

FILING CHECKLIST FOR DIVORCE WITH CHILDREN **CHATTAHOOCHEE FAMILY LAW INFORMATION CENTER**

Divorce Packet:

The Divorce Packet for Divorce with Minor Children that you obtain from CFLIC should include the following documents, many of which are necessary in completing your case.

- (1) Case Filing Information Form (Plaintiff shall complete and file)
- (2) Complaint for Divorce (Plaintiff shall complete, sign and file)
- (3) Verification (Plaintiff shall complete, have notarized, sign and file)
- (4) Standing Order of the Court (Plaintiff shall attach a copy to the Complaint and serve a copy on the Defendant –or- if an Acknowledgment of Service is completed by Defendant, Plaintiff shall complete and attach a copy of the Standing Order of the Court to be filed with the Complaint and mail a copy to the Defendant)
- (5) Domestic Relations Financial Affidavits (“Affidavit”) (Both Plaintiff and Defendant shall complete, sign, have notarized and file)
- (6) Summons and Sheriff’s Service Form (If Defendant will not complete the Acknowledgment of Service, then Plaintiff shall complete and give to the Clerk of Court to give to the Sheriff for personal service on Defendant.)

-OR-

Acknowledgment of Service and Consent to Try (Defendant shall complete, have notarized, sign and file instead of personal sheriff’s service of the Complaint)

-OR-

Publication paperwork, complete as follows:

- 1) Motion for Service by Publication (also includes an Affidavit in Support of Motion for Service by Publication); and
- 2) Notice of Publication; and
- 3) Order for Service by Publication; and
- 4) Order Perfecting Service by Publication.

(7) Child Support Worksheet (Both Plaintiff and Defendant shall complete, initial each page, and file a joint worksheet if settled. If not settled, each party shall complete, initial each page, and file separate sheets. Child Support Worksheets must be filed prior to the issuance of a Final Judgment and Decree of Divorce.

(a) A guided Child Support Worksheet may be accessed at the following website: <http://www.georgiacourts.org/csc>. The figures in the Worksheet should match the Financial Affidavits.)

(8) Child Support Order Addendum (Both Plaintiff and Defendant shall complete, sign and place in file; Judge signs and files)

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- (9) Parenting Plan (Both Plaintiff and Defendant shall complete, sign, and place in file; Judge signs and files)
- (10) 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 Judgement and Decree of Divorce.)
- (11) Settlement Agreement (Both Plaintiff and Defendant shall complete, sign, have notarized and file)
- (12) Consent to Trial (Use if both parties consent to and request a court hearing date 31 days after the filing date of an Acknowledgment of Service or 31 days after service of the Defendant has been perfected.)
- (13) Affidavit to Obtain Decree with Minor Children
- (14) Rule Nisi and Certificate of Service (Clerk of Court signs and files the Rule Nisi and gives a copy to the Plaintiff to mail to Defendant; Plaintiff shall complete, sign and file the Certificate of Service of the Rule Nisi as proff that Defendant received notice of the court date)
- (15) Final Judgment and Decree of Divorce-NO Settlement Agreement (Use where parties DID NOT enter into a Settlement Agreement. Plaintiff completes and places in file; Judge signs and files)
- (16) Final Judgment and Decree of Divorce Incorporating Settlement Agreement (Use where parties ENTERED into a Settlement Agreement. Plaintiff completes and places in file; Judge signs and files)
- (17) Income Deduction Order (Custodial parent completes and places in file; Judge signs and files)
- (18) State of Georgia Report of Divorce, Annulment or Dissolution of Marriage (Plaintiff completes and files)
- (19) Final Case Disposition Information Form (Plaintiff completes and files)

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