

FILING CHECKLIST FOR DIVORCE WITH CHILDREN - UNCONTESTED

Ocmulgee Judicial Circuit

Divorce Packet:

The Divorce Packet for Divorce with 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 of the Standing Order of the Court to the filed with the Complaint and mail a copy to the Defendant)
- (5) Acknowledgment of Service and Summons (Defendant shall complete, have notarized, sign, and file instead of personal sheriff's service of the Complaint)

-OR-

Acknowledgment of Service Affidavit of Waiver of Venue and Personal Jurisdictions (Only if Defendant is not a resident of the County of filing)

- (6) Consent to Trial (Plaintiff and Defendant shall complete, have notarized, sign, and file)
- (7) Child Support Worksheet (Both Plaintiff and Defendant shall complete, initial each page, and file a joint worksheet. Child Support Worksheets must be filed prior to the issuance of a Final Judgment and Decree of Divorce. A guided Child Support Worksheet may be accessed at the following website: <https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>.)
- (8) Parenting Plan (Both Plaintiff and Defendant shall complete, sign, and place in file; Judge signs and files)
- (9) Certificate from the **Seminar for Divorcing Parents** (Both Plaintiff and Defendant shall complete the Seminar for Divorcing Parents prior to the issuance of a Final Judgment and Decree of Divorce.)
- (10) Settlement Agreement (Both Plaintiff and Defendant shall complete, sign, have notarized and file)

(11) Final Judgment and Decree of Divorce (Plaintiff completes and places in file; Judge signs and files)

(12) Vital Records Form 3907 - State of Georgia Report of Divorce, Annulment or Dissolution of Marriage (Plaintiff completes and files)

(13) Domestic Relations Case Disposition Information Form (Plaintiff completes and files)

All of the documents listed above may be accessed and completed by visiting the following website: https://www.eighthdistrict.org/pro_se.htm except the Sheriff's Service Form, which is available in the Clerk of Court's office.

UNCONTESTED DIVORCE WITH MINOR CHILDREN

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. If you do not have access to a typewriter, you may fill in the blanks by hand, in neat print, using BLACK ink.

You should fill in every blank line EXCEPT for the civil action file number blanks and the lines provided for signatures by the Notary Public and the Judge.

In the Complaint and the Settlement Agreement, 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, and then include only that choice in your documents. The other choice should be ignored, and should not be included in your documents.

Make sure that everything is signed. All signatures that require notarization must be notarized before your documents will be approved for filing.

Court Personnel are NOT allowed to answer any questions concerning the preparation of these forms. State Law O.C.G.A. §15-19-51 forbids court personnel to give 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. Divorce can be very complicated. The only person allowed to help you in the preparation of these forms is a licensed attorney. Please consult an attorney if you have questions about the procedure or what action is best for you to take.

YOU MAY NEED AN ATTORNEY IF:

- The case is contested and your spouse has a lawyer.
- You cannot locate your spouse to serve him or her with your papers.
- You or your spouse has 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, etc.
- Even if it is a friendly divorce, you should talk to a lawyer before you sign any settlement papers or file anything in court.

In the packets for marriages with children, there is a form called the Domestic Relations Financial Affidavit. Each party will have to have one of these forms filled out prior to the final hearing on the divorce.

If the Defendant has filed an acknowledgment of service, then each party must submit their Domestic Relations Financial Affidavit at the time the case is filed.

If the Defendant does not file an acknowledgement of service, and the Sheriff has to serve a copy of the complaint and summons on the Defendant, the Plaintiff must still file a copy of the Domestic Relations Financial Affidavit with his or her complaint. The Defendant should be served with a copy of the Domestic Relations Financial Affidavit along with the complaint and summons.

Remember, you must fully complete the forms before the Judge will be able to grant you a decree of divorce. Incomplete forms, as well as forms that are improperly filled out, may delay the grant of your divorce. Make sure that you take time to read over all the forms, and understand what is being asked of you in each situation.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

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

COMPLAINT FOR DIVORCE

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

1.

