

## UNCONTESTED DIVORCE—NO CHILDREN

The forms presented in this packet are 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 the papers out 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, some sections 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.

**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 hired to represent you. 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.

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  
§ File No. \_\_\_\_\_  
\_\_\_\_\_, §  
Defendant. §

**COMPLAINT FOR DIVORCE**

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

1.

**Residence requirement (Choose only one: a, b, or c)**

- 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 (Choose 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 (Choose only one: a or b)**

- a) Plaintiff and Defendant were lawfully married on \_\_\_\_\_ [Date].
- b) Plaintiff and Defendant are common law married, having entered into a common law marriage before January 1 1997 as of \_\_\_\_\_ [Date].

*Note: Common law marriage was abolished in Georgia on January 1, 1997.*

4.

**Date of Separation**

- The Defendant and I separated on \_\_\_\_\_ [Date] and have remained in a bona fide state of separation since that date.

5.

**Minor Children of the Marriage**

- There are no minor children born of the marriage and my spouse is not now pregnant.

6.

**Grounds for Divorce**

- Plaintiff is entitled to a divorce upon the statutory grounds that the marriage is irretrievably broken and there is no hope of reconciliation, O.C.G.A. §19-5-3(13).

**Settlement Agreement**

□ The parties have entered into a settlement agreement that resolves all issues as to an equitable division of property and debts.

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 Plaintiff's/Defendant's name be restored to former name, which was:  
 \_\_\_\_\_  
 FIRST MIDDLE LAST  
 Year of Birth \_\_\_\_\_.
- d) That the Plaintiff have such other and further relief as this Court deems equitable and just.

Respectfully submitted, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff *pro se*  
[Signature — No Notary Public needed]

\_\_\_\_\_  
\_\_\_\_\_  
Plaintiff's Address

\_\_\_\_\_  
Plaintiff's Telephone Number(s)

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, §  
Plaintiff, §  
v. § Civil Action  
§ File No. \_\_\_\_\_  
\_\_\_\_\_, §  
Defendant. §

**SUMMONS**

**To the above-named defendant:**

You are hereby summoned and required to file with the Clerk of said Court and serve upon \_\_\_\_\_, the pro se plaintiff, whose address is \_\_\_\_\_ an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Clerk of Superior Court, \_\_\_\_\_ County

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, §  
Plaintiff, §  
v. § Civil Action  
§ File 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 her knowledge and belief.

\_\_\_\_\_,  
Plaintiff *pro se*  
[Sign in presence of Notary Public]

Sworn 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. §

**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 acknowledgment of service or after service having been perfected.

\_\_\_\_\_  
Plaintiff, *pro se*  
[Sign in presence of 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 presence of 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. §

**ACKNOWLEDGEMENT OF SERVICE AND SUMMONS**

The undersigned Defendant hereby acknowledges service of the above Summons and Complaint for Divorce for and states that (s)he 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 presence of 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. §

**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  
§ File No. \_\_\_\_\_  
\_\_\_\_\_, §  
Defendant. §

**SETTLEMENT AGREEMENT**

This is an agreement by and between \_\_\_\_\_ (hereinafter referred to as "Plaintiff ") and \_\_\_\_\_ (hereinafter referred to as "Defendant").

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  Plaintiff/  Defendant shall pay to the  Plaintiff/  Defendant as alimony the sum of \$ \_\_\_\_\_ per week/month, to be paid beginning on \_\_\_\_\_ [Date] and to continue thereafter until the  Plaintiff/  Defendant 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 Plaintiff:

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2) To the Defendant:

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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**

My former name is \_\_\_\_\_, and I request that it be restored to me. Year of Birth \_\_\_\_\_.

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*

\_\_\_\_\_  
Plaintiff's Address

\_\_\_\_\_  
Plaintiff's Telephone Number(s)

Sworn to and subscribed before me  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Georgia  
My Commission Expires \_\_\_\_\_.

