



**Judicial Council of Georgia**  
**Access to Justice Committee Meeting**  
**February 12<sup>th</sup>, 2025**  
**12:00 p.m. – 2:00 p.m.**

**Join us In-Person at the AOC Ratley Conference Room!**  
244 Washington Street SW Suite 300 Atlanta, GA 30334

**RSVP by Email: [deonte.mayfield@georgiacourts.gov](mailto:deonte.mayfield@georgiacourts.gov)**

**Meeting Starts @ 12 noon**

**Welcome and Introductions** – Justice Verda Colvin- 10 mins

**Written Reports**- Summary of November 20, 2024

***SAVE THE DATES – Upcoming Events***

**Annual State of the South Conference:** February 6<sup>th</sup>- 7<sup>th</sup> 2025 at Georgia State University College of Law

**SWGAs for Justice Annual Fundraiser Event:** April 25<sup>th</sup>, 2025 in Albany, GA

**Equal Justice Conference:** May 15<sup>th</sup> – 17<sup>th</sup> 2025 in San Francisco, CA

**Upcoming A2J Committee Meeting Date:** May 7<sup>th</sup>, 2025 on ZOOM

**A2J Committee Project and Community Updates**

- I. White Paper/Carl Vinson Update** - Justice Colvin -7 mins
- II. Court Notices Working Group** – 20 Minute presentation
- I. GLSP Legal Kiosk Project** – Mitzy Sharp Futro – 3 mins
- II. SRL Forms Working Group Update (Legitimation, Landlord Tenant)**  
Deonte Mayfield - 5 mins
- III. Model Disposition Forms** – Judge Jason Thompson – 5 minutes
- IV. Joint A2J & ATJ Committee Initiatives Update** – 10 minutes
  - *Expansion of the 2<sup>nd</sup> & 3<sup>rd</sup> Year Practice for Civil Law* – Judge Sara Doyle
  - *Incentivize Pro Bono for CLE Credit* – Karlise Grier
- V. DOCO Law Library Project Update** – Darlene Kelley – 10 mins
- VI. Old Business**
- VII. New Business** – Rachel Barnhard, Deonte Mayfield

**Meeting Expected end time 1:20-1:30pm**



# Judicial Council of Georgia

## Standing Committee on Access to Justice

Wednesday, November 20<sup>th</sup>, 2024

12:00 p.m. – 1:00 p.m.

**Conference Call Login:**

<https://georgiacourts->

[gov.zoom.us/rec/share/UT15Qla1V\\_Bkapbz6Sduh0vOXgDvwxqxFhuXBfy73dhPvWCAke4rIhTznS9NW3lf.4FPOrnjYfK2ekp50](https://georgiacourts.gov.zoom.us/rec/share/UT15Qla1V_Bkapbz6Sduh0vOXgDvwxqxFhuXBfy73dhPvWCAke4rIhTznS9NW3lf.4FPOrnjYfK2ekp50)

**Passcode:** Ec\$JBs4h

**In-Person Attendees:** Chair-Justice Verda Colvin, Vice Chair-Judge Sara Doyle, Doug Ammar, Rachel Barnhard, Judge Cassandra Kirk, Emily Spears, Judge Tabitha Ponder, Noelle Lagueux-Alvarez, Latoinna Lawrence, Michelle Barclay, Deonte Mayfield, Alexandra Eichenbaum

**Online Attendees:** Judge William G. Hamrick, Mazie Lynn Guertin, Dr. Will Simmons, Judge Jason Thompson, Judge Maureen Wood, Judge Cynthia Adams, Bill Adams, Sharon V. Edenfield, Judge Clarence Cuthpert, Karlise Grier, Rita Sheffey, Anne Kirkhope, Cynthia Clanton, Jessica Farah, Sarah Anderson, Michael Albert, Andrew Zoll

### Written Report

A motion for the minutes from August 14th, 2024, committee meeting was brought to order. There were no objections, the minutes were approved.

### ABA Visit Update

Justice Colvin spoke on her attendance to the ABA Access to Justice Conference in California. Justice Colvin shared that she learned new methods to galvanize lawyers in access to justice work. One way to spread the message is through graphic designing and merchandise with a QR code directly to our projects/initiatives. Also, she learned that in Illinois self-represented litigants have a reduced filling fee for those that cannot afford it.

### Court Notices Working Group Update

Emily Spears shared the working group update with the committee. The goal of this working group is to improve court notices in our state and work towards the implementation of court reminder messaging into the new statewide CMS. Members in this working group compose of committee member Mazie Lynn Guertin, a team from GJP, Judge Ryan Hope from Athen-Clarke State Court, and advisors from a national organization called Ideas 42 who are affluent in this space of court notices. This working group has met multiple times to discuss behavioral science and data related to this initiative. It has been reported nationally that text message reminders to court users reduces FTAs (failure to appear) by 36%

enabling courts to save costs/resources associated with FTAs. Moreover, this working group is working to socialize this idea of court notices in neighboring stakeholders and agencies like Department of Driver Services, Sheriff's/Clerk's Association, and other jurisdictions in Georgia. Judge Hope in Athens-Clarke County has attested to the cost effectiveness of court reminder messaging in his jurisdiction. This working group will continue to build on its recommendations such as creating a phone number field on the uniform citation form and present on all recommendations at the next committee meeting.

