

FILING CHECKLIST FOR DIVORCE WITHOUT MINOR CHILDREN - CONTESTED

Ocmulgee Judicial Circuit

Divorce Packet:

The Divorce Packet for Divorce Without Minor Children that you may obtain from the Eighth Judicial Administrative District of Georgia (https://www.eighthdistrict.org/pro_se.htm) should include the following documents, many of which are necessary in completing your case.

- (1) Domestic Relations Case Filing Information Form (Plaintiff shall complete, sign and file)
- (2) Complaint for Divorce (Plaintiff shall complete, sign, and file)
- (3) Verification (Plaintiff shall complete, have notarized, sign, and file)
- (4) Standing Order of the Court (Plaintiff shall attach a copy to the Complaint and serve a copy on the Defendant)
- (5) Domestic Relations Financial Affidavits (Both Plaintiff and Defendant shall complete, sign, have notarized and file)
- (6) Summons and Sheriff's Service Form (Plaintiff shall complete and give to the Clerk of Court to give to the Sheriff for personal service on Defendant.)
- (7) Rule Nisi and Certificate of Service (These forms are needed to set a court date. Clerk of Court signs the Rule Nisi and files and gives a copy to Plaintiff to mail to Defendant; Plaintiff shall complete, sign and file the Certificate of Service of the Rule Nisi as proof that Defendant received notice of the court date.)
- (8) Final Judgment and Decree of Divorce (Plaintiff completes and places in file; Judge signs and files)
- (9) Vital Records Form 3907 - State of Georgia Report of Divorce, Annulment or Dissolution of Marriage (Plaintiff completes and files)
- (10) Domestic Relations Case Disposition Information Form (Plaintiff completes and files)

All of the documents listed above may be accessed and completed by visiting the website:
https://www.eighthdistrict.org/pro_se.htm

INSTRUCTIONS FOR FILING YOUR
CONTESTED DIVORCE WITH NO MINOR CHILDREN

This package is for couples that cannot agree on all matters and have no minor children together.

State Law O.C.G.A. § 15-19-51 forbids court personnel to give legal advice. Court personnel includes all employees of the Clerk of Superior Court and the Judges' offices.

This forms packet is designed to guide you in the preparation of your divorce papers. You must fill in the required information as it applies to your situation. Your papers should remain in the same order as they appear in this packet. In many forms, there are some sections that have two possible answers, separated by an [OR]. In these sections, you must choose which of the two choices fits best in your situation. Make sure that everything is signed and notarized as indicated.

If your divorce is contested, it will be your responsibility to have your spouse served with the complaint by the Sheriff's Department after filing.

Remember, the Court does not know you and your situation. To optimize the process, make sure to fill in all spaces and provide as much information as possible. Failure to fill out these forms completely and accurately could result in delay or even dismissal of your action. It is very important that the information you provide is consistent throughout the package and that you include all dates and other information even if you must indicate that it is not relevant for your situation.

Even if it is a friendly divorce, it is suggested that you consult a lawyer before you sign any settlement papers or file anything in court. YOU MAY NEED AN ATTORNEY IF: the case becomes contested and your spouse has a lawyer, you cannot find your spouse to serve him or her with your papers, you might lose custody of your children, you think you will have difficulty getting information and documents from your spouse regarding income, retirement funds, etc., or if you have other special circumstances.

It is your responsibility to have this suit served upon your spouse.

Included in this packet to submit are:

- Complaint for Divorce
- Verification
- Domestic Relations Financial Affidavit of Plaintiff
- Final Judgment and Decree

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____)

Plaintiff,)

v.)

_____)

Defendant.)

Civil Action No. _____

COMPLAINT FOR DIVORCE

Plaintiff, _____ [Name], comes before
this Court and shows this Court as follows:

1. Residence Requirement (Check only one)

- a) Plaintiff is a resident of _____ County, Georgia, and has been
a resident of Georgia for at least six months prior to the filing of this action.

OR

- b) Plaintiff is not a resident of Georgia, but Plaintiff's spouse has been a resident
of the state of Georgia and the county of _____ for at least six (6) months
prior to my filing this action.

