred for the child(ren) should be allocated between the parties as follows:
_____.
- ☐ (b) This case involves service by publication.

18.

Life Insurance to Support the Child(ren): [Check only one of the options below, (a) through (c).]

- ☐ (a) The child(ren) depend on the Respondent for support, and therefore the Respondent should maintain a policy of insurance on the Respondent's life, with a face amount of \$_____, for the benefit of the minor child(ren). The Respondent should maintain the policy for so long as at least one of the child(ren) is a minor or is otherwise entitled to child support.
- ☐ (b) I am not asking the Court to address this issue in this case.
- ☐ (c) This case involves service by publication.

19.

Alimony: [Check only one of the options below, (a) through (d).]

- ☐ (a) I am financially dependent on the Respondent and need the Court to order the Respondent to pay alimony for my support.
- ☐ (b) I have awarded spousal support/alimony in a protective order that applies to the parties in this case. It is scheduled to expire _____, 20____. A copy of that order is attached to this *Petition* as Exhibit “___.” I am asking this Court to enter an order providing that the spousal support/alimony awarded in the protective order shall remain in effect for so long as the protective order remains in effect.
- ☐ (c) I am not asking for alimony.
- ☐ (d) This case involves service by publication.

20.

Income Withholding Order: *[You must check and complete only one of the following paragraphs: (a) or (b).]*

- ☐ (a) I am asking the Court to enter an Income Withholding Order, under O.C.G.A. § 19-6-32, for payment of the child support, alimony (if any), and arrearage payments (if any), provided. I am asking that the Income Withholding Order take effect:
[To finish (a), you must check either (i) or (ii). Do not check both options.]
- ☐ (i) Immediately upon entry by the Court.
- ☐ (ii) Upon accrual of a delinquency equal to one month's support, in which case the Income Withholding Order may be enforced by serving a "Notice of Delinquency," as provided in O.C.G.A. § 19-6-32(h).
- ☐ (b) I am asking the Court not to enter an Income Withholding Order because:
- ☐ (i) The parent obligated to pay support is self-employed or it is not feasible for income to be deducted through an employer.
- ☐ (ii) It is not immediately necessary.
- ☐ (iii) This case involves service by publication.
- ☐ (iv) Support payments are already being deducted for the minor child(ren) pursuant to an existing support order.

21.

Marital Property: [Check only one of the following options, (a) through (d).]

- ☐ (a) The Respondent and I have already divided any marital property, and we are both satisfied with the division.
- ☐ (b) The Respondent and I do not have any marital property.
- ☐ (c) I am asking the Court to award me a fair division of the following property acquired by the Respondent and/or me during our marriage:
- ☐ Home located at: _____
- ☐ Other real estate, located at: _____
- ☐ Mobile home (model: _____, year: _____)
- ☐ Pension or 401(k) (mine, worth \$ _____; Respondent's, worth \$ _____)
- ☐ Motor vehicles: Model/year: _____
 Model/year: _____
 Model/year: _____

- ☐ Furniture:
- ☐ Listed here: _____
- _____
- ☐ Listed on separate paper attached to this *Petition* as “Exhibit ____”.
- ☐ Bank accounts and/or other investments: [*Do not list account numbers.*]
- ☐ Listed here: _____
- _____
- ☐ Listed on separate paper attached to this *Petition* as “Exhibit ____”.
- ☐ Other property:
- ☐ Listed here: _____
- _____
- ☐ Listed on separate paper attached to this *Petition* as “Exhibit ____”.
- ☐ (d) This case involves service by publication and none of the marital property is located in Georgia.

22.

Separate Property: [*Check and complete only one of the following options, (a) or (b).*]

- ☐ (a) I have, in my possession, all of my separate property to which I am entitled to keep.
- ☐ (b) I am entitled to keep the following items which constitute separate property, which are not yet in my possession, and I am asking the Court to enter an Order requiring the Respondent to deliver them to me or allowing me to retrieve them from the Respondent upon the entry of a Final Judgment and Decree of Divorce:
- ☐ Listed here: _____
- _____
- ☐ Listed on separate paper attached to this *Petition* as “Exhibit ____”.

23.

Joint or Marital Debts: [*Check and complete only one of the following options, (a) through (d).*]

- ☐ (a) The Respondent and I have already divided any joint or marital debts, and we are both satisfied with the division.
- ☐ (b) The Respondent and I do not have any outstanding joint or marital debts.
- ☐ (c) The Respondent and I have outstanding joint or marital debts, and I am asking the Court to make a fair division of these debts:

	<u>Creditor</u>	<u>Balance</u>
Mortgage payments:	_____	_____
Mobile home payments:	_____	_____
Vehicle loan payments:	_____	_____
	_____	_____
	_____	_____
Credit card payments:	_____	_____
	_____	_____

Medical bills: _____

Other debts: _____

- ☐ (d) This case involves service by publication.

24.

Restraining Order If Violence Has Occurred:

[Read instructions carefully and check the box only if applicable.]

- ☐ There is a history of physical violence by the Respondent towards me, and I am afraid that the Respondent will engage in further acts of violence or harassment towards me unless the Court enters a temporary and permanent restraining order.

25.

Restore Former Name: [Check the box only if applicable.]

- ☐ My former name is _____, and I am asking the Court to restore that name to me.

26.

Grounds for Divorce: My grounds for divorce from the Respondent are:

[Check only the options that you can prove at trial.]

- ☐ (a) **Our marriage is irretrievably broken.** The Respondent and I can no longer live together and there is no hope that we will get back together.
- ☐ (b) **Other grounds** from list in O.C.G.A. § 19-5-3, as explained here:

_____.

FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

- (a) I be granted a total divorce from the Respondent;
- (b) Any *Settlement Agreement* executed and filed by the parties be incorporated into the *Final Judgment and Decree of Divorce*;
- (c) A hearing be scheduled on this matter;
- (d) The Court enter an order granting the relief I have requested in this *Petition*;
- (e) The Court order any and all other relief the Court finds appropriate.

Petitioner, Pro se [signature above]

Name [printed]: _____

Address: _____

Phone: _____

Email: _____

____ COUNTY SUPERIOR COURT
STATE OF GEORGIA

Petitioner,)	
)	Civil Action
vs.)	
)	Case Number _____
)	
Respondent.)	

PARENTING PLAN

Mother (name): _____

Father (name): _____

This plan ☐ is a new plan.
☐ modifies an existing *Parenting Plan* dated _____.
☐ modifies an existing Order dated _____.

Minor Child's Full Name	Birth Year

I. Custody and Decision Making:

A. Legal Custody shall be (choose one:)

- ☐ with the Mother – Unless otherwise specified below in Section I.D., Mother shall have the rights and responsibilities for major decisions concerning the child(ren), including the child(ren)'s education, health care, extracurricular activities, and religious training.
- ☐ with the Father – Unless otherwise specified below in Section I.D., Father shall have the rights and responsibilities for major decisions concerning the child(ren), including the child(ren)'s education, health care, extracurricular activities, and religious training.
- ☐ Joint – Unless otherwise specified below in Section I.D., both parents shall have equal rights and responsibilities for major decisions concerning the child(ren), including the child(ren)'s education, health care, extracurricular activities, and religious training. The parties shall consult each other and try to reach a joint decision on all major issues concerning the child(ren).

Mother's initials _____

1 of 8

Father's initials _____

B. Physical Custody

For each child named below the primary physical custodian shall be:

Full name of child	Birth Year	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint
		<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint
		<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint
		<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint
		<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint
		<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Joint

(IMPORTANT: WHEN JOINT PHYSICAL CUSTODY IS CHOSEN, THE DETAILED PLAN OF THE LIVING ARRANGEMENTS OF THE CHILD(REN) ON PAGE 3 MUST SHOW THAT PHYSICAL CUSTODY IS SHARED BY THE PARENTS IN SUCH A WAY AS TO ASSURE THE CHILD(REN) OF SUBSTANTIALLY EQUAL TIME AND CONTACT WITH BOTH PARENTS.)

C. Day-To-Day Decisions

Each parent shall make decisions regarding the day-to-day care of a child while the child is residing with that parent, including any emergency decisions affecting the health or safety of a child.

D. Specific Major Decisions (Optional – parents may be more specific about particular decisions or leave this section blank, following the terms of section I.A. on page one.)

Specific major decisions regarding each child shall be made as follows:

Educational decisions	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*
Non-emergency health care	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*
Religious upbringing	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*
Extracurricular activities	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*
_____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*
_____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> joint*

*Where parents have elected joint decision-making on specific issues in this section, please explain how any disagreements in decision-making will be resolved: (choose one)

☐ Mother shall make the final decision on the issue.

☐ Father shall make the final decision on the issue.

☐ other: _____.

E. Disagreements in General

For any major decision regarding the child(ren) not specified above, if the parties have joint legal custody (pursuant to Section I.A. on the previous page) and are not able to reach a joint decision concerning the issue, then: (choose one)

☐ Mother shall make the final decision on the issue.

☐ Father shall make the final decision on the issue.

Mother's initials _____

2 of 8

Father's initials _____

II. Parenting Time Schedule

This parenting time schedule begins (choose one):

- ☐ date the *Settlement Agreement* to which this *Parenting Plan* is attached is executed
- ☐ date of the Court's Order
- ☐ date: _____

Unless otherwise noted, the scheduled parenting time written below starts immediately following the above date (example: parenting time listed below as starting Friday at 6 pm will start the first Friday following the above date at 6 pm).

A. Regular Schedule

During the term of this parenting plan, the Mother and Father shall have at a minimum the following rights of parenting time (check and complete only one option and write only the time that one parent will have with the children; the other parent has the remaining time):

- ☐ 1. **Same Schedule Every Week.** (The parties follow the same schedule every week.)

Example: Friday at 6 pm to Sunday at 6 pm

(Mother / Father) _____ shall have the child(ren) each week:

_____.

The other parent shall have the child(ren) at all other times each week.

- ☐ 2. **Four-Week Schedule.** (The parties follow a schedule that repeats every four weeks.)

*Example: WEEK ONE: Tues. at 6 pm to Wed. at 8 am and Fri. at 6 pm to Sun. at 6 pm
WEEK TWO: Tues. at 6 pm to Wed. at 8 am
WEEK THREE: same as week one
WEEK FOUR: same as week two*

(Mother / Father) _____ shall have the child(ren) at the following times (to be repeated every four weeks):

WEEK ONE: _____;
_____;

WEEK TWO: _____;
_____;

WEEK THREE: _____; and

WEEK FOUR: _____.

The other parent shall have the child(ren) at all other times in each 4-week period.

- ☐ 3. **Long-Distance/Yearly Schedule.** (The parties follow a schedule that repeats every year.)