Residence requirement (Check only one: a or b)

- ☐ 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.
- ☐ b) Plaintiff is a resident of _____ County, Georgia, and has resided at the _____ military post for at least one year before filing this petition.
- ☐ c) Plaintiff is not a resident of the State 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 or b)

- ☐ a) Defendant is a resident of _____ County, Georgia, and has acknowledged service of the Complaint and Summons and has waived further service of process.
- ☐ b) Defendant is a resident of _____ County, _____ (state) and has signed an ACKNOWLEDGEMENT OF SERVICE AFFIDAVIT OF WAIVER OF VENUE AND PERSONAL JURISDICTION.

3.

Date of marriage (Check only one: a or b)

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

4.

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

5.

- ☐ There are _____ minor children born of the marriage.

Name: _____ DOB: _____ Sex: _____

Name: _____ DOB: _____ Sex: _____

Name: _____ DOB: _____ Sex: _____

Name: _____ DOB: _____ Sex: _____

6.

Child Custody (Check only one: a, b or c)

- ☐ a) It is in the best interest of the minor children for _____
_____ to have sole legal and physical custody.

- ☐ b) Plaintiff and Defendant are both fit to share both temporary and permanent joint legal custody of the minor child(ren). It is in the best interest of the minor child(ren) for _____
_____ to have primary physical custody.

- ☐ c) Plaintiff and Defendant have agreed that it is in the best interest of the minor children for the parties to have joint legal and physical custody. The physical custody arrangement will be as follows: _____

7.

For the past five years, the children lived at the following addresses with the following persons:

Address	Dates	Lived With

8.

Other court actions concerning the children (Choose only one: a or b)

☐ a) Plaintiff asserts that ☐ he/ ☐ she has not participated as a party or a witness or in any other capacity in any other litigation concerning the children named above, and knows of no other proceeding concerning the minor children in this or any other state. No person other than the parties to this action has physical custody of the minor children or any claim to custody or visitation with the minor children.

☐ b) The minor children have been involved in the following actions:

(Please tell the court about the following types of actions: custody, visitation, family violence, protective orders, termination of parental rights, and adoption.)

<u>County/State/Court</u>	<u>Type of Custody Action</u>	<u>Date Filed</u>	<u>Status</u>

9.

Others with a custody claim (Choose only one: a or b)

☐ a) I know of no other person, not a party to this proceeding, who has physical custody of the children or claims to have custody or visitation rights with respect to the minor children.

☐ b) The following persons who are not a party to this proceeding have custody or visitation rights with the minor children:

Name

Claim

_____	_____
_____	_____
_____	_____

10.

- ☐ 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).

11.

- ☐ The parties have entered into a settlement agreement that resolves all issues as to an equitable division of property and debts, as well as alimony and child support.

WHEREFORE, Plaintiff respectfully requests:

- a) That the parties herein be totally divorced;
- b) That the Court adopt and incorporate the parties' settlement agreement into a final judgment and decree in this matter;
- c) That the Wife's name be changed back to her maiden name, _____;
- d) That the Court enter an Order for Child Support;
- e) That the Court award such other and further relief as the it deems equitable and just.

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

Plaintiff *pro se* [Sign here]

Plaintiff's Address: _____

Plaintiff's Telephone(s): _____

Defendant's Address: _____

Defendant's Telephone(s): _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

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

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 Wilkinson COUNTY
OCMULGEE JUDICIAL CIRCUIT
STATE OF GEORGIA

_____	*	
Plaintiff/Petitioner	*	
	*	
v.	*	CIVIL ACTION NO. _____
	*	
_____	*	
Defendant/Respondent.	*	
	*	

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.

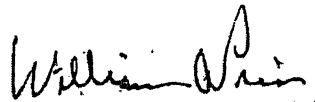
5.

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

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

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

ACKNOWLEDGMENT OF SERVICE AND SUMMONS

The undersigned Defendant hereby acknowledges service of the above Summons and Complaint for Divorce and states that he/she has received a copy of said Complaint, and Defendant hereby waives any further service of process.