2. Venue and Service (Check only one.)

- a) Defendant is a resident of _____ County, Georgia and may be
served at his/ her residence / work address of :

OR

- b) Defendant is a resident of _____ County, Georgia but
Defendant and I lived together in _____ County at the time we separated,
Defendant has only moved from _____ County within the past six months
from the date of this filing, and I am a resident of _____ County.
Defendant shall be served by second original at his/ her home/ work address of

OR

- c) Defendant is not a resident of the State of Georgia, but I am a resident of
_____ County, Georgia and:

[] The Defendant was formerly a resident of the State of Georgia and presently is
a resident of the State of _____. Defendant may be served by a second original pursuant
to the Long Arm Statute, O.C.G.A. § 9-10-91(5). Defendant may be served at the following
address: _____

3. Date of Marriage (Check only one.)

a) Plaintiff and Defendant were lawfully married on _____.

OR

b) Plaintiff and Defendant are common law married, having entered into a common law marriage before January 1, 1997 as of _____.

4. Date of Separation

The Defendant and I separated on _____ and have remained in a bona fide state of separation since that date.

5. Children

There are NO minor children born of the marriage.

6. Grounds for Divorce (Check one or more grounds that you can prove.)

Plaintiff is entitled to a divorce from the Defendant upon the statutory grounds that:

The marriage is **irretrievably broken** and there is no hope of reconciliation, under O.C.G.A. § 19-5-3(13). [This is the no-fault divorce provision.]

Cruel Treatment. My spouse committed the following acts of cruel treatment to me such that I am afraid he/ she will hurt me in the future:

Adultery. My spouse has had sexual intercourse outside the marriage.

Desertion. On or about _____ (date), my spouse, without just cause or reason, intentionally abandoned and deserted me for a period of at least one year as follows: _____

Intermarriage. My spouse and I are related as follows: _____

Mental Capacity. I did not have the mental capacity to enter into a marriage when we married because _____

Impotency. My spouse was impotent at the time of our marriage, and I was not aware.

Force, menace, duress, fraud in obtaining the marriage. I entered this marriage against my will as a result of _____

Pregnancy of the wife at the time of the marriage unknown to husband. I did not know that my spouse was pregnant by another man when we got married.

Conviction of party for an offense involving moral turpitude. On or about _____, my spouse was sentenced to serve at least two years in the penitentiary for the following: _____

- Habitual intoxication.** My spouse is repeatedly intoxicated.
- My spouse has been adjudged mentally ill by a court of competent jurisdiction.** My spouse has been confined in an institution for the mentally ill for a period of at least two years immediately preceding this action. My spouse's mental illness has been determined to be incurable by competent examiners and I have attached a certified statement that it is this person's opinion that my spouse is hopelessly incurably mentally ill.
- Habitual Drug Addiction.** My spouse is addicted to drugs as follows:

7. Alimony (check only one.)

- a) I am seeking temporary alimony which will last until the date of the final decree of divorce. I did not engage in adultery, desertion, cruel treatment, or other fault grounds for divorce.
- OR**
- b) I am seeking temporary and permanent alimony which will last until I remarry or until my former spouse or I should die. I did not engage in adultery, desertion, cruel treatment, or other fault grounds for divorce.
- OR**
- c) I voluntarily waive alimony.

8. Marital Property (Choose only one.)

- a) Defendant and I have no marital property.
- OR**
- b) Defendant and I have already divided our marital property to our mutual satisfaction.
- OR**
- c) Defendant and I have the following marital property that I have checked, and I am seeking an equitable division of this property.
 - a house located at _____
A notice of Lis Pendens is attached hereto as Exhibit "_____."
 - Pension(s): Mine _____ My spouse's _____
 - Motor vehicles (list make, model & year):

Furniture (list or attach list):

Bank accounts and investments (list or attach list):

[] Other:

9. Joint Debts (Choose only one.)

a) Defendant and I have no joint outstanding debts.