(Mother / Father) _____ shall have the child(ren) at the following times:

_____.

The other parent shall have the child(ren) at all other times each year.

Mother's initials _____

3 of 8

Father's initials _____

B. Vacation Periods (optional to complete)

Anything completed here has priority over the Regular Schedule. If nothing is written below, the Regular Schedule applies.

Thanksgiving

The Regular Schedule shall apply unless other arrangements are set forth here:

_____ beginning _____.

Winter Vacation

The ☐ Mother ☐ Father shall have the child(ren) for the first period from the day and time school is dismissed until December _____ at _____ ☐ am ☐ pm in ☐ odd numbered years ☐ even numbered years ☐ every year. The other parent will have the child(ren) for the second period from the day and time indicated above until 6 pm on the evening before school resumes. Unless otherwise indicated, the parties shall alternate the first and second periods each year.

Other agreement of the parents:

Summer Vacation

Define summer vacation period: _____

The Regular Schedule shall apply unless other arrangements are set forth here:

_____ beginning _____.

Spring Vacation (if applicable)

Define: _____

The Regular Schedule shall apply unless other arrangements are set forth here:

_____ beginning _____.

Fall Vacation (if applicable)

Define: _____

The Regular Schedule shall apply unless other arrangements are set forth here:

_____ beginning _____.

C. Holidays and Special Days (optional)

Anything completed here has priority over Vacation Periods and the Regular Schedule. If nothing is written below, the Regular Schedule applies.

	Beginning and End (A holiday may stretch over several days. Be specific about the times.)	Mother (write which years: "odd", "even" or "every")	Father (write which years: "odd", "even" or "every")
Martin Luther King Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Presidents' Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Mother's Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Memorial Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Father's Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
July Fourth	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Labor Day	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Halloween	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Mother's Birthday	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Father's Birthday	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Religious Holidays:	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
_____	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____
Other:	From ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____ to ____ <input type="checkbox"/> am <input type="checkbox"/> pm on _____	_____	_____

Child(ren)'s Birthday(s):

- ☐ Each parent shall have at least two (2) hours with the child(ren) on each child's birthday. If the parents cannot agree on a time, then the parent who is not regularly scheduled to have the child(ren) with him or her on the birthday in question shall be entitled to have the child(ren) from _____ ☐ am ☐ pm to _____ ☐ am ☐ pm on that day.

Mother's initials _____

5 of 8

Father's initials _____

D. Other extended periods of time during school, etc. (optional; refer to the school schedule) _____

E. Coordination of Parenting Schedules (optional)

Check if applicable:

☐ When the child(ren) is/are with a parent for an extended parenting time period (such as summer), the other parent shall be entitled to visit with the child(ren) during that time as follows: _____

F. Transportation Arrangements, Notice and Parenting Time Limitations

The place of meeting for the exchange of the child(ren) shall be: _____

- OR -

The _____ will take the child(ren) at the end of his/her parenting time: ☐ to the other parent's residence OR ☐ to: _____ and

The _____ will take the child(ren) at the end of his/her parenting time: ☐ to the other parent's residence OR ☐ to: _____.

Transportation costs shall be handled as follows:

☐ Each parent pays own travel expenses OR ☐ _____

Check any options that apply:

☐ The _____ shall notify the other parent at least 24 hours in advance of any scheduled drop-off/pick-up time if he/she does not intend to exercise that parenting time opportunity.

☐ The _____ shall give the other parent written (ex: email/text) notice _____ day(s) in advance of any scheduled parenting time if he/she wishes to exercise the right of parenting time.

☐ The _____ shall arrive to pick up the child(ren) no later than _____ minutes after the scheduled drop-off/pick-up time, or he/she shall lose that parenting time opportunity. The parent with primary physical custody agrees to make the child(ren) available at the agreed-upon drop-off/pick-up time.

☐ The parties agree that neither party shall consume alcohol or illegal drugs, overuse prescribed medication, or mix prescribed medication with alcohol when he/she has physical custody of the child or allow anyone else to do any of these things in the presence of the child.

☐ The following limitations apply to the _____'s time with the child(ren): _____

Mother's initials _____

6 of 8

Father's initials _____

Other terms: _____

G. Contacting the child

When the child or children are in the physical custody of one parent, the other parent will have the right to contact the child or children as follows:

☐ Telephone

☐ Other: _____

☐ Limitations on contact: _____

H. Supervision of Parenting Time (if applicable)

☐ Check here if supervised parenting time/visitation is applicable.

Supervised parenting time shall apply at all times the _____ is exercising his/her parenting time/visitation as follows:

Place: _____ or if checked here, ☐ at a location approved by the person/organization supervising the parenting time/visitation.

Person/Organization supervising: _____ or if checked here, ☐ by a parenting time/visitation supervisor from a local sheriff's department (deputy) or from any agency or organization which maintains a list of approved parenting time/visitation supervisors.

Responsibility for cost:

☐ Mother

☐ Father

☐ both equally

Check if applicable:

☐ If the _____ does not arrive within _____ minutes after the scheduled parenting time/visitation is set to begin, he/she shall lose that parenting time/visitation opportunity and pay any costs associated with the missed visit.

I. Communication Provisions

Please check:

☐ Each parent shall promptly notify the other parent of a change of address, phone number or cell phone number. A parent changing residence must give at least 30 days notice of the change and provide the full address of the new residence.

☐ Due to prior acts of family violence, the address of the child(ren) and victim of family violence shall be kept confidential. The protected parent shall promptly notify the other parent, through a third party, of any change in contact information necessary to conduct parenting time.

Mother's initials _____

7 of 8

Father's initials _____

III. Access to Records and Information

Rights of the Parents

Absent agreement to limitations or court ordered limitations, pursuant to O.C.G.A. § 19-9-1 (b) (1) (D), both parents are entitled to access to all of the child(ren)'s records and information, including, but not limited to, education, health, extracurricular activities, and religious communications. The specific legal and physical custody arrangement set forth in Section I. above does not affect a parent's right to equal access to these records.

Limitations on access rights: _____

Other Information Sharing Provisions:

IV. Modification of Plan or Disagreements

Parties may, by mutual agreement, vary the parenting time/visitation; however, such agreement shall not be a binding court order. Custody shall only be modified by court order.

Should the parents disagree about this *Parenting Plan* or wish to modify it, they must make a good faith effort to resolve the issue between them.

V. Special Considerations

Please attach an addendum detailing any special circumstances of which the Court should be aware (e.g., health issues, educational issues, etc.)

VI. Recognitions

Unless otherwise specified in this *Parenting Plan*, the party/ies submitting this plan recognize(s):

1. That a close and continuing parent-child relationship and continuity in each child's life is in the child's best interest.
2. Each child's needs will change and grow as the child matures and this *Parenting Plan* demonstrates a good faith effort to take these changing needs into account so that the need for future modifications to the *Parenting Plan* is minimized.
3. The parent with physical custody will make the day-to-day decisions and emergency decisions while the child is residing with such parent.

Mother's initials _____

8 of 8

Father's initials _____

(Use this signature page when *Parenting Plan* is approved by both parties and/or Judge)

☐ We, the parties, knowingly and voluntarily agree to the terms of this *Parenting Plan*. This information has been furnished by both parties to meet the requirements of OCGA Section 19-9-1. We agree on the terms of this *Parenting Plan* and affirm the accuracy of the information provided, as shown by our signatures below.

Mother's Signature

Father's Signature

☐ This *Parenting Plan* has been prepared by the Judge.

ORDER

The Court has reviewed the foregoing *Parenting Plan*, and it is hereby made the order of this Court.

This Order entered on _____, 20 _____.

JUDGE

_____ COUNTY SUPERIOR COURT

Petitioner,	§	
	§	
	§	
v.	§	CIVIL ACTION
	§	
	§	FILE NO.: _____
Respondent.	§	

My name is _____. I hereby swear or affirm, before the undersigned Notary Public, I have read the *Petition for Divorce* that I am filing with this *Verification* and the facts stated in it are true and correct to the best of my knowledge and belief.

Petitioner, Pro se

[*print/type your name*]: _____

Email: _____

NOTARY PUBLIC
My Commission Expires:
(Notary Seal)

**IN THE SUPERIOR COURT
OF HALL AND DAWSON COUNTIES
STATE OF GEORGIA**

_____, Petitioner,	§ § § § § § § § § §	Civil Action
v. _____, Respondent.		File Number _____

CERTIFICATE OF SERVICE OR INCLUSION

This is to certify:

That I have served a copy of the DOMESTIC RELATIONS ACTION STANDING ORDER, attached hereto, upon the Respondent in the following manner (initial one):

_____ a) by placing a copy in the United States Postal Service, with postage prepaid, or,
_____ b) by hand delivering a copy

At the following address:

OR

_____ That I have included a copy of the Domestic Relations Standing Order along with the copy of the Petition to be served with process.

This _____ day of _____, 20__.

(Attorney for) Petitioner

Print name: _____

Address: _____

Phone: _____

Email: _____

IN THE SUPERIOR COURT
OF HALL AND DAWSON COUNTIES
STATE OF GEORGIA

FILED
HALL CO., GA.

25 FEB 13 PM 1:35

MARK PETTITT, CLERK
SUPERIOR STATE COURT

BY _____

Petitioner,

v.

Respondent.

§
§
§
§
§
§
§
§

Civil Action

File Number _____

DOMESTIC RELATIONS STANDING ORDER FOR NORTHEASTERN JUDICIAL CIRCUIT
(Hall and Dawson Counties)

Pursuant to O.C.G.A. §19-9-1(b) this Standing Order binds the parties in all domestic relations cases, their attorneys, agents, servants, employees, and all other persons acting in concert with the parties. This Standing Order shall apply to all domestic relations cases filed in the Northeastern Judicial Circuit on or after March 1, 2025, and shall be the Standing Order until further order or action by the Judges of this Court. It is ordered that all parties shall be subject to and comply with this Standing Order in its entirety. The terms and conditions hereof may be modified or amended by subsequent order of any Judge of this Court or any Judge sitting in the Court in any individual case.