\_\_\_\_\_  
Defendant *pro se*

\_\_\_\_\_  
Defendant's Address

\_\_\_\_\_  
Defendant's Telephone Number(s)

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. §

**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.

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 \_\_\_\_\_ his/her prior or maiden name, to wit: \_\_\_\_\_;  
FIRST MIDDLE LAST

Year of Birth: \_\_\_\_\_.

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. Each party is hereby restrained and enjoined from molesting or harrassing the other party.

**SO ORDERED**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**JUDGE**, Superior Courts  
Alapaha 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.

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY, GEORGIA

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

**AUTOMATIC DOMESTIC STANDING ORDER**

**TO THE PARTIES TO THIS ACTION:**

*If you are a party to this legal action, this order is binding upon you. This is an important Court Order that affects your rights. Please read ALL OF this order carefully. If you do not understand this order, contact an attorney for legal advice.*

**This Standing Order applies to all domestic relations cases pursuant to O.C.G.A. §19-9-1(b) and applies to all domestic relations cases filed after 3/15/2024.**

**All parties and their counsel are required to attend all scheduled hearings, conferences, calendar calls and trial dates. In special circumstances attendance may be waived by express permission by the Court.**

\_\_\_\_\_  
Party/Attorney filing action: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

***To Parties Without Attorneys:*** If you have filed this action without an attorney, or if you plan to defend this action without an attorney, you have full responsibility for complying with all procedural and substantive requirements of the law. The Court will not act as your attorney, nor will the Court help you prove or defend your case. This action involves important legal rights and *you are strongly urged by the Court to hire an attorney.*



1. **Persons Bound by this Order.** This order shall bind the parties to this action, their attorneys, their agents, servants, employees, and all other persons acting in concert with the parties, during the pendency of this action unless otherwise ordered by the Court.

2. **Restraining Order.** The parties to this action are subject to the following Restraining Order provisions.

**A. Restraining Order - Personal Conduct.** You shall not commit, or attempt to commit, or threaten to commit, any act of injury, maltreatment, harassment, harm, abuse or stalking upon the other party or any child or relative of the other party.

**B. Restraining Order - Child Custody.** If this case involves child custody, visitation or a request to change custody or visitation, you shall not (1) cause or permit the child or children to be removed from the Alapaha Judicial Circuit for more than one week at a time (2) hide or secret the child(ren) from the other Party (3) make disparaging remarks to or in front of the child(ren) about a Party or a Party's family (4) discuss with the child(ren) or in front of them the pending litigation (5) interfere with the ability of a Party to communicate with the child(ren). All of the above is applicable unless otherwise specifically provided in a custody or visitation order or by a written agreement signed by all parents or other legal guardians.

**C. Restraining Order - Property, Utilities, Insurance, Mail.** If this is an action for divorce or separate maintenance, you shall not sell, mortgage, create a lien upon, increase the amount of debt secured by, encumber, trade, damage, destroy, contract to sell, or otherwise dispose of or remove from the jurisdiction of this court any property or pets in which either party has an interest, or make any substantial change in the assets of either party. The foregoing is not intended to prohibit transactions in the ordinary course of business affairs for fair value, for example, payment of routine household expenses, mortgage payments, payments for attorney's fees, etc. You shall not disconnect or have disconnected any utility providing service to the home of the other party. You shall not change, have changed, cancel or have canceled any motor vehicle, property, health, life or other insurance presently in effect which protects the parties or any of their children or property. You shall not interfere with the mail of the other party or any child of the other party.

3. **Documentation Required.** The parties to this action are *required* to provide the following documentation:

**A. Documentation Required from Plaintiff Prior to a Hearing.** If this case involves financial issues such as child support, alimony, separate maintenance, division of property, and/or contempt of court or other enforcement of a court order providing for such relief, Plaintiff is *required* to file his/her Financial Affidavit as required by Uniform Superior Court Rule 24.2 at least five (5) days prior to any hearing or conference.

**B.** In all actions in which child support or child custody is an issue, Plaintiff is also *required* to file his/her Child Support Worksheet and schedules thereto required by Rule 24.2 at least five (5) days prior to any hearing or conference.