This the _____ day of _____, 20_____.

Defendant *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 No. _____
)
_____,)
)
Defendant.)

**CONSENT TO TRIAL 31 DAYS AFTER SERVICE AND
WAIVER OF RIGHT TO TRIAL BY JURY**

Both of the above parties, as indicated by their signatures below, waive their right to trial by jury and consent to the hearing and granting of a divorce in this action any time thirty-one (31) days after the filing of the acknowledgement of service or after service has been perfected.

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: _____

Defendant *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 No. _____
)	
)	
)	
Defendant.)	

ACKNOWLEDGMENT OF SERVICE AND WAIVER OF SUMMONS

The undersigned Defendant hereby acknowledges service of the above Petition for Divorce, and states that he/she has received a copy of said Petition, and Defendant hereby waives any and all future notice, service, and issuance of process.

This the ____ day of _____, 20____.

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

Sworn to and described 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 No. _____
)	
_____)	
)	
Defendant.)	

**DEFENDANT'S ACKNOWLEDGEMENT OF SERVICE
AFFIDAVIT OF WAIVER OF VENUE AND PERSONAL JURISDICTION**

I, _____ [Name], the named Defendant in the above-styled case, after being duly sworn do hereby depose and say that I am a resident of _____ County, _____ [State], and that the Plaintiff in the above-styled case is a resident of _____ County, Georgia. I affirm that I have received a copy of said Petition/Complaint, and I hereby waive any and all further notice, service, and issuance of process.

After being duly informed that I have a constitutional right to a trial by judge or jury on the above matter in the county of my residence, and with that knowledge, I hereby expressly waive my right to venue in the county of my residence, and consent to venue and personal jurisdiction in the county of this superior court.

This _____ day of _____, 20_____.

_____,
Defendant Affiant
[Sign in presence of Notary Public]

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

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

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

SETTLEMENT AGREEMENT

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

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

WHEREAS, the child(ren) born as issue of the marriage is/are:

Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____
Name: _____	DOB: _____

WHEREAS, the parties desire to settle between themselves all questions of division of property, child custody, visitation, child support, 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:

SEPARATION

1.

- ☐ 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.

CUSTODY AND VISITATION

2.

- ☐ The parties agree that the welfare of the child(ren) is of paramount importance and each agrees to foster and encourage a feeling of affection between themselves and the child(ren). Neither party shall do anything to hamper the natural development of the children's love and respect for the other party.

3.

Legal and physical custody (Check only one: a, b, or c)

- ☐ a) The ☐ Husband/ ☐ Wife shall have the temporary and permanent legal and physical custody of the minor child (ren) born as issue of the marriage.

- ☐ b) The Husband and Wife shall share joint legal custody of the minor child (ren). The parties shall share decision-making concerning the children; however, the ☐ Husband/ ☐ Wife shall have the right to make the final decision in the event the parties cannot agree.

Primary physical custody of the minor child (ren) shall be with the ☐ Husband/ ☐ Wife as follows:

Secondary physical custody shall be with the ☐ Husband/ ☐ Wife as follows:

- ☐ c) The Husband and Wife shall share joint legal custody and joint physical custody of the minor child (ren).

Physical custody shall be shared by the parties as follows:

The parties shall share decision making concerning the child (ren); however, in the event the parties cannot decide, the ☐ Husband/ ☐ Wife shall be the tiebreaker and make the final decision.

4.

Visitation (Choose only one: a or b)

- ☐ a) The ☐ Husband/ ☐ Wife shall have the right of visitation with the minor children as follows:

- ☐ b) The visitation schedule is attached hereto and incorporated herein.

CHILD SUPPORT

Please go to <http://www.georgiacourts.org/csc/> and complete the Child Support Worksheet. Then print it out and include it in your divorce papers. Your papers will NOT be accepted for filing without these documents.

5.