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RESTRAINING ORDER

- A. Each party is hereby enjoined and restrained from unilaterally causing or permitting the child or children of the parties to be removed from the jurisdiction of the Court without express permission of the Court or written approval of both parties. For purposes of this paragraph, the jurisdiction of the Court shall mean the State of Georgia. This provision shall apply in original custody actions only. This provision shall not apply in any case in which a clear parenting time schedule has been previously entered by a Court of competent jurisdiction. In addition, this provision shall not be construed to prevent a child from traveling out of state for a temporary sojourn, vacation or social or educational experiences, authorized by a party who has legal custody by operation of law or by previous order of a court of competent jurisdiction, provided that travel occurs during the authorizing party's parenting time or by consent of the parties, and the party authorizing travel provides the other party or parties with a written itinerary of travel dates, where the child will be located and an operable phone number at which the child may be reached.
- B. Each party is hereby enjoined and restrained from doing or attempting to do or threatening to do any act which injures, maltreats, vilifies, molests, or harasses the adverse party or the child or children of the parties or the pets of the parties.
- C. Each party is hereby enjoined and restrained from selling, damaging, encumbering, trading, contracting to sell, or otherwise disposing of or removing from the jurisdiction of this Court, without the permission of the Court, any of the property belonging to the parties except in the ordinary course of business or except by an emergency which has been created by the other party to the action. This prohibition shall include changing any legatee or beneficiary designation for wills, retirement accounts, banking accounts, investments, trusts, or other financial accounts.
- D. Each party is hereby enjoined and restrained from disconnecting, transferring, changing or otherwise interrupting the utilities in effect immediately prior to filing of the action. Utilities shall be defined as electricity, gas, water, telephone and cell phone service for the parties and the parties' child or children, basic internet, and basic cable, satellite and/or streaming services.
- E. Each party is hereby enjoined and restrained from canceling or changing auto, health, dental, vision, prescription and/or life insurance for the parties and/or the parties' child or children which is in place at the time of the filing of the action. This shall include changing any beneficiary designation for life insurance policies.

DOMESTIC RELATIONS FINANCIAL AFFIDAVIT

In any contested action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorney's fees, each party shall complete, and serve upon the other party or parties a Domestic Relations Financial Affidavit (DRFA), and file a certificate of service of the same with the clerk at least five (5) days before any temporary hearing, final hearing or mediation. Failure to furnish the DRFA as directed in USCR 24.2 may subject the offending party to the penalties of contempt and/or continuance of any scheduled hearing, and, as to mediation, shall authorize the offended party to reschedule mediation; provided that the offended party shall provide notice to reschedule not later than 48 hours prior to the scheduled mediation date. A form DRFA is available at <https://www.nejc.org/familylaw>.

CHILD SUPPORT WORKSHEET(S) AND ADDENDUM

In cases involving child support, each party shall complete a Child Support Worksheet(s) and serve the other party or parties at least five (5) days before any temporary hearing, final hearing or mediation. The Worksheet(s) and Schedules are available at <https://csconlinecalc.georgiacourts.gov>. Failure to timely furnish the Worksheet(s) and Schedules may subject the offending party to the penalties of contempt or continuance. All final judgments and agreements furnished to the Court for approval and/or entry must comply with the drafting mandates of O.C.G.A. §§19-5-12 and 19-6-15, including attaching Child Support Worksheet(s) and either attaching a Child Support Addendum or reciting the language contained in the Child Support Addendum within the body of the agreement or decree. The Child Support Addendum may be found at <https://www.nejc.org/familylaw>.

PARENTING SEMINAR

- A. All parties with minor children in a case involving custody or parenting time shall successfully complete a co-parenting seminar approved by the Court. The Petitioner shall successfully complete the co-parenting seminar within thirty-one (31) days following the filing of the Complaint and the Respondent shall successfully complete the co-parenting seminar within thirty-one (31) days of the date of service of the Complaint on the Respondent. Information on approved co-parenting seminars, dates, locations, and possible fee waivers for indigent parties is available at <https://adr9.org/divorcing-parents-seminar>.
- B. Parties must attend the entire co-parenting seminar in order to receive credit for attendance. Upon successful completion of the co-parenting seminar, each party shall file with the Clerk of Superior Court written verification of his or her completion of the co-parenting seminar.
- C. Parties may substitute any four (4) hour in person co-parenting seminar approved by a Superior Court in the State of Georgia. A Certificate of Attendance is valid for three (3) years from the date of attendance. A copy of a Certificate of Attendance obtained within three (3) years prior to an action must be filed in any subsequent action.
- D. For good cause shown, the Assigned Judge may excuse a party from completing the co-parenting seminar in individual cases. A Motion to Waive Seminar Attendance, stating the reasons therefore must be in writing, filed with the Clerk of Superior Court and a copy delivered to the Judge's office and the opposing party.
- E. Upon failure to complete the co-parenting seminar, the Assigned Judge may take appropriate action, including holding the non-complying party in contempt.

MEDIATION

- A. All parties in contested domestic relations cases in which there is not a written agreement shall participate in mediation prior to the final hearing. Furthermore, the parties shall attend and complete mediation within ninety (90) days of service of the Complaint upon the Respondent, provided, however, that the parties may agree in writing to attend mediation between ninety (90) days and six (6) months after service. If, for any reason, the case is not ripe for mediation within the six months following service, such as a case where the discovery period has been extended, then the parties shall submit a proposed scheduling Order to the Court. The mediation requirement does not apply to cases filed under the Family Violence Act, O.C.G.A. §19-13-1 *et seq*, or cases which have been screened by the Ninth Judicial Administrative District Office of Dispute Resolution and deemed unsuitable for mediation. Mediation shall not be required in cases seeking a finding of contempt as to only child support or alimony in a Motion for Contempt. Waivers for mediation may be granted in the Court's discretion. A Motion to Waive Mediation Attendance, stating the

reasons therefore must be in writing, filed with the Clerk of Superior Court and a copy delivered to the Judge's office and the opposing party. Mediation referrals shall be submitted through the Ninth Judicial Administrative District Office of Dispute Resolution; provided however, that in cases where both parties are represented by counsel, the parties may select a registered mediator without a referral. Referral Sheets are available at <https://adr9.org/forms>

- B. If a party is represented by counsel but chooses to not have counsel present or available via telephone or teleconference during the mediation, then any written agreement reached at mediation shall be binding upon that party. If a party does not have an attorney of record as of the date of mediation, then that party shall have ten (10) days from the date of mediation to review the written agreement with an attorney of that party's choice. After ten (10) days, the parties shall be bound by the written agreement unless written notice has been sent to opposing counsel or the opposing party within said time period. The right to a ten (10) day revocation period may be waived in writing contained in the mediated agreement if there is a final hearing scheduled within the ten (10) calendar days following mediation. Further, if there is a final hearing scheduled within the ten (10) calendar days following mediation, then the unrepresented party may not revoke the agreement unless written notice of revocation is provided such that it is received not later than 9:00 a.m. one (1) full business day prior to hearing. In the event the parties attend mediation with their attorneys, then the mediation agreement shall be binding at the time an agreement is reached. Upon failure to attend mediation as ordered, the Assigned Judge may take appropriate action, including holding the non-complying party in contempt. This Standing Order shall control over any inconsistent Office of Dispute Resolution instructions.
- C. Prior to the final hearing and as soon as possible after the completion of mediation, the parties, through counsel if represented, shall file notice with the Clerk of Court that the parties have complied with the mediation requirement of this order.

-6-

PARENTING PLAN

Except when a parent seeks emergency relief for family violence, in all cases in which custody of a child is at issue between the parents, each party is required to prepare a proposed Parenting Plan and submit it to the Court and to the opposing party at least five (5) days prior to commencement of any hearing involving custody or parenting time. A form Parenting Plan is available at <https://www.nejc.org/familylaw> or the parties may, through counsel, submit a proposed Parenting Plan in substantial conformity with O.C.G.A. §19-9-1.

-7-

CONFLICTS

Attorneys shall attend calendars and be on time. If an attorney has a conflict, the attorney shall notify both the Court and the opposing counsel in accordance with Uniform Superior Court Rule 17.1. Upon completion of the case, calendar call, or hearing creating the conflict, the attorney shall immediately report by telephone to the Court and opposing counsel and shall then report in person to the Court, unless otherwise specifically instructed by the Court. Failure to advise the Court of a conflict or to report as required by this rule may result in an assessment of attorney's fees against the attorney failing to give notice or report and may also result in a finding of contempt.

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HEARINGS

- A. Hearings are not automatically scheduled in the Northeastern Judicial Circuit. The party desiring a hearing shall submit a Rule Nisi to the Assigned Judge's office and shall provide a time estimate for hearing. Prior to scheduling, attorneys shall advise the Court if they anticipate any domestic hearing will take more than three (3) hours to try. Such cases may be specially set for hearing.
- B. Court Reporters are not automatically available in domestic matters. The party desiring a Court Reporter shall secure a Court Reporter for any domestic relations matter for which a party desires takedown, and shall coordinate with the opposing party as to sharing takedown.
- C. Pursuant to O.C.G.A. § 9-11-5, parties are on notice that the failure of a party to file pleadings in an action may be deemed to be a waiver by him or her of all notices, including notices of time and place of trial and entry of judgment, and all subsequent service in the action. However, attorneys are reminded that professionalism considerations and fundamental fairness, may require attorneys, as officers of the court, to make a good faith effort to ensure that all parties to a controversy have a full and fair opportunity to be heard.

D. Temporary Hearings:

1. Scheduling: Each Judge will set temporary hearings in domestic relations cases by Rule Nisi pursuant to judicial assignment.
 2. Failure to timely supply a Domestic Relations Financial Affidavit, Child Support Worksheet(s) and/or Parenting Plan, as applicable, may result in the continuance of temporary hearings and sanctions being imposed upon the offending party.
 3. Witness Affidavits shall be served at least twenty-four (24) hours in advance of the scheduled time for the temporary hearing in a case as provided in the Rule Nisi or Order Scheduling Temporary Hearing.
 4. Service of Witness Affidavits, Financial Affidavit, Child Support Worksheets, and Parenting Plans shall be made by legally recognized service methods, including Statutory Electronic Service.
 5. Pursuant to *Pace v. Pace*, 287 Ga. 899 (2010), parties are hereby on notice that any evidence adduced at any interlocutory hearing in a domestic relations case may be considered by the Court at subsequent hearings in the same case, provided that the same Judge is assigned to said subsequent hearings.
- E. If a party requests a temporary hearing in a modification case, then the party shall file a separate Motion for Temporary Hearing and shall include specific grounds which justify consideration of a temporary change in compliance with the appropriate authority. A Motion for Temporary Hearing is not necessary in an original action. A Motion for Temporary Hearing shall be accompanied by an Affidavit of the requesting party averring facts supporting the Motion.
- F. The Court may grant emergency relief pursuant to O.C.G.A. §9-11-65(e) under limited circumstances which threaten the health or welfare of a party or a party's child or children. Any request for such relief shall be by written motion filed in the action, accompanied by an Affidavit of the requesting party averring facts supporting the motion.
- G. The Court may, in its discretion, schedule pretrial hearings, pretrial conferences, scheduling conferences, or any other conferences at which the attorneys and/or the parties shall appear as directed by the Judge. The parties may also request a pretrial hearing, pretrial conferences, scheduling conferences, or any other conference they deem necessary with the Court.