**C.** If this is an action for contempt of court, or for modification of custody, visitation, child support or alimony, the Plaintiff is *required* to attach copies of all prior orders which the party seeks to enforce or modify to his/her initial pleadings.



**D. Documentation Required from Defendant Prior to the Initial Conference or Hearing.** The Defendant is *required* to file and to serve upon opposing counsel or the other party, his/her Financial Affidavit and Child Support Worksheet and schedules in accordance with Rule 24.2 at least five (5) days prior to any hearing or conference.

**E. Change in Financial Condition.** If there has been any change in a party's income, employment, debts, assets or other relevant financial circumstances since the filing of a previous Financial Affidavit or Child Support Worksheet and schedules, that party shall file and serve on the other party an updated Financial Affidavit and/or updated Child Support Worksheet and schedules at least five (5) days prior to any hearing or conference.

**F. Documentation that Both Parties Are Required to Bring to the Hearing or Conference.**

1) **Income documentation.** Each of you shall also bring financial documents to any hearing which reflect your current level of income, including, but not limited to a copy of your most recent paystub, federal income tax return, Forms W-2, Forms 1099 and other income documentation.

2) **Health Insurance Documentation.** If this case involves child support, you must produce (at any hearing) health insurance cards for your minor child or children and documentation from your employer or insurance company showing how much you pay for health, dental, and vision insurance for your minor child or children. This documentation should show how much you pay for insurance for each child.

3) **Social Security Numbers and Account Numbers.** No social security numbers or account numbers shall be included in any document filed with the court pursuant to this order. Financial accounts shall be specified by financial institution and a partial account number.

**G. Failure to Comply.** Failure to comply with this rule requiring the filing and service of financial information results in unnecessary and costly delays in litigation and the court may at the hearing or conference require the non-compliant party to show cause why he/she should not be sanctioned for contempt. Penalties for contempt may include the assessment of fines or attorney's fees.

**4. Rules for any Hearing.**

**A. If this matter has been scheduled as a temporary hearing,** only the parties involved (to include any guardian ad litem appointed by the court) and one additional witness for each side may give oral testimony. Additional witnesses must testify by deposition or by affidavit unless otherwise permitted by the court. Any affidavit shall be served upon opposing counsel at least 24 hours prior to the hearing.

**B. If this case is set as a final hearing in a contempt matter,** the parties should come to the hearing prepared for a final disposition in the case.

**C. Time Permitted for a hearing.** Parties will be limited to the amount of time they set aside. When scheduling a hearing with the Court Administrator, the amount of time requested is the maximum that will be given that day. This limitation is to allow for the efficient scheduling of hearings by the Court. If additional time is needed beyond what was initially scheduled, then the Court may grant additional time that same day (time permitting) or the parties may be required to come back another day to finish the hearing.

**D. Settlement.** If at the conference or hearing the parties agree on all matters in the case, the judge will direct that an agreement and/or a consent order be prepared. No further hearing will be held and an

order will be entered, unless the court, for good cause shown, determines otherwise.

**E. Court Reporter.** Conferences, hearings and jury trials can be taken down and recorded by a court reporter if requested, and each party shall be responsible for payment of one-half of the reporter's takedown charge, unless the judge orders otherwise. **If you do not have an attorney and you want your case taken down, you should be prepared to pay the court reporter in cash, credit card, or debit card in court on the day of the hearing.** If you request a transcript of any proceeding, you must notify the court reporter directly and promptly pay, in advance, the court reporter's charges.

**F. Counsel Required to Communicate.** Where both parties have retained counsel, counsel shall speak personally with each other prior to any scheduled hearing in an attempt to resolve as many issues as possible, time permitting.

**5. After the Conference or Hearing.**

**A. Submission of Orders.** Orders of the court shall be reduced to writing and prepared by the attorney identified by the Court as responsible for the preparation of the order unless otherwise noted. The written order shall be prepared *within two weeks* of being notified by the Court that an order should be drafted. If the Court requires that the opposing party review the order, that process shall be completed *within one week* of the order being received by counsel from the responsible attorney. If no response is received from counsel after one week, the order shall be submitted to the Court with an explanation as to why the draft has not been approved by opposing counsel.