Child support amount

- ☐ The Husband/Wife shall pay to the Husband/Wife, as support of the minor child(ren), the sum of \$ _____ * per ☐ week/ ☐ bi-weekly/ ☐ month, starting on _____, and continuing per ☐ week/ ☐ bi-weekly/ ☐ month thereafter until each respective child reaches the age of eighteen (18), or so long as the child is enrolled in and attending secondary school (not to exceed age twenty (20)), marries, dies, or becomes otherwise emancipated. The child support obligation shall be reduced as follows as each child becomes emancipated:

*This amount was derived from line 13 of the Child Support Worksheet, which is attached hereto as Exhibit 1.

6.

Child support method of payment (Check only one: a or b)

- ☐ a) All payments of child support shall be paid directly to the Husband/Wife at the following address:

_____. No
Income Deduction Order will be entered into at this time. However, when ever, in violation of

the terms of this Agreement, there shall have been a failure to make the support payments due hereunder so that the amount unpaid is equal to or greater than the amount payable for one (1) month, the payments required to be made may be collected by the process of continuing garnishment for support. In the event ☐ Husband/ ☐ Wife fails to pay any child support obligation in this Agreement on a timely fashion on any three (3) occasions in any twelve (12) month period, the parties agree that an income deduction order shall then be entered.

☐ b) All payments of child support shall be paid by the employer of the non-custodial parent pursuant to an income deduction order.

☐ c) All payments of child support shall be paid to Georgia Child Support Enforcement pursuant to an Income Deduction Order.

7.

Health insurance

☐ The ☐ Husband/ ☐ Wife shall maintain a policy of medical, dental, and hospitalization insurance for the benefit of the minor child(ren) for so long as the child support obligation set forth herein exists. Costs not covered under the insurance policy shall be divided between Husband and Wife as follows: _____

The ☐ Husband/ ☐ Wife shall provide the ☐ Husband/ ☐ Wife with an insurance identification card or such other acceptable proof of insurance coverage and shall cooperate with the ☐ Husband/ ☐ Wife in submitting claims under the policy.

8.

Alimony (Check 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 _____ and to continue thereafter until the ☐ Husband/ ☐ Wife remarries or dies.

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

9.

Division of property (Check only one: a, b or c)

☐ a) The parties acknowledge that they have no marital property to divide.

☐ b) The parties acknowledge that they have previously made a division of their household furniture, furnishings, household goods, equipment, and other such personalty. Neither party shall claim any of the property in the possession of the other as of the date of the signing of this agreement.

☐ 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:

10.

Division of Debts (Check 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.

11.

Name restoration

- ☐ The parties request that Wife's name be restored to _____.

12.

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.

13.

No Agreements other than this one

☐ This Agreement constitutes the entire understanding of the parties. There are no representations, warranties, covenants, or undertaking other than those expressly set forth herein.

14.

Enforceability

☐ 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.

IN WITNESS WHEREOF, the parties have signed their names, this _____ day of _____, 20____.

Wife

[Sign in the presence of a Notary Public]

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

Notary Public

My Commission Expires: _____

Husband

[Sign in the presence of a Notary Public]

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

Notary Public

My Commission Expires: _____

Exhibit " _____ "

VISITATION SCHEDULE

The non-custodial parent is _____.

The custodial parent is _____.

The non-custodial parent shall be entitled to exercise reasonable visitation with the minor child with the following minimum provisions:

- A. On every 1st, 3rd, and 5th Friday at 6:00 p.m. until the following Sunday at 6:00 p.m.;
- B. During even numbered years (2008, 2010, etc.), the non-custodial parent shall have the right of visitation on the holidays delineated below:
 - 1. Martin Luther King's Birthday
 - 2. Memorial Day
 - 3. Labor Day
 - 4. Thanksgiving
 - 5. Second week of Christmas Vacation from 2:00 p.m. on December 25 until New Year's Eve.
- C. During odd numbered years (2009, 2011, etc.,) the non-custodial parent shall have the right of visitation on the holidays delineated below:
 - 1. New Year's Day
 - 2. Easter or Spring Break
 - 3. July 4th
 - 4. Halloween
 - 5. First Week of Christmas vacation, including Christmas Day until 2:00 p.m. on December 25.
- D. During even numbered years (2008, 2010, etc.), the custodial parent shall have the minor child on the holidays delineated below:
 - 1. New Year's Day
 - 2. Easter or Spring Break
 - 3. July 4th
 - 4. Halloween
 - 5. First week of Christmas vacation, including Christmas Day until 2:00 p.m. on December 25.
- E. During odd numbered years (2009, 2011, etc.), the custodial parent shall have the right of visitation on the holidays delineated below:
 - 1. Martin Luther King's Birthday
 - 2. Memorial Day
 - 3. Labor Day
 - 4. Thanksgiving
 - 5. Second week of Christmas vacation from 2:00 p.m. on December 25 until New Year's Eve.
- F. The Mother shall have the minor child on Mother's Day.
- G. The Father shall have the minor child on Father's Day.
- H. The non-custodial parent shall have the right to visit with the minor child for two consecutive weeks in the summer between June 15 and August 15. During this period, the custodial parent shall have the minor child on the first (1st) weekend from 6:00 p.m. Friday until 6:00 p.m. Sunday. The non-custodial parent shall give the custodial parent a minimum of thirty (30) days written notice of the intent to exercise this visitation.
- I. Holiday visitation shall take precedence over week-end visitation.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

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

PARENTING PLAN

Instructions: This Parenting Plan is approved for use in the Ocmulgee Judicial Circuit. Each paragraph with options and/or blanks *must be completed*. Do not delete paragraphs which do not apply. If there are substantive changes to the basic form, **bold and underline the changes**, and check here _____.

Date of this plan: _____

() The parties agree to the terms of this plan and affirm the accuracy of the information provided, as shown by their signatures at the end of this plan.

() This plan has been prepared by the judge.

This plan () is a new plan.

() modifies an existing Order: Court: _____

Case No.: _____ Date: _____

This plan applies to the following minor child(ren) of the parties:

Child's Name	Year of Birth

I. Custody and Decision Making

A. Legal Custody shall be: [Check one]

- () joint.
- () with the Mother, not joint.
- () with the Father, not joint.

B. Primary Physical Custodian

For the child(ren) named below, the primary physical custodian shall be:

	<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

IF JOINT PHYSICAL CUSTODY IS CHOSEN BY THE PARENTS OR ORDERED BY THE COURT, A DETAILED PLAN OF THE LIVING ARRANGEMENTS OF THE CHILD(REN) SHALL BE ATTACHED AND MADE A PART OF THIS PARENTING PLAN.

C. Day-To-Day Decisions

A parent shall make decisions regarding the day-to-day care of the child(ren) while the child(ren) is/are residing with that parent, including any emergency decisions affecting the health or safety of the child(ren).

D. Major Decisions

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

E. Disagreements

If the parents have elected joint decision making in Section I. D. above, if the parties are unable to agree after serious and meaningful consideration of each other's views:

☐ The mother shall have final decision making authority.

☐ The father shall have final decision making authority.

☐ Other: _____

II. Parenting Time/Visitation Schedules

The following should not be construed as precluding other visitation or alternative arrangements. The best visitation plan is one the parties have agreed to, rather than one imposed by the court.

A. Parenting Time/Visitation

During the term of this parenting plan the father shall have at a minimum the following rights of parenting time/visitation (choose an item):

- ☐ The weekend of the first and third Friday of each month.
- ☐ The weekend of the first, third and fifth Friday of each month.
- ☐ The weekend of the second and fourth Friday of each month.
- ☐ Every other weekend starting _____.
- ☐ Each _____ starting at _____ .M. and ending _____ .M.
- ☐ Other: _____

☐ and weekday parenting time/visitation on (choose an item):

- ☐ None
- ☐ Every _____
- ☐ Every other _____ during the week prior to a non-visitation weekend.
- ☐ Every _____ and _____ evening.
- ☐ Other: _____

For purposes of this parenting plan, a weekend will start at _____ .M. on _____ and end at _____ .M. on _____.