H. Final Hearings:

1. The Court may allow, in its discretion, an uncontested final order to be entered upon filing of a Motion for Judgment on the Pleadings, the party's affidavit supporting the Motion for Judgment on the Pleadings, presentation of a Settlement Agreement, Proposed Order or Consent Order, and all attachments (Child Support Worksheet(s), Addendum, and Parenting Plan) in the form prescribed. The Court may, upon review of said Motion for Judgment on the Pleadings, schedule a hearing. Motion for Judgment on the Pleadings shall not be granted absent written Agreement.
 2. All other matters shall be scheduled by Rule Nisi submitted to the Court by the party.
- I. Dawson County Cases: Venue of temporary, pretrial, and final hearings in all Dawson County cases shall be determined by Rule Nisi completed by the Court. This Standing Order shall apply to Dawson County cases. Motions, proposed orders, and requests for hearing in Dawson County cases shall be communicated to the Judges' office in Dawson County.
- J. The Court may, at its discretion, or upon motion of a party, conduct any hearing or any portion of a hearing, via videoconferencing, such as Zoom. Videoconference hearings may be physically facilitated by the Court from any location, and the parties shall be deemed to have waived venue considerations related to conducting the hearing via videoconference. A party may file a Motion to Conduct a Hearing in Person, and shall aver appropriate facts warranting an in-person hearing; however, the manner of conducting a hearing shall rest in the sole discretion of the Court. In the event a hearing is scheduled via videoconference, by 9:00 a.m. a full business day prior to hearing, the parties shall each deliver to the Court a copy of all exhibits by 1) email if the exhibits can be attached to the email in single PDF

attachment to a single email, or 2) hard copies delivered in person to the Judge's office in the appropriate county. At the time documents are delivered to the Court, they shall also be served upon the opposing party. While parties may serve the opposing party with documents via web-based services, rather than in person, parties should be aware that servers in the Courthouse generally do not allow access to USB drives, or web-based services such as Google Docs or Drop Box.

- K. All exhibits, including those furnished for videoconference hearings, shall be labelled prior to hearing on the top of the first page of the exhibit, and if furnished electronically, the party and exhibit number(s) shall be included in the name of the document. If a Court Reporter is not present, the parties are on notice that exhibits shall be retrieved no later than thirty (30) days following the filing date of an Order relating to the hearing in question. If exhibits are not retrieved within thirty (30) days following the filing date of an order, then the Court, at its discretion, will securely destroy any exhibits in its possession.
- L. If a party desires to use courtroom technology for evidence presentation, the party shall arrange with Court Information Services for instruction on how to use equipment in the Courtroom.

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ORDERS

- A. When any Consent Order is submitted to the Court, it should be signed by the attorney who prepared the Order and opposing counsel or by a *pro se* party. For non-consent Orders, unless otherwise ordered by the Court, the attorney preparing the Order, as directed by the Court, shall submit the Order to opposing counsel within ten (10) business days of the hearing, as measured by the postmark date or date of transmittal email. The receiving attorney shall review and respond to the Order within ten (10) business days of the transmittal date or shall make a reasonable response to the proposed Order within said time (i.e. the responding attorney has proposed changes; the responding attorney has requested a transcript of the ruling and has not received it; the responding attorney is on vacation; etc.). If the responding attorney does not respond within ten (10) business days, then the Order prepared by the preparing attorney shall be submitted to the Court with a copy of the written communication to opposing counsel indicating that opposing counsel has had ten (10) business days to review the Order. If the preparing attorney does not prepare the Order within the required time, the receiving party may prepare the Order under the same guidelines, after making a good faith attempt to make telephone or other contact with the other attorney.
- B. All Judges shall make every effort to issue rulings within thirty (30) days of the close of the evidence or within thirty (30) days of receipt of any written briefs, whichever is later.
- C. All final Child Support Orders must be in conformity with O.C.G.A. §§19-5-12 and 19-6-15, including both Child Support Worksheet(s) and either a Child Support Addendum, or inclusion of the language recited in the Addendum. An Income Withholding Order shall be required in every case involving the payment of child support unless the Child Support Order includes findings that it is in the best interest of the child(ren) not to require an Income Withholding Order. If an immediate Income Withholding Order is not entered, the Child Support Order shall include a statement that pursuant to O.C.G.A. §19-6-32 and 33, the recipient of child support has the right to enforce payment of child support by Income Deduction Order upon a delinquency in an amount equal to one month's support.

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DESIGNATED JUDGES

The Court may, at its discretion, request the assistance of a Designated Judge. The Court will endeavor to notify the attorneys of record in advance of the hearing when a Judge other than the Assigned Judge will be presiding. While parties may request rescheduling of a matter, either temporary or final, the assignment of a Designated Judge, in and of itself, will not automatically trigger the granting of such a request. Any request for continuance shall be in the sole discretion of the Assigned Judge.

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APPOINTMENT OF GUARDIAN AD LITEM

On its own motion, the Court may appoint a Guardian Ad Litem, or a party may make a motion for the appointment of a Guardian Ad Litem. All requests for appointment of a Guardian Ad Litem shall be in accordance with Superior Court Uniform Rules.

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JURY DEMAND

In the event either party files a Demand for Jury Trial, then the parties and their attorneys shall prepare a formal Pretrial Order and shall attend any scheduled pretrial conference to review said Pretrial Order. The case shall be placed on the next available jury trial calendar. Attorneys and parties should be aware that domestic cases may be placed to the front of trial calendars to expedite trial. Once a Demand for Jury Trial is filed, the Demand for Jury Trial may not be withdrawn except by written consent of both parties and approval of the Court.

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ASSIGNMENT OF JUDGES

In modification actions and contempt actions relating to a prior Order or Decree entered in this Circuit, assignment of such case shall be made to the same division which heard the prior action in this circuit.

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LOCAL PRACTICES IN ADOPTION CASES

- A. Pursuant to O.C.G.A. §19-8-14(b), the Clerk of Superior Court shall accept a Petition for Adoption for filing if the proper filing fee is tendered with the Petition for Adoption. The party filing the action shall provide a copy of the Petition for Adoption, all attachments, and any subsequently filed amendments or other documents necessary for statutory compliance to the Assigned Judge at the time of filing.
- B. Following filing of the Petition for Adoption, the Court will review the Petition for Adoption and notify the party filing the action of any deficiencies which must be cured prior to hearing.
- C. At such time as the Petition for Adoption is in conformity with statutory authority, the case will be scheduled for hearing.
- D. Timely Home Studies are required in all adoptions filed pursuant to O.C.G.A. §§19-8-4 and 19-8-5. In adoptions filed pursuant to O.C.G.A. §§19-8-6 and 19-8-7, the requirement for Court Investigation may be waived, provided however, that if a party seeks to terminate parental rights, a Court Investigation shall be required.

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CIVIL INITIATION AND CIVIL DISPOSITION FORMS

In accordance with Uniform Superior Court Rule 39, the parties shall file appropriate Civil Initiation Form and Civil Disposition Forms.

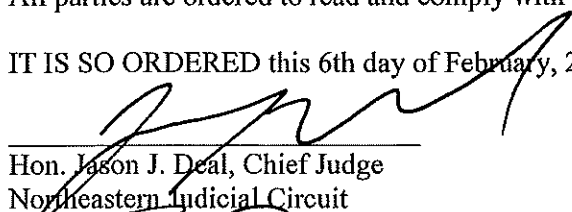
-16-


SERVICE OF DOMESTIC RELATIONS STANDING ORDER

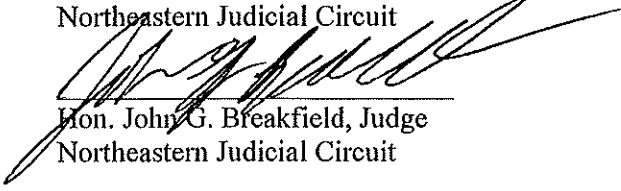
At the time of filing of any Petition or Complaint for relief in a domestic relations matter, except an adoption action, the Petitioner shall file Certificate of Service or Inclusion, which attaches this Standing Order as an exhibit. The Clerk of Superior Court shall reject any initial filing in a domestic relations matter which does not contain both the Certificate of Service and this Order as an exhibit.

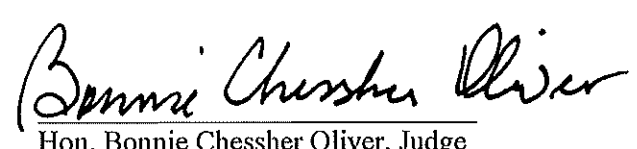
All parties are ordered to read and comply with this Standing Order.

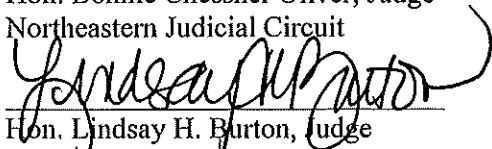
IT IS SO ORDERED this 6th day of February, 2025.