OR

b) Defendant and I have the following debts. I have indicated which party should be responsible for each debt. The responsible party will indemnify and hold harmless that non-responsible party for any collection on these obligations.

Creditor	Amount	Responsible Party

10. Name Restoration

My former name is _____, and I request that it be restored to me.

WHEREFORE, Plaintiff respectfully requests:

- a) That the parties herein be totally divorced;
- b) That the Court order an equitable division of property;
- c) That the Court award temporary and permanent alimony;
- d) That the Court award the Plaintiff temporary use and possession of the formal marital residence located at _____;
- e) That the Court award the Plaintiff temporary use and possession of the vehicle described as follows: _____;
- f) That the Court award such other and further relief as deems equitable and just.

Respectfully submitted this the _____ day of _____, 20__.

/S/Plaintiff *pro se* [sign here]

Address: _____

Telephone(s): _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

Plaintiff,

v.

Defendant.

)
)
)
)
)
)
)
)
)
)

Civil Action No. _____

VERIFICATION

Personally appeared before me the undersigned who on oath states that the facts set forth in this Complaint are true and correct to the best of his/her knowledge and belief.

Plaintiff *pro se*
[Sign in the presence of a Notary Public]

Sworn to and subscribed before me
this _____ day of _____, 20__

Notary Public, State of Georgia

My Commission Expires: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
Plaintiff,)
v.)
_____,) Civil Action File No. _____
Defendant)
)

SETTLEMENT AGREEMENT

This is an agreement by and between _____ (hereinafter referred to as "Wife") and _____ (hereinafter referred to as "Husband").

WHEREAS, the parties are married but are currently living in a bona fide state of separation;

WHEREAS, the parties desire to settle between themselves all questions of division of property, alimony, and all other rights and obligations arising out of their marital relationship;

NOW THEREFORE, in consideration of the mutual covenants hereinafter contained, the parties agree as follows:

1.

Separation

The parties shall continue to live separate and apart and each shall be free from interference, molestation, authority and control, direct or indirect, by the other as fully as if sole and unmarried, and each may reside at such place or places as he or she may select.

2.

Alimony (Choose only one: a or b)

a) The Husband/ Wife shall pay to the Husband/ Wife as alimony the sum of \$ _____ per week/month, to be paid beginning on _____ [Date] and to continue thereafter until the Husband/ Wife remarries or dies.

b) The parties hereby expressly waive alimony for the past, present and future.

3.

Division of Property (Choose only one: a, b or c)

- a) The parties have no marital property subject to equitable division.
- b) The parties have previously divided their marital property to their mutual satisfaction.
- c) The parties acknowledge that they possess various items of jointly owned property, which shall be divided as follows:

1) To the Wife:

2) To the Husband:

4.

Division of Debts (Choose only one: a or b)

- a) The parties acknowledge that they have no outstanding joint debts.
- b) The parties agree to the division of debts as indicated below:

Creditor	Amount	Responsible Party

The responsible party indemnifies and holds harmless the non-responsible party for any collection on these obligations.

5.

Name Restoration

The parties request that the wife's name be restored to _____ [former name].

6.

Binding Agreement

The parties acknowledge that they have entered into this Agreement freely and voluntarily and that it is not the result of any duress or any undue influence. This Agreement constitutes the entire understanding of the parties. There are no representations, warranties, covenants, or undertakings other than those expressly set forth herein.

7.

Agreement enforceable with or without divorce

It is expressly understood that this Agreement does not obligate the parties to continue to live in a state of separation or to proceed with an action for divorce. However, in the event that either party shall bring or maintain an action for dissolution of the marital relationship, this Agreement shall be presented to the court and incorporated by reference into any judgment or decree concerning the matters provided herein. Notwithstanding such incorporation, this Agreement shall survive and be enforceable independently of the judgment or decree.

This Agreement is entered into this the _____ day of _____, 20_____.

Plaintiff *pro se*

Sworn to and subscribed before me

This _____ day of _____, 20_____.

Notary Public, State of Georgia

My Commission Expires _____

Defendant *pro se*

Sworn to and subscribed before me

This _____ day of _____, 20_____.