Weekday visitation will begin at _____ .M. and will end at _____ .M.

This parenting schedule begins on:

☐ date of this plan OR ☐ _____
(date and time)

B. Major Holidays and Vacation Periods

Thanksgiving

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

Winter Vacation

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

The ☐ mother ☐ father shall have the child(ren) for the first period from the day and time school is dismissed until December ____ at _____.M. 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 9:00 a.m. on January 2nd. Unless otherwise indicated, the parties shall alternate the first and second periods each year.

For the purpose of the resumption of regularly scheduled weekend visits, the parent who exercised visitation during the first half of the Christmas holidays shall have the right to have the child(ren) with him/her on the first full weekend after the child(ren) return(s) to school from the Christmas holidays.

Summer Vacation

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

Summer vacation is the period of time in which the child(ren) is/are not in school during the summer.

Spring Vacation

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

Spring vacation means spring break as defined by the child(ren)'s school calendar.

Fall Vacation

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

Fall vacation means fall break as defined by the child(ren)'s school calendar.

C. Other Holiday Schedule

☐ Applicable ☐ Not applicable, the day-to-day schedule applies

Indicate if child(ren) will be with the parent in ODD or EVEN numbered years or indicate EVERY year:

HOLIDAY	MOTHER	FATHER
Mother's Day	_____	_____
Father's Day	_____	_____
Child(ren)'s Birthday(s)	_____	_____
Mother's Birthday	_____	_____
Father's Birthday	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Other extended periods of time during school (refer to school schedule)

() Applicable () Not applicable, the day-to-day schedule applies

E. Start and end dates for holiday visitation

For the purposes of this parenting plan: *[Check one]*

- () Holidays that fall on Friday will include the following Saturday and Sunday
- () Holidays that fall on Monday will include the preceding Saturday and Sunday
- () Other: If the non-custodial exercises visitation on a weekend in which a holiday falls on the Friday or Monday immediately preceding or following the weekend, his/her visitation shall include that Friday or Monday holiday.

F. Coordination of Parenting Schedules

[Check one or both, if applicable]

- () The holiday parenting/visitation schedule takes priority over the regular parenting time/visitation schedule.
- () When the child(ren) is/are with a parent for an extended parenting time/visitation period (such as summer), the other parent shall be entitled to visit with the child(ren) during the extended period, as follows:

_____.

G. Transportation Arrangements

For visitation, the place of meeting for the exchange of the child(ren) shall be the home of the custodial parent, unless the alternate provision below is initialed and a different meeting place is indicated.

_____ Alternate meeting place: _____

If one parent has moved (or in the future moves) more than 30 miles from the other, they shall meet halfway or alternate pick up and delivery of the child(ren).

The noncustodial parent will be responsible for transportation of the child(ren) at the beginning and conclusion of visitation, unless the mother and father live more than 30 miles apart. In such case, they shall meet halfway or alternate pick up and delivery of the child(ren).

Transportation costs: The parent responsible for transportation shall bear the expense thereof, *unless the alternate provision below is initialed and completed.*

_____ **Alternate Provision:** Transportation costs will be allocated as follows: _____

H. Contacting the child

When the child(ren) is/are in the physical custody of one parent, the other parent will have the right to contact the child(ren) as follows:

() Telephone: _____

() Other: _____

() Limitations on contact: _____

I. Supervision of Parenting Time (if applicable)

() Applicable () Not Applicable

Supervised parenting time shall apply during the day-to-day schedule as follows:

Place: _____

Person/Organization supervising: _____

Responsibility for cost: () Mother () Father () Both equally

J. Communication Provisions

A parent shall always have the current address, telephone number and cell phone number of the other parent. A 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.

If a parent is traveling with the child(ren) on a trip which includes an overnight stay, he/she shall provide the other parent with reasonable information concerning the child(ren)'s whereabouts and how to contact the other parent in the event of an emergency. If travel is by air, he/she shall provide the other parent with the child(ren)'s flight information.