Hon. Jason J. Deal, Chief Judge
Northeastern Judicial Circuit


Hon. Clint G. Bearden, Judge
Northeastern Judicial Circuit


Hon. John G. Breakfield, Judge
Northeastern Judicial Circuit


Hon. Bonnie Chessher Oliver, Judge
Northeastern Judicial Circuit


Hon. Lindsay H. Burton, Judge
Northeastern Judicial Circuit

In the Superior Court of _____ County, Georgia

_____,)
Petitioner)
vs.) Civil Action No. _____
_____,)
Respondent)
)

DOMESTIC RELATIONS FINANCIAL AFFIDAVIT

1. AFFIANT'S NAME (your name): _____ Age _____

Spouse's Name: _____ Age _____

Date of Marriage: _____ Date of Separation _____

Names and birth dates of children for whom support is to be determined in this action:

Name	Birth Year	Resides with

Names and birth dates of affiant's (your) other minor children:

Name	Birth Year	Resides with

2. SUMMARY OF AFFIANT'S INCOME AND NEEDS

(a) Gross monthly income (bring over from p. 2) \$ _____

(b) Net monthly income (bring over from p. 2) \$ _____

(c) Average monthly expenses (item 5A) \$ _____

Monthly payments to creditors + _____

Total monthly expenses and payments
to creditors (item 5C) _____

3. A. AFFIANT'S GROSS MONTHLY INCOME (Complete this section or attach Child Support Schedule A. All income must be entered based on monthly average regardless of date of receipt. **To convert a weekly amount to a monthly amount, multiply the weekly amount by 4.35. In calculating monthly income based on a 40 hour work week, multiply the hourly salary by 174.))**

Salary or Wages ATTACH COPIES OF 2 MOST RECENT WAGE STATEMENTS	\$ _____
Commissions, Fees, Tips	\$ _____
Income from self-employment, partnership, close corporations, and independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) ATTACH SHEET ITEMIZING YOUR CALCULATIONS	\$ _____
Rental Income (gross receipts minus ordinary and necessary expenses required to produce income) ATTACH SHEET ITEMIZING YOUR CALCULATIONS	\$ _____
Bonuses	\$ _____
Overtime Payments	\$ _____
Severance Pay	\$ _____
Recurring Income from Pensions or Retirement Plans	\$ _____
Interest and Dividends	\$ _____
Trust Income	\$ _____
Income from Annuities	\$ _____
Capital Gains	\$ _____
Social Security Disability or Retirement Benefits	\$ _____
Workers' Compensation Benefits	\$ _____
Unemployment Benefits	\$ _____
Judgments from Personal Injury or Other Civil Cases	\$ _____
Gifts (cash or other gifts that can be converted to cash)	\$ _____
Prizes/Lottery Winnings	\$ _____
Alimony and maintenance from persons not in this case	\$ _____
Assets which are used for support of family	\$ _____
Fringe Benefits (if significantly reduce living expenses)	\$ _____
Any other income (do NOT include means-tested Public assistance, such as TANF or food stamps)	\$ _____
GROSS MONTHLY INCOME (total)	\$ _____

B. AFFIANT'S NET MONTHLY INCOME from employment
(deducting only state and federal taxes and FICA) \$ _____

Affiant's pay period (i.e., weekly, bi-weekly, monthly, etc.) _____

Number of exemptions claimed _____

4. ASSETS (If you claim or agree that all or part of an asset is non-marital, indicate the non-marital portion under the appropriate spouse's column and state the amount and the basis: pre-marital, gift, inheritance, source of funds, etc.).

Description	Total value	Separate/ Non-marital of the Husband	Separate/ Non-marital of the Wife	Basis of the Claim
Cash	\$ _____	_____	_____	_____
Stocks, bonds	\$ _____	_____	_____	_____
CD's/Money Market Accounts	\$ _____	_____	_____	_____
Bank Accounts (account name):				
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
Retirement Pensions, 401K, IRA, or Profit Sharing				
Yours:	\$ _____	_____	_____	_____
Other party:	\$ _____	_____	_____	_____
Money owed you:	\$ _____	_____	_____	_____
Tax Refund owed you:	\$ _____	_____	_____	_____
Real Estate:				
home:	\$ _____	_____	_____	_____
debt owed:	\$ - _____	_____	_____	_____
other:	\$ _____	_____	_____	_____
debt owed:	\$ - _____	_____	_____	_____
Automobiles/Vehicles:				
Vehicle 1:	\$ _____	_____	_____	_____

debt owed:	\$ - _____	_____	_____	_____
Vehicle 2:	\$ _____	_____	_____	_____

debt owed:	\$ - _____	_____	_____	_____
Life Insurance (net cash value):	\$ _____	_____	_____	_____
Furniture/furnishings:	\$ _____	_____	_____	_____
Jewelry:	\$ _____	_____	_____	_____

Collectibles:	\$	_____	_____	_____	_____
Other Assets:	\$	_____	_____	_____	_____
_____	\$	_____	_____	_____	_____
_____	\$	_____	_____	_____	_____
_____	\$	_____	_____	_____	_____
Total Assets:	\$	_____	_____	_____	_____

If you need to explain anything further, you can write comments here:

5. A. AVERAGE MONTHLY EXPENSES (To convert a weekly amount to a monthly amount, multiply the weekly amount by 4.35; divide yearly amounts by 12 for an average)

HOUSEHOLD

Mortgage or rent payments	\$	_____	Cable TV	\$	_____
Property taxes	\$	_____	Misc. household and grocery Items	\$	_____
Homeowner/Renter Insurance	\$	_____	Meals outside the home	\$	_____
Electricity	\$	_____	Other	\$	_____
Water	\$	_____	AUTOMOBILE		
Garbage and Sewer	\$	_____	Gasoline and oil (or taxi fare)	\$	_____
Telephone:			Repairs	\$	_____
residential line:	\$	_____	Auto tags and license	\$	_____
cellular telephone:	\$	_____	Insurance	\$	_____
Gas	\$	_____	OTHER VEHICLES		
			(boats, trailers, RVs, etc.)		
Repairs and maintenance:	\$	_____	Gasoline and oil	\$	_____
Lawn Care	\$	_____	Repairs	\$	_____
Pest Control	\$	_____	Tags and license	\$	_____
			Insurance	\$	_____

CHILDREN'S EXPENSES

Child care (total monthly cost) \$ _____

School tuition \$ _____

Tutoring \$ _____

Private lessons (e.g., music, dance) \$ _____

School supplies/expenses \$ _____

Lunch Money \$ _____

Other Educational Expenses (list)
 _____ \$ _____
 _____ \$ _____

Allowance \$ _____

Clothing \$ _____

Diapers \$ _____

Medical, dental, prescription
(out of pocket/uncovered expenses) \$ _____

Grooming, hygiene \$ _____

Gifts from children to others \$ _____

Entertainment \$ _____

Activities (including extra-curricular,
school, religious, cultural, etc.) \$ _____

Summer Camps \$ _____

AFFIANT'S (YOUR) OTHER EXPENSES

Dry cleaning/laundry \$ _____

Clothing \$ _____

Medical, dental, prescription
(out of pocket/uncovered expenses) \$ _____

Affiant's gifts (special holidays) \$ _____

Entertainment \$ _____

Recreational Expenses (e.g.,
fitness) \$ _____

Vacations \$ _____

Travel Expenses for Visitation \$ _____

Publications \$ _____

Dues, clubs \$ _____

Religious and charities \$ _____

Pet expenses \$ _____

Alimony paid to former spouse \$ _____

Child support paid for other
children \$ _____

Date of initial order: _____

Other (attach sheet) \$ _____

INSURANCE

	Total insurance cost monthly	Child(ren)'s portion monthly
Health	\$ _____	\$ _____
Dental	\$ _____	\$ _____
Vision	\$ _____	\$ _____
Life	\$ _____	
Relationship of Beneficiary:	_____	
Disability	\$ _____	
Other(specify):	\$ _____	

TOTAL ABOVE EXPENSES

\$ _____

B. PAYMENTS TO CREDITORS

(Name on account)

To Whom:	Balance Due	Monthly Payment	Joint	Plaintiff	Defendant
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>
	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

TOTAL MONTHLY PAYMENTS TO CREDITORS:\$ _____

C. TOTAL MONTHLY EXPENSES: \$ _____

This _____ day of _____, 20_____.

Notary Public_____
Affiant (your signature)

If you need to explain anything further, you can write comments here:

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
Petitioner,)
)
) CIVIL ACTION FILE
v.) NO. _____
)
_____,)
Respondent.)

CERTIFICATE OF SERVICE OR INCLUSION (DRFA)

This is to certify I: ☐ have served ☐ will immediately serve a copy of the *Domestic Relations Financial Affidavit* (DRFA) upon the other party: [*Petitioner/Respondent*] _____
in the following manner:

(initial one)

- _____ a) by placing a copy in the United States Postal Service, with postage prepaid, or
_____ b) by hand delivering a copy, or
_____ c) by emailing a copy of the DRFA (PDF) to the other party with the email subject:
"STATUTORY ELECTRONIC SERVICE", as he/she has consented to electronic service
by including his/her email in the signature block of his/her petition or answer, or
_____ d) by e-filing it in the above-styled action in PeachCourt, as the other party has consented
to e-service by registering with PeachCourt.

At the following address/email address:

OR

_____ I have included a copy of the DRFA with a copy of the *Petition* to be served with process.

This _____ day of _____, 20____.

Signature

[*Petitioner/Respondent*] _____, Pro se

Print name: _____

Address: _____

Phone: _____

Email: _____

**IN THE SUPERIOR COURT OF HALL
COUNTY STATE OF GEORGIA**

	§	
Petitioner,	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
	§	
Respondent.	§	

ACKNOWLEDGMENT OF SERVICE

I am the Respondent in this case. I hereby acknowledge I have received a copy of the *Petition for Divorce* and any attached documents.

[Mark only one option below**]**

- ☐ (a) I hereby waive any and all further notice, service, and issuance of process.
- ☐ (b) I waive formal process, but I do not waive further notice, or my right to raise any defenses I may have in this action. Should further notice be required for any reason, the notice should be mailed to me or emailed to me at the following address/email address: _____.
- ☐ (c) So long as any Judgment in this action incorporates the *Settlement Agreement*, signed by me on _____, 20____, then I waive formal process, further notice, my right to trial and, if I am on active duty in the armed forces, I also waive my rights under the Soldiers and Sailors Civil Relief Act, 50 USC App. §521. I give my consent for the Superior Court of Hall County to hear this matter as soon as possible after thirty-one days.

CONSENT TO PERSONAL JURISDICTION AND VENUE

[Mark and complete the paragraph below if you agree with the statement and you live in a county other than Hall County or in another state. You may strike through this paragraph if you do not want it to apply.]

- ☐ I am the Respondent in this case. I am a resident of _____ County in the State of _____. With the knowledge I have a constitutional right to a trial by judge or jury on the above matter in the county or state of my residence, I hereby expressly waive and consent to jurisdiction and venue in the Superior Court of Hall County.

Sworn to and subscribed before me
on _____

Notary Public
My commission expires: _____

Respondent, *Pro se* *[Signature above]*
Date: _____
Name *[printed]*: _____
Address: _____

Phone: _____
Email: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

Petitioner,	§	
	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
Respondent.	§	
	§	

SETTLEMENT AGREEMENT

This agreement (also referred to here as “Agreement” or “Settlement Agreement”) is between [name] _____ (also referred to in this Agreement as [Petitioner / Respondent] “_____” or “Mother” or “Wife”) and [name] _____ (also referred to in this Agreement as [Petitioner / Respondent] “_____” or “Father” or “Husband”).

The parties are married, but are currently separated, and want to settle between themselves all questions of custody, parenting time/visitation and child support (if the parties have minor children together), insurance, alimony, division of property, debts and all other rights and obligations arising out of their marital relationship.

THEREFORE, in consideration of the mutual promises and declarations in this Agreement, the parties agree as follows:

1.

SEPARATION. The parties shall continue to live apart and each party shall be free from all interference and control by the other party, direct or indirect, as fully as if unmarried, and each party may reside at such places as he or she may choose.

