

## **FILING CHECKLIST FOR DIVORCE WITHOUT MINOR CHILDREN** **Chattahoochee Family Law Information Center**

### **Divorce Packet:**

The Divorce Packet for Divorce Without Minor Children that you obtain from CFLIC or the Clerk of the Superior Court should include the following documents, many of which are necessary in completing your case.

- (1)  Case Filing Information Form (Plaintiff shall complete, sign and file)
- (2)  Complaint for Divorce (Plaintiff shall complete, sign, and file)
- (3)  Verification (Plaintiff shall complete, have notarized, sign, and file)
- (4)  Standing Order of the Court (Plaintiff shall attach a copy to the Complaint and serve a copy on the Defendant **-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 the filed with the Complaint and mail a copy to the Defendant)
- (5)  Domestic Relations Financial Affidavits (“Affidavit” for both Plaintiff and Defendant (**If property or alimony is not at issue, these documents are not needed.** If property needs to be divided between the parties or alimony is being requested, then Plaintiff shall complete, have notarized, sign and file an Affidavit, and Defendant shall complete, have notarized, sign, and file an Affidavit.)
- (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 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)  Rule Nisi and Certificate of Service (These forms are needed to set a court date. Clerk of Court signs the Rule Nisi and files and gives a copy to Plaintiff to mail to Defendant; Plaintiff shall complete, sign and file the Certificate of Service of the Rule Nisi as proof that Defendant received notice of the court date.)
- (8)  Settlement Agreement (Both Plaintiff and Defendant complete, sign, have notarized, and file)
- (9)  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.)
- (10)  Affidavit to Obtain Decree/No minor children
- (11)  Motion for Final Judgment and Decree of Divorce without Evidentiary Hearing (If all issues have been settled among the parties, then no court appearance is necessary. Both parties shall complete, sign and file).
- (12)  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)
- (13)  Final Judgment and Decree of Divorce Incorporating Settlement Agreement (Use where the parties *ENTERED* into a Settlement Agreement. Plaintiff completes and places in file; Judge signs and files)
- (14)  State of Georgia Report of Divorce, Annulment or Dissolution of Marriage (Plaintiff completes and files)
- (15)  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](http://www.chattahoocheefamilylawcenter.org).