_____ *[If applicable, this paragraph must be initialed.]* 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 visitation.

III. Access Rights to Records and Information

Each parent shall have direct access to the child(ren)'s school, medical, dental and other records of every type, wherever they may be located, and shall have the right to discuss the child(ren) with doctors, teachers, administrators, coaches, youth leaders, and any and all other persons who are involved in any aspect of the child(ren)'s life/lives. Each parent shall have access to the child(ren)'s grades from school, as well as a schedule of the child(ren)'s curricular and extracurricular events, so that each parent shall be permitted and enabled to fully participate in all aspects of the life/lives of the child(ren). Each parent shall provide the other parent with all such schedules which are not reasonably available to the other parent. Each parent will inform the other of events and activities involving the child(ren) so that each parent will have an opportunity to attend if he/she so desires. Designation as a non-custodial parent does not affect a parent's right to equal access to records and information.

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 or be construed as modifying a previous order. Custody shall only be modified by court order. If the parents disagree about this parenting plan or wish to modify it, they must make a good faith effort to resolve the issue between themselves.

V. Conduct of Parties

The parties shall always promote the welfare and best interest of the child(ren) and shall confer with each other on all important matters relating to the child(ren). The parties shall not do anything which will or may tend to estrange the child(ren) from the other party. Neither parent shall, directly or indirectly, encourage the child(ren) not to visit with the other parent, or otherwise interfere with the other party's rights of custody or visitation. The parties shall use their best efforts to amicably resolve disputes which may arise.

In the event that a child develops a serious illness or injury while visiting with one parent, that parent shall promptly inform the other parent of the child's condition. Emergency surgery necessary for the preservation of life or to prevent a further serious injury or condition may be performed without the other parent's consent; provided, however, that if time permits, the other parent shall be consulted and, in any event, he/she shall be informed as soon as possible. Non-emergency surgery shall be performed on a child only after the parties have conferred with each other.

Neither party shall consume illegal drugs or excessive amounts of alcohol when the child(ren) is/are in his or her custody. Neither party shall operate a motor vehicle under the influence of alcohol or any other substance which impairs the ability to drive when the child(ren) is/are in his or her custody.

VI. Special Considerations

☐ Applicable ☐ Not Applicable

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

VII. Incorporation into Judgment

It is contemplated that this Parenting Plan will be incorporated into a temporary or final judgment in this case. If there is any conflict between any such judgment and this Parenting Plan or any written agreement between the parties, the judgment shall control. If there is any conflict between this Parenting Plan and any written agreement between the parties, this Parenting Plan shall control.

VIII. Parents' Consent

Please review the following and initial:

We recognize that a close and continuing parent-child relationship and continuity in a child's life is in the child's best interest.

Mother's Initials: _____

Father's Initials: _____

We recognize that our child(ren)'s needs will change and grow as the child(ren) mature(s). We have made a good faith effort to take these changing needs into account so that the need for future modifications to the parenting plan is minimized.

Mother's Initials: _____

Father's Initials: _____

We recognize that the parent with physical custody will make the day-to-day decisions and emergency decisions while the child(ren) is/are residing with such parent (see Section I. C. above).

Mother's Initials: _____

Father's Initials: _____

IX. Agreement of the Parties

The parties hereby knowingly and voluntarily agree to the terms of this Parenting Plan. If signed by a party, the party affirms that the information he/she has provided in connection with the preparation of this plan is true and correct. If signed by an attorney, the attorney certifies that this plan accurately represents information obtained from his/her client which is believed to be true and correct.

Mother or Mother's Attorney

Father or Father's Attorney

ORDER

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

This Order entered on ____ day of _____, 20 ____.