2.

ALIMONY. [Check and complete only one of these options, (a) or (b). Do not check both (a) and (b).]

- ☐ (a) The [Wife / Husband] _____ shall pay to the [Wife / Husband] _____ as alimony, the sum of \$ _____ per month, beginning on _____, 20__ and continuing monthly thereafter,
[To finish (a), you must check and complete only one of the options, (i), (ii) or (iii).]
- ☐ (i) until the existing order for support currently in effect between the parties (case number: _____) expires on _____, 20__.
- ☐ (ii) until the recipient remarries or dies.
- ☐ (iii) for a period of _____.
- ☐ (b) Each party expressly waives the right to receive alimony from the other party.

Wife's initials _____

Husband's initials _____

3.

PROPERTY DIVISION. [Check and complete only one option, (a) or (b). Do not check both (a) and (b).]

- ☐ (a) The parties acknowledge they have already made a division of their marital property, including any real estate, vehicles, household furniture, furnishings, household goods, equipment, bank accounts, pensions and other personal property. Neither party shall claim any of the property in the possession of the other party as of the date of signing this Agreement.
- ☐ (b) The parties acknowledge they possess various items of marital property, which shall be divided as provided in this Agreement. The parties agree to transfer possession, right and title to their property as follows:

[If you have chosen (b), check and complete only the parts that apply, from (i) through (iv) below. Cross out the parts that do not apply.]

- ☐ (i) **Marital Home** - The marital home of the parties, located at the following address: _____, bearing the legal description contained in a copy of the deed attached to this Agreement as Exhibit "_____" and hereby incorporated by reference shall be addressed as follows: **[MAKE SURE TO ATTACH A COPY OF THE DEED TO THIS AGREEMENT.]**

- ☐ (A) The residence shall be conveyed to [full name] _____ in fee simple. The [Wife / Husband] _____ shall be responsible for all taxes, assessments and mortgage loan payments on the marital home after the date of _____. [You may also check any options below you want to apply, but none of the options are required.]

- ☐ (1) The [Wife / Husband] _____ shall have a protected interest in the home in the amount of _____ Dollars (\$_____). Upon the sale or transfer of the home, the protected interest shall be paid.

- ☐ (2) The [Wife / Husband] _____ shall pay to the [Wife / Husband] _____ an amount of _____ Dollars (\$_____) by the date of _____ for his/her interest in the home.

- ☐ (3) The [Wife / Husband] _____ shall immediately begin making reasonable efforts to refinance the outstanding mortgage(s) on the marital home, so that the [Wife / Husband] _____ shall no longer be liable on the mortgage loan(s). If the [Wife / Husband] _____ is not able to refinance by _____, 20____, the home shall then be listed for sale at a reasonable price, and all reasonable offers to purchase the home shall be accepted.

- ☐ (B) The marital home shall be addressed as follows: _____

_____.

Wife's initials _____

Husband's initials _____

☐ (ii) **Mobile Home** - The parties' mobile home, which is described as a _____, with Vehicle Identification Number (VIN) of _____ shall be transferred to the [Wife / Husband] _____. The [Wife / Husband] _____ shall be responsible for all loan payments on the mobile home after the date of _____.

☐ (iii) **Vehicles** - The vehicles owned by the parties shall be transferred or retained as follows:

<i>Year/Make/Model of Vehicle</i>	<i>Vehicle ID # (VIN)</i>	<i>Goes to</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The party listed above for each vehicle shall be responsible for all car loan payments, *ad valorem* taxes, registration fees and insurance on that vehicle accruing after the following date: _____, 20____.

☐ (iv) **Other Personal Property** - The parties acknowledge they own various other items of personal property, which right, title, and interest shall be transferred to the party listed below, on or before _____, 20____.

To the Wife: _____

To the Husband: _____

Except as otherwise specifically provided in this Agreement, the transfers listed above shall be completed no later than _____, and each party shall execute all documents necessary to promptly complete and/or evidence the transfers (including, but not limited to, execution of a quitclaim deed to complete and/or evidence the transfer of the marital home). Upon the failure of either party to execute and deliver any deed or other document necessary to complete and/or evidence the transfers required by this Agreement, this Agreement shall constitute and operate as the properly executed document. The county auditor, county recorder, Department of Motor Vehicles, and all other public and private officials are authorized and directed to accept this Agreement or a properly certified copy of it in lieu of the document regularly required for the conveyance or transfer.

Except as provided in this Agreement, the parties have divided their marital property, including any real estate, vehicles, household furniture, furnishings, household goods, equipment, bank accounts, pensions and other personal property. Neither party shall claim any of the property in the possession of the other party as of the date of signing this Agreement, except as provided in this Agreement.

The responsible party listed above for any debt shall hold the other party harmless for any collections on that debt. If legal action is brought against the other party to recover that debt, the responsible party agrees to indemnify or hold the other party harmless and, in addition, to pay all attorney's fees and costs of collection the other party may incur as a result of the legal action.

Wife's initials _____

Husband's initials _____

4.

OTHER DEBTS. [Check and complete only one of these options, (a), (b), or (c).]

- ☐ (a) The parties acknowledge they have no outstanding joint or marital debts.
- ☐ (b) The parties acknowledge they have no outstanding joint or marital debts, other than debts associated with the marital property as addressed above in Paragraph 3.
- ☐ (c) The responsibility for payment of the parties' joint and marital debts (not otherwise addressed above in Paragraph 3) shall be as follows:

<i>Creditor</i>	<i>Amount</i>	<i>Responsible Party</i>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

The responsible party listed above for each debt shall hold the other party harmless for any collections on that debt. If legal action is brought against the other party to recover that debt, the responsible party agrees to indemnify or hold the other party harmless and, in addition, to pay all attorney's fees and costs of collection the other party may incur as a result of the legal action.

Except as provided in this Agreement, each party shall be responsible for his/her own respective remaining debts not specified in this Agreement, which were incurred in his/her own individual name. Neither party shall incur any debt or liability in the other party's name from and after the date of signing this Agreement.

5.

FINANCIAL ACCOUNTS. [Check and complete only one of these options, (a), or (b).]

- ☐ (a) **No Joint Accounts.** There are no joint accounts presently existing and each party shall maintain all right, title, and interest in and to any monies located in an individual bank, investment, retirement, deferred compensation, pension or other account maintained in such individual's name, free and clear of any lien asserted by the other.

- ☐ (b) **Division of Accounts**

[If you have chosen (b), check and complete both part (i) and (ii). Cross out the parts that do not apply.]

(i) Joint Accounts

- ☐ All joint accounts shall be closed and: [Choose and complete only one option, (i) or (ii).]

- ☐ (i) Divided equally between the parties.

- ☐ (ii) Divided as follows:

<i>Account</i>	<i>Amount/Percentage</i>	<i>Awarded to:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

[continued on next page]

Wife's initials _____

Husband's initials _____

(ii) Individual Accounts

- ☐ Each party shall maintain all right, title, and interest in and to any monies located in an individual bank, investment, retirement, deferred compensation, pension or other account maintained in such individual's name, free and clear of any lien asserted by the other.

Or

- ☐ Accounts in the name of only one party shall be divided as follows:

<i>Account</i>	<i>Amount/Percentage</i>	<i>Awarded to:</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6.

MINOR CHILD(REN) AND PARENTING PLAN. [Check (a) or (b).]

- ☐ (a) The parties have no minor child(ren) together (including unborn children).
- ☐ (b) The parties have minor child(ren) together. All questions of custody and/or visitation regarding the child(ren) are addressed by the parties in the *Parenting Plan* attached to this Agreement. The parties agree to all of the terms of the attached *Parenting Plan* and hereby incorporate it by reference into this Agreement, as if all of its terms were set forth here. **[MAKE SURE TO COMPLETE THE PARENTING PLAN BEFORE SIGNING THIS AGREEMENT.]**

7.

CHILD SUPPORT, HEALTH, DENTAL AND VISION INSURANCE, AND UNINSURED HEALTH CARE EXPENSES FOR THE MINOR CHILD(REN). [Check (a) or (b).]

- ☐ (a) The parties have no minor child(ren) together (including unborn children).
- ☐ (b) The parties have minor child(ren) together and have completed the *Child Support Addendum*, *Child Support Worksheet*, and appropriate schedules attached to this Agreement. The parties agree to the terms contained within these forms and hereby incorporate them by reference into this Agreement, as if all of the terms were set forth here. **[MAKE SURE TO COMPLETE THE CHILD SUPPORT ADDENDUM, CHILD SUPPORT WORKSHEET AND APPROPRIATE SCHEDULES BEFORE SIGNING THIS AGREEMENT.]**

8.

LIFE INSURANCE FOR THE BENEFIT OF THE CHILD(REN). [Check and complete (a) or (b).]

- ☐ (a) The parties ☐ have no minor children together (including unborn children) or ☐ are not asking the Court to address the issue of life insurance for the benefit of the minor child(ren) in this action.
- ☐ (b) The child(ren) depend on [Wife / Husband / both parties] _____ for financial support, and therefore [Wife / Husband / each party] _____ agrees to maintain a policy of insurance on his/her life, with a face amount of at least \$ _____, for the benefit of the minor child(ren). The policy/ies shall be maintained for so long as at least one of the child(ren) is a minor or is otherwise entitled to child support pursuant to this Agreement.

Wife's initials _____

Husband's initials _____

9.

TAX AND BANKRUPTCY CONSTRUCTION OF THIS AGREEMENT. The parties acknowledge the equitable division of marital property and the payment of marital and joint debts, if provided in this Agreement, shall not be deductible nor taxable for income tax purposes. Each party also acknowledges but for the payments provided here the other party's financial independence would be impaired. Therefore, it is the parties' intention if either party ever seeks bankruptcy protection, the amounts payable under this Agreement shall not be dischargeable in bankruptcy under 11 United States Code Section 523(a)(5), as the payments are in the nature of a domestic support obligation. Alternatively, the payments shall be nondischargeable in bankruptcy under 11 United States Code Section 523(a)(15).

10.

OTHER PROVISIONS. [Optional – check and complete any options both parties agree apply.]

☐ _____

☐ The parties agree to additional terms contained in Exhibit “___” attached hereto and incorporated herein.

☐ **Restraining order.** [Wife / Husband / both parties] _____ shall be permanently restrained and enjoined from assaulting, beating, wounding, threatening, harassing and stalking [Wife / Husband / the other party] _____. By consenting to this provision, [Wife / Husband / the parties] _____ in no way admit(s) that such acts were ever done in the past, but agree(s) not to engage in such acts in the future. This provision shall be enforceable by the Court's contempt power.

