



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 fund, 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 search Google or other search platforms for "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 contact them at 1-833-457-7529.

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nature of the law, some of the forms available to the public for use in filing a divorce without an attorney may be outdated.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 an 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.

The Ocmulgee Judicial circuit requires the use of the forms available online. 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 \$208.00.

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: _____

CELL PHONE: _____ **WORK PHONE:** _____

EMAIL ADDRESS: _____

DEFENDANTS'S NAME: _____

ADDRESS: _____

CELL PHONE: _____ **WORK PHONE:** _____

EMAIL ADDRESS: _____

NOTICE

This sheet is a requirement and must be filed with your Petition. Without this sheet, the Court has no way to contact you 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 by you to us.

AFFIDAVIT FOR PERSONS FILING CASE WITHOUT AN ATTORNEY

STATE OF GEORGIA, WILKINSON COUNTY

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

1. The affiant has this date filed paperwork in this county and does not have an 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 paperwork 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 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 papers, except for the following: _____.
6. Did the preparer of the papers tell you what information, or give you advice regarding the information to put in your papers? Yes ___ No ___
7. Did the preparer give you any advice about how to file your paperwork? Yes ___ No ___
8. Did the preparer give you any advice about how to present your case to the Judge? Yes ___ No ___
9. Are you willing to discuss this matter with a State Bar of Georgia Investigator? Yes ___ No ___

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

SWORN TO AND SUBSCRIBED BEFORE ME THIS
____ DAY OF _____, 2025.

DEPUTY CLERK
Wilkinson County Superior Court

Affiant

Phone Number

Email Address

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

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Defendant(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

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.



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.