Judge, Superior Court of _____ County
Ocmulgee Judicial Circuit

In the Superior Court of _____ County, Georgia

_____, Plaintiff)
vs.) Civil Action No. _____
_____, Defendant)
_____)

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**

Garbage and Sewer \$ _____ Gasoline and oil \$ _____

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

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 _____ COUNTY
STATE OF GEORGIA

	*	
Plaintiff,	*	
VS.	*	Civil Action No.: _____
	*	
Defendant.	*	

FINAL JUDGMENT AND DECREE

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.

And 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, the 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 hereby restores to _____ her maiden name, to wit:
_____.

The settlement agreement entered into between the parties and filed with the court on the _____ day of _____, 20____, is hereby incorporated into and made a part of this Final Judgment and Decree of Divorce.

The final award of support that the _____ shall pay to the _____ is \$ _____ per month, payable in the amount of \$ _____ on the _____ of each and every month beginning _____ and continuing each and every month thereafter until the child(ren) become(s) 18 years of age, dies, marries, or otherwise become(s) emancipated, except that if the child(ren) become(s) 18 years of age while enrolled in and attending secondary school on a full-time basis, then such support shall continue until the

child(ren) completes secondary school, provided that such support shall not be required after the child(ren) attain(s) 20 years of age. As a child reaches the age of majority or child support is otherwise terminated, the child support for the remaining child(ren) shall reduce as follows:

Pursuant to O.C.G.A. § 19-5-12, the child support worksheet is hereby attached and incorporated into this Final Judgment and Decree by reference.

No income Deduction Order accompanies this Final Judgment and Decree because:

- (1) _____, The obligated parent to furnish support is self-employed; or
(2) _____, An order for income deduction is already in place; or
(3) _____, Both parties have entered into a written agreement providing for an alternative arrangement.

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

Decree and order entered this _____ day of _____, 20____.

Judge, Superior Courts
Ocmulgee Judicial Circuit



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 (19-5-3, 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.

General Civil and Domestic Relations Case Filing Information Form

☐ Superior or ☐ State Court of _____ County

For Clerk Use Only

Date Filed _____
MM-DD-YYYY

Case Number _____

Plaintiff(s)

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

Defendant(s)

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

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

Check one case type and one sub-type in the same box (if a sub-type applies):

General Civil Cases

- ☐ Automobile Tort
- ☐ Civil Appeal
- ☐ Contempt/Modification/Other Post-Judgment
- ☐ Contract
- ☐ Garnishment
- ☐ General Tort
- ☐ Habeas Corpus
- ☐ Injunction/Mandamus/Other Writ
- ☐ Landlord/Tenant
- ☐ Medical Malpractice Tort
- ☐ Product Liability Tort
- ☐ Real Property
- ☐ Restraining Petition
- ☐ Other General Civil

Domestic Relations Cases

- ☐ Adoption
- ☐ Contempt
 - ☐ Non-payment of child support, medical support, or alimony
- ☐ Dissolution/Divorce/Separate Maintenance/Alimony
- ☐ Family Violence Petition
- ☐ Modification
 - ☐ Custody/Parenting Time/Visitation
- ☐ Paternity/Legitimation
- ☐ Support – IV-D
- ☐ Support – Private (non-IV-D)
- ☐ Other Domestic Relations

- ☐ Check if the action is related to another action pending or previously pending in this court involving some or all of the same: parties, subject matter, or factual issues. If so, provide a case number for each.

Case Number

Case Number

- ☐ I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in OCGA § 9-11-7.1.

- ☐ Is a foreign language or sign-language interpreter needed in this case? If so, provide the language(s) required.

Language(s) Required

- ☐ Do you or your client need any disability accommodations? If so, please describe the accommodation request.

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.

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____.

Affiant

Clerk/Deputy Clerk

County Superior Court

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:

- Speak with an attorney if you are uncertain about what you are doing.
- Read all instructions carefully.
- 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.
- Are you filing in the correct county? The Superior Court of Wilkinson County.
- 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.
- Research the law that pertains to your divorce petition.
- Fill in only those things that apply to your situation.
- Keep copies of everything you file for your records.
- Check your petition for accuracy.
- 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.