☐ **Other child(ren).** The parties acknowledge the wife [name] _____ has had _____ other minor child(ren) (listed below) who are not the husband's [name] _____ biological child(ren). The husband has never recognized these child(ren) as his child(ren). The husband is not the biological and/or legal father of these child(ren) and he shall have no legal relationship, nor potential rights or obligations arising from any such relationship, to these children:

Name of child	Sex	Year of Birth
_____	_____	_____
_____	_____	_____

Specifically, the parties agree the presumption of legitimacy has been sufficiently disputed under O.C.G.A. § 19-7-20 (b) and/or husband's presumed parental rights to the child(ren) in this paragraph shall be terminated under O.C.G.A. § 19-7-1 (b) (9) as in the child(ren)'s best interests.

☐ **Pregnancy.** The parties acknowledge the wife [name] _____ is pregnant with a child (or children in the case of multiples) who is/are not the husband's [name] _____ biological child(ren). The husband is not the biological and/or legal father of the child(ren) and does not recognize the child(ren) as his child(ren). The husband shall have no legal relationship, nor potential rights or obligations arising from any such relationship, to the child(ren). Specifically, the parties agree the presumption of legitimacy has been sufficiently disputed under O.C.G.A. § 19-7-20 (b) and/or husband's presumed parental rights to the

Wife's initials _____

Husband's initials _____

child(ren) in this paragraph shall be terminated under O.C.G.A. § 19-7-1 (b) (9) as in the child(ren)'s best interests. This Agreement shall constitute and operate as a paternity determination with respect to the husband if incorporated by the Court into the Final Judgment and Decree of Divorce. Although the child(ren) was conceived during the marriage, upon the birth of the child(ren) with whom the wife is now pregnant, any person required by law to prepare the birth certificate(s) shall not enter the husband as the father of the child(ren) and shall enter the wife's surname (at the time of the birth) as the surname of the child(ren).

11.

VOLUNTARINESS OF AGREEMENT. The parties acknowledge they have entered into this Agreement freely and voluntarily, and that it is not the result of any duress or any undue influence. We understand we do not have to enter into this Agreement and we have the right to trial before a judge or jury on all issues that could be raised in this action. We also understand we have the right to certain discovery procedures that may reveal other income or assets of the other party. We have agreed to enter into this Agreement based on our knowledge of the income and assets of the parties and their written statements in this Agreement. Taking these things into consideration we have decided to enter into this Agreement freely and voluntarily.

12.

COMPLETENESS OF AGREEMENT. This Agreement constitutes the entire understanding of the parties. There are no representations or promises other than those expressly included in this Agreement. Each party hereby states under oath the financial representations in this Agreement are accurate and complete to the best of that party's information, knowledge and belief.

13.

EFFECT OF DIVORCE. Both parties understand this Agreement does not require them to continue to live separately or to proceed with an action for divorce. However, if either party brings or maintains an action for divorce, this Agreement shall be presented to the Court and incorporated by reference into any judgment concerning the matters covered by the Agreement. Notwithstanding such incorporation, this Agreement shall survive and be enforceable independent of the judgment or decree.

Signature of Wife

Signature of Husband

Date

Date

[print name] appeared
before me on _____, 20____, and
said under oath s/he had read and understood this
Agreement, and was signing it voluntarily in my
presence.

[print name] appeared
before me on _____, 20____, and
said under oath s/he had read and understood this
Agreement, and was signing it voluntarily in my
presence.

Notary Public
My commission expires: _____

Notary Public
My commission expires: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

	§	
Petitioner,	§	
	§	
v.	§	CIVIL ACTION
	§	FILE NO.: _____
	§	
Respondent.	§	

CHILD SUPPORT ADDENDUM

[Instructions: All parts of this addendum must be completed. This addendum may be completed by the parties or by the Court. If completed by the Court, it must be attached to all final orders and judgments determining the amount of child support.]

[Check the option that applies, (a) or (b).]

- ☐ (a) *[If completed by the parties.]* The parties agree to the terms of this addendum and this information has been furnished by both parties. The parties affirm the accuracy of the information provided, as shown by their signatures at the end of this addendum.
- ☐ (b) *[If completed by the Court.]* This addendum includes findings of fact and conclusions of law and fact made by the Court.

This addendum applies to the following minor child(ren):

Name	Sex	Year of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1.

Application of the Child Support Guidelines. This action involves a child support determination and the statutory requirements of O.C.G.A. § 19-6-15 have been applied in reaching the amount of child support provided in this addendum.

2.

Gross Income. The Mother's gross monthly income (before taxes) is \$_____; the Father's gross monthly income is \$_____ (before taxes).

3.

Number of Children. The number of children for whom support is provided is _____.

4.

Attachments. The *Child Support Worksheet* and applicable schedules are attached to and made a part of this addendum.

Mother's initials _____

Father's initials _____

5.

Parenting Time Amounts. The approximate number of days of parenting time (annual average) according to the parenting time schedule is _____ days for the Mother and _____ days for the Father.

6.

Presumptive Amount. The Presumptive Amount of Child Support [from Line 9 of the *Child Support Worksheet*] is \$_____ for the Mother and \$_____ for the Father.

7.

Deviation from Presumptive Amount. [Check and complete only one of the following options, (a) or (b).]

- ☐ (a) No Deviation - It has been determined no Deviations under O.C.G.A. § 19-6-15 apply in this case. The amount of support in Paragraph 8 of this addendum is the Presumptive Amount of Child Support from the *Child Support Worksheet*.
- ☐ (b) Deviation - It has been determined one or more of the Deviations allowed under O.C.G.A. § 19-6-15 applies in this case, as shown by the attached Schedule E. The attached Schedule E explains the reasons for the deviation(s), how the application of the guidelines would be unjust or inappropriate considering the relative ability of each parent to provide support, and how the best interest of the children who are subject to this child support determination is served by deviation from the Presumptive Amount of Child Support.

8.

Final Child Support Award. [From Line 13 of the *Child Support Worksheet*]

The [Mother / Father] _____ is obligated to pay to the [Mother / Father] _____, for the support of the minor child(ren) named in this Addendum, the sum of _____ Dollars (\$_____) per month. The support amount shall be paid in payments of \$_____ per [week / two weeks / month] _____, with the first payment due on [date] _____, 20____.

9.

Duration of Child Support. [Check and complete only one of the following options, (a), (b) or (c).]

- ☐ (a) Beyond Age 18 for High School - The child support shall continue thereafter as designated above (weekly, biweekly, etc.) until each child named in this Addendum reaches the age of eighteen, dies, marries, or otherwise becomes emancipated; provided that if a child becomes eighteen years old while enrolled in and attending secondary school on a full-time basis, then the child support shall continue for the child until the child has graduated from secondary school or reaches twenty years of age, whichever occurs first.
- ☐ (b) Stops at Age 18 - The child support shall continue thereafter as designated above (weekly, biweekly, etc.) until each child named in this Addendum reaches the age of eighteen, dies, marries, or otherwise becomes emancipated.
- ☐ (c) Until Specific Date – The child support shall continue thereafter as designated above (weekly, biweekly, etc.) until _____.
- ☐ (d) [For the Court's use with temporary orders only; If you are a party in this action, do not check this box] Until Further Order - This is not a final determination of child support, so the support shall continue until further order of the Court.

Mother's initials _____

Father's initials _____

10.

Split Parenting - A split parenting situation occurs when the parents have two or more children together, where at least one of the children spends more than 50% of the time with one parent, and at least one of the children spends more than 50% of the time with the other parent.

[Check and complete **only one** of the following paragraphs.]

- ☐ (a) Not a Split Parenting Case - This action does not involve Split Parenting.
- ☐ (b) Split Parenting Case - This action involves Split Parenting. Separate *Child Support Worksheets* have been filed for the child(ren) living with Mother and for the child(ren) living with Father, and a *Child Support Addendum* has been entered in this action for each parent. At this time, the Mother is obligated to pay the sum of \$_____ per [week / two weeks / month] _____ to the Father, and the Father is obligated to pay the sum of \$_____ per [week / two weeks / month] _____ to the Mother.

[To complete (b), you must check & complete only one of the following sub-paragraphs: (1), (2) or (3).]

- ☐ (1) Net Payment - For so long as both of these obligation amounts remain in effect, the [Mother / Father] _____ shall pay only the difference between the two amounts (which is \$_____) to the [Mother / Father] _____, who shall not be required to pay the child support obligation to the other parent during this time.
- ☐ (2) Zero Payment - The parents' child support obligations are equal. For so long as the amounts remain equal, neither parent shall pay any child support payment to the other parent.
- ☐ (3) Full Payment from Each Parent - Each parent shall pay the full amount of his or her child support obligation to the other parent.

11.

Social Security or Veterans Affairs Payments to Children. [Check and complete (a) or (b).]

- ☐ (a) Not Received - The children do not receive Title II Social Security or Veterans Affairs disability payments on the account of the parent ordered to pay child support.
- ☐ (b) Received - The children receive Title II Social Security or Veterans Affairs disability payments on the account of the parent ordered to pay child support. The benefits received by the children shall be counted as child support payments, and shall be applied against the final child support order to be paid by that parent.
- (1) If the amount of benefits received is less than the amount of support ordered, the obligor shall pay the amount exceeding the Social Security or Veterans Affairs benefit.
- (2) If the amount of benefits received is equal to or more than the amount of support ordered, the obligor's responsibility is met and no further support shall be paid.
- (3) Any Title II or Veterans Affairs benefits received for the children's benefit shall be retained by the custodial parent or nonparent custodian for the children's benefit, and it shall not be used as a reason for decreasing the final child support order or reducing arrearages.

12.

Modification. [Check and complete **only one** of the following options.]

- ☐ (a) Not a Modification Action - This action is an initial determination of child support, not a modification action.
- ☐ (b) Support Not Modified - This action is a modification action, but the amount of support previously ordered for the child(ren) has not been modified. The date of the initial support order concerning the child(ren) is: _____.

Mother's initials _____

Father's initials _____

- ☐ (c) Support Amount Modified - The amount of child support previously ordered for the child(ren) has been modified. The basis for the modification is:
- ☐ (1) Substantial change in the income and financial status of the Mother;
 - ☐ (2) Substantial change in the income and financial status of the Father;
 - ☐ (3) Substantial change in the needs of the child(ren);
 - ☐ (4) The noncustodial parent failed to exercise visitation provided under the prior order;
 - ☐ (5) The noncustodial parent has exercised more visitation than was provided in the prior order.
 - ☐ (6) The prior order in effect was the result of a Division of Child Support Services case, which did not involve a custody or parenting time determination.

The date of the initial support order concerning the child(ren) is: _____.

13.