Notary Public, State of Georgia

My Commission Expires _____

In the Superior Court of _____ County, Georgia

_____, Plaintiff)
vs.)
_____, Defendant)

Civil Action No. _____

DOMESTIC RELATIONS FINANCIAL AFFIDAVIT

1. AFFIANT'S 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	Date of Birth	Resides with

Names and birth dates of affiant's other children:

Name	Date of Birth	<u>Resides with</u>

2. SUMMARY OF AFFIANT'S INCOME AND NEEDS

(a) Gross monthly income (from item 3A) \$ _____

(b) Net monthly income (from item 3C) _____

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

Monthly payments to creditors + _____

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

(subsections (d) & (e) deleted)

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.)

Salary 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 \$ _____

(prior section B deleted)

B. Affiant's Net Monthly Income from employment
(deducting only state and federal taxes and FICA) \$ _____

Affiant's pay period (i.e., 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	Value	Separate Asset of the Husband	Separate Asset of the Wife	<u>Basis of the Claim</u>
Cash	\$ _____	_____	_____	_____
Stocks, bonds	\$ _____	_____	_____	_____
CD's/Money Market Accounts	\$ _____	_____	_____	_____
Bank Accounts (list each account):				
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
<u>Retirement Pensions, 401K, IRA, or Profit Sharing</u>	\$ _____	_____	_____	_____
Money owed you:	\$ _____	_____	_____	_____
<u>Tax Refund owed you:</u>	\$ _____	_____	_____	_____
Real Estate:				
home:	\$ _____	_____	_____	_____
<u>debt owed:</u>	\$ _____	_____	_____	_____
other:	\$ _____	_____	_____	_____
<u>debt owed:</u>	\$ _____	_____	_____	_____
Automobiles/Vehicles:				
<u>Vehicle 1:</u>	\$ _____	_____	_____	_____

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

debt owed: \$ _____

Life Insurance
 (net cash value): \$ _____

Furniture/furnishings: \$ _____

Jewelry: \$ _____

Collectibles: \$ _____

Other Assets: \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Assets: \$ _____

5. A. AVERAGE MONTHLY EXPENSES

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**

Gasoline and oil \$ _____

Garbage and Sewer \$ _____ Repairs \$ _____

Telephone: residential line: \$ _____ Auto tags and license \$ _____

cellular telephone: \$ _____ Insurance \$ _____

Gas \$ _____ **OTHER VEHICLES**

(boats, trailers, RVs, etc.) Gasoline and oil \$ _____

Repairs and maintenance: \$ _____ Repairs \$ _____

Lawn Care \$ _____ Tags and license \$ _____

Pest Control \$ _____ Insurance \$ _____

CHILDREN'S EXPENSES

Childcare (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 \$ _____

OTHER INSURANCE

Health \$ _____
 Child(ren)'s portion: \$ _____

Dental \$ _____
 Child(ren)'s portion: \$ _____

Vision \$ _____
 Child(ren)'s portion: \$ _____

Life \$ _____
 Relationship of Beneficiary: _____

Disability \$ _____

Other (specify): \$ _____

AFFIANT'S 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) \$ _____

TOTAL ABOVE EXPENSES \$ _____

B. PAYMENTS TO CREDITORS

(please check one)

To Whom:	Balance Due	Monthly Payment	Joint	Plaintiff	Defendant

TOTAL MONTHLY PAYMENTS TO CREDITORS: \$ _____

C. TOTAL MONTHLY EXPENSES: \$ _____

This _____ day of _____, 20_____.

Notary Public

Affiant

Sworn to and subscribed before me
this _____ day of _____, 20_____.

My Commission Expires: _____

IN THE SUPERIOR COURT OF Wilkinson COUNTY
OCMULGEE JUDICIAL CIRCUIT
STATE OF GEORGIA

Plaintiff/Petitioner

v.

Defendant/Respondent.