**B.** All final judgments and orders establishing or modifying child support must comply with the Georgia Child Support Guidelines contained in O.C.G.A. §19-6-15 which includes the filing of a completed Child Support Worksheet and a completed Child Support Addendum. If child support is being determined for more than one child, a completed Child Support Worksheet must be submitted for each child. Help with the guidelines and forms for the worksheet is available online at [www.georgiacourts.org/csc](http://www.georgiacourts.org/csc).

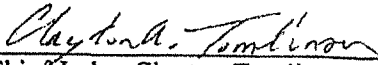
**C. Best Interests of the Child Seminar.** If this case involves an initial determination of child custody, you are required to attend the "Best Interests of the Child" seminar. Failure to complete the seminar in a timely manner may subject you to contempt or other sanctions, which may include suspension of your visitation or custody rights. [This paragraph does not apply to actions for contempt of court or actions for modification of custody, alimony or child support.] The parties may request a waiver and/or to be allowed to attend online only if allowed by the Court in writing and only in exceptional circumstances.

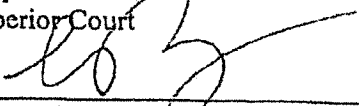
**D. Mediation.** All contested domestic matters filed in the Alapaha Judicial Circuit, unless granted an exemption, must comply with the Alternative Dispute Resolution (ADR) Program for mediation.

1) **Referral.** In the discretion of the Court, cases may be referred on a case-by-case basis at any time, including prior to any hearing. The referring judge will enter an Order Referring Case to ADR. The original order will be filed with the Clerk of Court with a copy sent to the ADR Office, all parties, and attorneys of record. Cases may be referred to mediation, upon motion by any party, by consent of all parties, or sua sponte by the Court.

- 2) **Exemption or Exclusion.** Any party to a dispute referred to mediation may petition the Court to exempt or exclude the case from mediation.
6. **Communication with the Court.** Neither you nor anyone on your behalf may communicate with the judge about substantive matters in this case unless opposing counsel or the other party is present or participates in such meeting. If you write to the judge, you must send a copy of the letter to opposing counsel or the other party at the same time, and the letter must show all persons to whom the letter was sent. As with other communication, letters addressing substantive issues can only be considered in the context of a conference in which the opposing counsel or party participates.
7. **Sanctions.** If you fail to abide by this Court Order, you may be subject to the imposition of appropriate sanctions or penalties as provided by statute, rule or authority of the Court, including contempt of court, taxation of costs and attorney's fees, fines, and/or confinement in the county jail.
8. **Jury demands.** If a demand for jury trial has been made in this case, the Court may address scheduling issues at any time. Pretrial orders and pretrial conferences will be required in all jury cases. Parties and counsel are reminded that jury demands interposed for delay or harassment may subject the offending party to the imposition of sanctions and for attorney's fees pursuant to O.C.G.A. §9-15-14(b).
9. **Subsequent Hearings.** Unless otherwise ordered, both parties are hereby notified, pursuant to *Pace v. Pace*, 287 Ga. 899 (2010), that all evidence presented in any hearings may be relied upon by the Court in reaching its determination in all subsequent temporary or final hearings.
10. **Civil Case Disposition Forms.** When this case is concluded, the Plaintiff/Petitioner is responsible for filing a Civil Case Disposition Form as required under O.C.G.A. §9-11-58(b), regardless of the outcome of the case.
11. **Service of this Order.** Plaintiff must serve the other party with a copy of this order along with the Summons and Complaint, in accordance with Georgia law. See O.C.G.A. §9-11-4.

SO ORDERED this 15<sup>th</sup> day of March, 2024.

  
 Chief Judge Clayton Tomlinson  
 Alapaha Judicial Circuit  
 Superior Court

  
 Judge Richard L. "Dick" Perryman, III  
 Alapaha Judicial Circuit  
 Superior Court