Continuing Garnishment for Child Support - Whenever, in violation of the terms of the order, there shall have been a failure to make the support payments, so that the amount unpaid is equal to or greater than the amount payable for one month, the payments required to be made may also be collected by the process of continuing garnishment for support.

14.

Health, Dental & Vision Insurance for the Child(ren). [You must check and complete (a) or (b).]

- ☐ (a) Insurance Available - The following insurance for the child(ren) involved in this action is available at a reasonable cost to the [Mother / Father] _____ through [examples: employer, PeachCare] _____. ☐ Health (medical, mental health and hospitalization); ☐ Dental; and/or ☐ Vision.

The [Mother / Father] _____ shall maintain the insurance checked above for the benefit of the minor child(ren) until each child reaches the age of eighteen, dies, marries, or otherwise becomes emancipated; provided that if a child becomes eighteen years old while enrolled in and attending secondary school on a full-time basis, then the insurance shall be continued for the child until the child has graduated from secondary school or reaches twenty years of age, whichever occurs first.

(1) The parent who maintains the insurance shall provide the other parent with an insurance identification card or such other acceptable proof of insurance coverage and shall cooperate with the other parent in submitting claims under the policy.

(2) All money received by one of the parties for claims processed under the insurance policy shall be paid within five (5) days after the party receives the money, to the other party (if that other party paid the applicable health care service provider) or to the applicable health care provider (if the provider has not been paid by one of the parties).

[continued on next page]

- ☐ (b) Insurance is not available (other than Medicaid) to either party at a reasonable cost.
- ☐ [Optional] If the following insurance coverage later becomes available to either party: ☐ Health (medical, mental health and hospitalization); ☐ Dental; and/or ☐ Vision, then he/she shall obtain that coverage and the cost of maintaining the insurance (the child(ren)'s share) shall be split as follows between the parties _____. When insurance has been obtained by either party, Paragraphs 14(a)(1) and (2) shall apply.

Mother's initials _____

Father's initials _____

15.

Uninsured Health Care Expenses for the Children.

The [Mother / Father] _____ shall pay _____ % and the [Mother / Father] _____ shall pay _____ % of uninsured medical expenses (including, but not limited to, co-payments, deductibles, and other costs reasonably necessary for orthodontia, dental treatment, asthma treatment, physical therapy, vision care, and any acute or chronic medical or health problem or mental health illness, including counseling or other medical or mental health expenses not covered by insurance) incurred for the child(ren).

The party who incurs a health care expense for one of the children shall provide verification of the amount to the other party. That other party shall reimburse the incurring party (or pay the health care provider directly) for the appropriate percentage of the expense, within fifteen (15) days after receiving the verification of a particular health care expense.

16.

Child Support Arrearage (Past Amount Due). [Optional – check and complete this box only if there is an existing order of support in effect and past due support shall be addressed.]

- ☐ As of _____, 20____, the [Mother / Father] _____ is behind in court ordered child support payments in the amount of _____ Dollars (\$_____). In addition to any child support award, the [Mother / Father] _____ shall pay to [Mother / Father] _____ this past due amount of support:

[Check either option, (i) or (ii). Do not check both options.]

- ☐ (i) As follows: _____
☐ (ii) Pursuant to an Income Withholding Order that shall be entered by the Court.

17.

Income Withholding Order. [You must check and complete only one of the following options: (a), (b) or (c).]

- ☐ (a) An Income Withholding Order shall be entered by the Court, under O.C.G.A. § 19-6-32, for payment of the child support, alimony (if any), and arrearage payments (if any), provided. The Income Withholding Order shall take effect:
[To finish (a), you must check either (i) or (ii). Do not check both.]
- ☐ (i) Immediately upon entry by the Court.
- ☐ (ii) Upon accrual of a delinquency equal to one month's support. The Income Withholding Order may be enforced by serving a "Notice of Delinquency," as provided in O.C.G.A. § 19-6-32(h).
- ☐ (b) An Income Withholding Order shall not be entered in this case for the following reason(s):
[To finish (b), check any options below that apply.]
- ☐ (i) Support payments are already being deducted pursuant to an existing support order.
- ☐ (ii) It is not immediately necessary.
- ☐ (iii) [If completed by the Court] The Court finds there is good cause not to require income withholding, having determined that income withholding will not serve the children's best interests and that there has been sufficient proof of timely payment of any previously ordered support.

Mother's initials _____

Father's initials _____

[If this addendum has been prepared or consented to by the parties, both parties must sign on the spaces provided below.]

Mother's Signature

Father's Signature

Date: _____

Date: _____

[The below portion need only be signed if this addendum has been prepared by the Court.]

The Court having reviewed this addendum, it is hereby made the Order of the Court.

This Order entered on _____, 20__.

JUDGE

_____ COUNTY SUPERIOR COURT

Petitioner,	§	
v.	§	
Respondent.	§	CIVIL ACTION FILE NO.: _____

I, _____, personally appeared before the undersigned Notary Public, and state under oath that I am the Petitioner in the above-styled action and that the last known address of Respondent is: _____.

[illegible]

This the _____ day of _____, 20____.

Petitioner, *Pro Se* [signature above]
 Name [print]: _____
 Address: _____

 Phone: _____
 Email: _____

STATE OF GEORGIA
Report of Divorce, Annulment or Dissolution of Marriage
Type or print all information

1. Civil Action Number	2. Date Decree Granted (mo., day, year)	3. County Decree Granted
4. Wife's Name (first, middle, last)	5. Maiden (Birth) Last Name	6. Date of Birth (mo., day, year)
7. County of Residence	8. Number of This Marriage (1 st , 2 nd , etc.)	
9. Husband's Name (first, middle, last, generation)	10. Date of Birth (mo., day, year)	11. County of Residence
12. Number of This Marriage (1 st , 2 nd , etc.)	13. Date of This Marriage (mo., day, year)	
14. Specify Grounds for Divorce (19-5-3, OCGA)	15. Number of Children Less Than 18 Affected by This Decree	

This above Report may be reproduced by use of a computer. However, the finished report must be a close reproduction of the original, and prior review and approval must be obtained from the State Registrar before use.

(31-10-7, O.C.G.A.)

31-10-22. Record of divorce, dissolutions, and annulments.

(a) A record of each divorce, dissolution of marriage, or annulment granted by any court of competent jurisdiction in this state shall be filed by the clerk of the court with the department and shall be registered if it has been completed and filed in accordance with this Code section. The record shall be prepared by the petitioner or the petitioner's legal representative on a form prescribed and furnished by the state registrar and shall be presented to the clerk of the court with the petition. In all cases, the completed record shall be a prerequisite to the granting of the final decree.

(b) The clerk of the superior court shall complete and forward to the department on or before the tenth day of each calendar month the records of each divorce, dissolution of marriage, or annulment decree granted during the preceding calendar month.

PRO SE MEDIATION REFERRAL FORM

This form is for self-represented parties in domestic/family law cases (divorce, legitimation, custody, visitation, child support, etc.). You may use this form if you are the Plaintiff or Defendant. **It is your responsibility pursuant to Court Order to make sure the mediation is scheduled and takes place prior to your final hearing (contact the mediation office for timing requirements).** If it does not occur within enough time before your final hearing, your hearing may be postponed.

Please Complete the Following Information:

Today's Date _____

Next Court Date _____ Judge _____ County _____

Case # _____ (top right corner of your legal papers)

PLAINTIFF

Name _____ Personal Phone _____ Bus. Phone _____

Address _____

Email _____

Attorney (if represented) _____ Office Phone _____ Fax _____

Address of Attorney _____

DEFENDANT

Name _____ Personal Phone _____ Bus. Phone _____

Address _____

Email _____

Attorney (if represented) _____ Office Phone _____ Fax _____

Address of Attorney _____

TYPE OF ADR REQUESTED: MEDIATION

CASE TYPE: DOMESTIC

TYPE OF DOMESTIC CASE (please specify): _____ DIVORCE _____ LEGITIMATION

_____ MODIFICATION

___ CUSTODY ___ VISITATION ___ CHILD SUPPORT ___ PROPERTY ___ ALIMONY ___ DEBTS

OTHER COMMENTS (specify) _____

HAVE THERE BEEN ANY ALLEGATIONS OF FAMILY VIOLENCE: _____

Yes No Unknown

****Mail or fax the form to:

NINTH JUDICIAL ADMINISTRATIVE DISTRICT
OFFICE OF DISPUTE RESOLUTION
311 Jesse Jewell Parkway, Suite 104
Gainesville, GA 30501
Phone: 770.535.6909 / Fax: 770.531.4072
www.adr9.com

General Civil and Domestic Relations Case Disposition Form Instructions

1. Provide the class of court and county in which the case is being disposed.
2. Provide the plaintiff's and defendant's names.
3. Provide the reporting party (the individual completing the form).
4. Provide the attorneys' names and State Bar numbers. If parties represented themselves, provide their names and check the self-represented box.
5. Provide the manner of disposition by checking the appropriate box. See below for definitions.
6. Provide an answer to the three questions by checking the appropriate boxes.

Manner of Disposition Definitions

Jury Trial: Cases in which a jury is impaneled to determine the issues of fact in the case. A jury trial should be counted when the jury has been sworn, regardless of whether a verdict is reached.

Bench/Non-Jury Trial: Cases in which a judge or judicial officer is assigned to determine both the issues of fact and law in the case. A bench/non-jury trial should be counted when the first evidence is introduced, regardless of whether a judgment is reached.

Non-Trial Disposition: Cases in which the disposition does not involve either a jury trial or a bench trial.

Alternative Dispute Resolution: If a case was disposed of via a non-trial disposition and the method of disposition was alternative dispute resolution. If this box is checked, then the Non-Trial Disposition box must also be checked. Only check if the whole case was resolved via alternative dispute resolution.

General Civil and Domestic Relations Case Disposition Information Form

☐ Superior or ☐ State Court of _____ County

For Clerk Use Only

Date Disposed _____
MM-DD-YYYY

Case Number _____

Case Style _____

Plaintiff(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Defendant(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Reporting Party _____

Plaintiff's Attorney _____ State Bar Number _____ Self-Represented ☐

Defendant's Attorney _____ State Bar Number _____ Self-Represented ☐

Manner of Disposition Check Only One

- ☐ Jury Trial
- ☐ Bench/Non-Jury Trial
- ☐ Non-Trial Disposition, such as:
- ☐ Alternative Dispute Resolution

- ☐ Check if any party was self-represented at any point during the life of the case.
- ☐ Check if the court ordered an interpreter for any party, witness, or other involved individual.
- ☐ Check if the case was referred/ordered to a court-annexed alternative dispute resolution process.