*
*
*
*
*
*
*
*
*
*

CIVIL ACTION NO. _____

DOMESTIC RELATIONS STANDING ORDER AND NOTICE REQUIREMENT

Pursuant to O.C.G.A. § 19-1-1(b), this Standing Order shall bind the parties in the above-styled action, their agents, servants, employees, and all other persons acting in concert with the parties in all domestic relations cases filed in this Court until and unless this Standing Order is specifically modified or superseded by further order of this Court. The **PARTY FILING THE ACTION** shall complete the above required information by inserting the names of the parties and the case number and shall file the order in the case. In cases where service is by acknowledgment, the **PARTY FILING THE ACTION** shall attach a copy of this order to the original complaint and give or mail a copy of the filed order to the opposing side.

1.

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 or which may, upon judicial determination, constitute threats, harassment, or stalking the adverse party or the child or children of the parties or any act which constitutes a violation of other civil or criminal laws of this state.

2.

Each party is encouraged to refrain from making derogatory comments regarding any other party in the presence of the minor child or children of any party. Moreover, each party is discouraged from making any statement or taking any action which may unnecessarily place the minor child or children of any party "in the middle" of this divorce action (e.g., having a child deliver messages to another party regarding legal proceedings or sending child support payments to another party by a child, etc.). Each party shall be mindful of the routine of the minor child or children of the parties. No party shall change the day care or school, or the day care or school routine for the minor child or children other than to the extent the separation of the parties or other circumstances absolutely necessitate such a change. Each party is encouraged to continue all regularly scheduled extracurricular activities of the minor child or children.

3.

Each party is enjoined and restrained from unilaterally causing or permitting the minor child or children of the parties to be removed from the State of Georgia other than in the ordinary course of family activities, except in the event of an emergency. In non-emergency situations, the parent causing or permitting the minor child or children to leave the state in the ordinary course of a family activity shall convey to the other parent in writing the specific date(s), specific location(s), and contact information (including address(es) and phone number(s)) for the child or children while they are outside the state.

4.

Each party is hereby enjoined and restrained from selling, encumbering, trading, contracting to sell, or otherwise disposing of or removing from the State of Georgia any of the property belonging to the parties except in the ordinary course of business or except in an emergency.

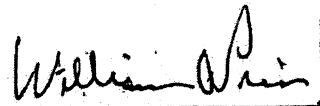
5.

Each party is hereby enjoined and restrained from making any change to any policy of insurance (health, life, automobile, homeowner's or any other type of insurance) in force of being maintained at the time of the filing of this action without the express written consent of the other party.

6.

Each party is hereby advised that failure to follow any provision of this Standing Order unless substantially justified, may result in sanctions or penalties as provided by statute, rule or authority of the Court, including a finding of contempt by the Court; taxation of costs or attorney's fees; and/or the imposition of monetary or other sanctions.

SO ORDERED, this 24th day of March, 2017.



The Honorable William A. Prior, Jr.
Chief Judge, Ocmulgee Judicial Circuit

AFFIDAVIT FOR PERSONS FILING DIVORCE CASE WITHOUT AN ATTORNEY

STATE OF GEORGIA

COUNTY OF _____

Personally appeared before the undersigned officer, _____, (affiant) who, after being duly sworn, deposes and states under oath the following:

1. That affiant has this date filed a suit for divorce in this county and does not have any attorney at law representing affiant.
2. Affiant further states that the following person prepared the petition:

Name of Person

Address of Person

Phone number

3. Affiant states that said person who prepared the petition was/was not paid to prepare the papers. The total amount paid was \$ _____.
4. Affiant states that there is/is not any further money due anyone for assisting in the preparation of said divorce papers. If affiant owes money to the preparer, the amount is \$ _____.
5. Affiant has not paid or given anyone any other consideration or money for help in preparing the divorce papers, except the following: _____.
6. Did the preparer of the divorce papers tell you what information, or given you advice regarding the information to put in your divorce papers? YES / NO (Circle one.)
7. Did the preparer give you any advice about how to file your papers? YES / NO (Circle one.)
8. Did the preparer give you any advice about how to present your case to the judge? YES / NO (Circle one.)
9. Are you willing to discuss this matter with a State Bar of Georgia investigator? YES / NO (Circle one.)

I have answered all the above questions truthfully, under penalties of perjury.

Sworn to and subscribed before me this the _____ day of _____, 20____.

Clerk/Deputy Clerk
_____ County Superior Court

Affiant

Address (required)

Phone Number (required)

INFORMATION SHEET FOR PRO SE LITIGANTS

Wilkinson COUNTY

It is advisable to have an attorney when filing legal papers to be sure that your rights are protected and that all the procedures are correctly followed. Courthouse personnel are prohibited by State Law O.C.G.A. 15-19-51 from giving ANY legal advice. Different situations may require special procedures and courthouse personnel CANNOT advise you on how to proceed or what forms may be necessary in specific situations.

You may need an attorney if:

- The case is contested and your spouse has a lawyer.
- You cannot locate your spouse to serve him/her with your papers.
- You and your spouse have a house, pension, or large amount of property or income.
- You might lose custody of your children.
- You think you will have difficulty getting documents from your spouse about retirement funds, income, et cetera.
- Even if it is a friendly divorce, you should talk to a lawyer before you sign any settlement papers or file anything in court.

If there is any question in your mind concerning the forms that you are filing, or your legal rights, it is strongly recommended that the services of an attorney be obtained. If you do not know an attorney, you may refer to the Yellow Pages under "attorney". If you are financially unable to afford the services of an attorney, you may contact the Georgia Legal Services Program to see if you are eligible for their services. You may find the number for your area in the Yellow Pages.

Due to the changing nature of the law, some of the forms available to the public for use in filing a divorce without an attorney may be outdated. It is a requirement of this circuit that you utilize the divorce packet available in the Clerk's Office of each county in the Ocmulgee Judicial Circuit. Those counties are as follows: Baldwin, Greene, Hancock, Jasper, Jones, Morgan, Putnam and Wilkinson. In no event will the Clerk of Superior Court of any Ocmulgee Judicial Circuit county or their personnel be liable for any indirect or consequential damages resulting from the filing of your pro se forms. Any desired outcome in your case cannot be predicted or guaranteed by any court personnel.

Your divorce packet will be filed in the Clerk's office once the appropriate filing and/or service fees are paid. If you have children under the age of 18, please see the information at the bottom of this form regarding the "Children Cope with Divorce" seminar. All parties with children under age 18 in most civil actions (divorce, legitimation, et cetera) where children are involved are REQUIRED to attend within 30 days of service upon the defendant.

The Ocmulgee Judicial circuit requires the use of the forms that can be obtained at each individual Clerk's Office. However, at the time of your hearing, a judge may advise that there is something incorrect regarding the paperwork, i.e. jurisdiction, missing paperwork, et cetera. If that happens, it could necessitate re-filing, filing in another county or state, transfer to another county and would require additional fees.

If you have decided to represent yourself in a divorce case in Wilkinson County Superior Court, we have a specific set of forms required to be utilized in this circuit. However, due to the

complexity of the law and rules and procedures that must be followed, you may require professional legal representation. We strongly recommend that you discuss your case with an attorney. **YOU ARE RESPONSIBLE FOR THE ACCURACY OF YOUR DOCUMENTS.**

Helpful Reminders:

- o Speak with an attorney if you are uncertain about what you are doing.
- o Read all instructions carefully.
- o Sign your name on the documents in front of a notary public. We do not have a notary in this office. Documents must be signed before filing here.
- o Are you filing in the correct county? The Superior Court of Wilkinson County.
- o Are you using the Wilkinson County Sheriff's Department for service of process? The fee for service is \$50.00. If service is out of county, you will have to make the appropriate arrangements with that Sheriff's Department.
- o Research the law that pertains to your divorce petition.
- o Fill in only those things that apply to your situation.
- o Keep copies of everything you file for your records.
- o Check your petition for accuracy.
- o File your petition in the Clerk's office. The filing fee is \$200.00.

ALL FORMS REQUIRED MUST BE SUBMITTED FOR FILING, OR THE DIVORCE MAY NOT BE GRANTED.

By signing below, I acknowledge that I have been given a copy of this document, and that I understand that by filing pro se, I am acting as my own attorney.

Name

Address

Phone Number

PRO SE INFORMATION SHEET		
Plaintiff's Name*	Address*	Phone Numbers*
		Home:
		Work:
		Cell:
Additional Contact	Address	Phone Numbers
		Home:
		Work:
		Cell:
Defendant's Name*	Address*	Phone Numbers*
		Home:
		Work:
		Cell:
Additional Contact	Address	Phone Numbers
		Home:
		Work:
		Cell:

All fields marked with an asterick (*) are required to be filled in.

NOTICE

(Please read very carefully.)

This sheet is a requirement and must be filed with your Petition. Without this sheet, the Court has no way to contact regarding your case, and can be used to contact you in the event any correspondence or calendar is returned.

If a trial calendar is returned because of an insufficient address, there is a possibility that your case could be dismissed due to your failure to appear.

It is your responsibility to notify the Court immediately if you move or any of your contact information changes. It is not the responsibility of the Court to obtain any new information. We will only use the information supplied to us by you.

General Civil and Domestic Relations Case Disposition Information Form

Superior or State Court of _____ County

For Clerk Use Only				
Date Disposed				Case Number
	MM-DD-YYYY			
				Case Style

Plaintiff(s)

Defendant(s)

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

Reporting Party _____

Plaintiff's Attorney _____

Bar Number _____ Self-Represented

Defendant's Attorney _____

Bar Number _____ Self-Represented

<p>Manner of Disposition Check Only One</p> <p><input type="checkbox"/> Jury Trial</p> <p><input type="checkbox"/> Bench/Non-Jury Trial</p> <p><input type="checkbox"/> Non-Trial Disposition</p> <p><input type="checkbox"/> Alternative Dispute Resolution</p>

- 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.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?



REPORT OF DIVORCE, ANNULMENT OR DISSOLUTION OF MARRIAGE • FORM 3907
(REVISED 12/2016)

PLEASE PRINT OR TYPE ALL INFORMATION LEGIBLY AND CORRECTLY BELOW.

REQUIRED INFORMATION			
CIVIL ACTION NUMBER		DATE DECREE GRANTED (MONTH, DAY, YEAR)	COUNTY DECREE GRANTED
FIRST NAME OF PARTY 1	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
DATE OF BIRTH (MONTH, DAY, YEAR)	COUNTY OF RESIDENCE	NUMBER OF THIS MARRIAGE (FIRST, SECOND, ETC.)	
FIRST NAME OF PARTY 2	MIDDLE NAME	LAST NAME	LAST NAME AT BIRTH
DATE OF BIRTH (MONTH, DAY, YEAR)	COUNTY OF RESIDENCE	NUMBER OF THIS MARRIAGE (FIRST, SECOND, ETC.)	
SPECIFY GROUNDS FOR DIVORCE (19-9-3, OCGA)		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.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

Plaintiff)
))
)) Civil Action No. _____
))

Defendant.)

FINAL JUDGMENT AND DECREE OF DIVORCE

Upon consideration of this case, upon evidence submitted as provided by law, it is the judgment of the Court that a total divorce be granted, that is to say, a divorce a vinculo matrimonii, between the parties to the above stated case upon legal principles.

It is considered, ordered and decreed by the Court that the marriage contract heretofore entered into between the parties to this case, from and after this date, be and is set aside and dissolved as fully and effectually as if no such contract had ever been made or entered into.

Plaintiff and Defendant in the future shall be held and considered as separate and distinct persons, altogether unconnected by any nuptial union or civil contract whatsoever, and both shall have the right to remarry.

The Court restores to _____ the former name of _____.

The Court has determined that temporary/ permanent alimony in the amount of \$ _____ shall be paid by the Husband/ Wife to the Husband/ Wife, weekly/ monthly/ annually/ other until _____.

The Court has determined that property shall be divided as follows:

The Court has determined that debts shall be divided as follows:

This decree entered on _____, 20____.

JUDGE
Superior Court of _____ County
Southwestern Judicial Circuit