### **GLSP Legal Kiosk Project Update**

Deonte Mayfield shared the update for this project. GLSP is planning to visit a few potential host sites sometime next month. Also, the team is drafting some outreach materials to help introduce the concept to potential sites and communities that may be hesitant.

### **White Paper/Carl Vinson Update**

Justice Colvin shared the update with the committee. The research team was given the data needed from the Clerks' office in both Dougherty County and the Appalachian circuit. This data collection will go into the report that will give us the bandwidth to return to the legislature for the state funding of at least two more self-help centers.

### **SRL Forms Working Group Update**

Deonte Mayfield shared the update with the committee. We are continuing edits to the legitimation packet. We are partnering with the staff at the DeKalb County FLIC on this proposed packet and hope to have final edits completed by our next committee meeting. In December, Judge Ponder and Deonte Mayfield will be testing the divorce forms at the FLIC in the Appalachian circuit and use the feedback from the patrons to make any necessary edits. This test is to ensure the how-to videos, and the forms are comprehensive for self-represent litigants. As it relates to the model disposition forms, we are working with Judge Jason Thompson in Fayette County to circulate these forms for possible feedback and input. Lastly, our landlord-tenant forms have been resubmitted to the Council of Magistrate Court Judges for approved use in our courts.

### **Joint A2J and ATJ Committee Initiatives Update**

Judge Sara Doyle gave an update related to the 3<sup>rd</sup> Year Practice for Law Students. The goal is to have a central base for law students to engage in civil practice across our state. Alexandra from the GSU: Center on Access to Justice provided input on how effective their Alternative Spring Break program is in connecting with law students. Judge Doyle and staff from the AOC will continue to brainstorm on how programs like the Alternative Spring Break can be accessible for law students across our state with proper supervision from the individual law schools. The Student Practice Rule requires the need for attorney supervision over law students as the practice in civil law.

Karlise Grier gave the update related to the initiative to incentivize pro bono for CLE credit. The CCLC has agreed that this recommendation to incentive pro bono work would fall in the category of a regulation to be voted on by CCLC. CCLC would advise that this type of recommendation be shared with the Board of Governors and allow any feedback from this entity. Karlise mentioned that Nicole Leet, who is a member of CCLC, the State Bar ATJ committee, and the board of governors is a potential spokesperson between each of the separate entities. Karlise will work with Dee Dee Worley to create a draft of the recommendation and circulate it.

### **Landlord Tenant Early Resolution Working Group Update**

Judge Cassandra Kirk and Deonte Mayfield shared the update with the committee. The working group is considering reviving a project proposal that was denied grant funding from NCSC. The proposal consists of rolling out meditation for landlord-tenant disputes through Tracy Johnson's Office, Georgia Office of Dispute Resolution. The working group will seek out other grant opportunities to fund this project. Also, with the new 3-day notice law going into effect this year, this may grant courts the opportunity to propose meditation as pre-filing early resolution for both the landlord and tenant. This program will be helpful in the middle end but not the front end as it relates to the issue of legal representation for unrepresented litigants in the civil arena. The working group will also consider rolling in resources through the legal kiosk project. Going forward the working group has resubmitted the landlord-tenant forms for approval from the Council of Magistrate Court Judges.

### **Old Business**

Bill Adams shared the success of Middle Georgia Justice 6th Annual fundraiser event. Over 200 people were in attendance and over \$78,000 was raised, both are recording breaking for this organization. Also, MGA is moving to a larger office to increase their capacity.

### **New Business**

Justice Colvin has shared with the committee the news of the formation of two committees by Chief Justice Boggs. One committee is the Regulatory reform committee with the objective to evaluate nonlawyer use in the practice of law for our state. The other committee that was formed by the Chief was a committee on the use of AI in our profession and court system.

Alex Eichenbaum shared with the committee their ability to take on more projects from this committee. Over 90 students enrolled at the center and are eager to gain experiential learning.

Rachel Barnhard shared with the committee the recent LSC visit to Atlanta. Much appreciation to Atlanta Legal Aid, and GLSP for being the model in Georgia and providing the presentation to the LSC board during their visit.

**Meeting Adjourned at 12:45 p.m.**

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**ENTRY OF DISMISSAL AND ORDER TO RESTRICT ACCESS TO RECORDS**

It is hereby considered, ordered, and adjudged that the above-styled case be Dismissed for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_\_ **THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

\_\_\_\_\_  
\_\_\_\_\_

**FOR JUDICIAL USE ONLY**

\_\_\_\_\_ **THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

Order Presented by:

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Assistant Solicitor General/Assistant District Attorney  
\_\_\_\_\_ Judicial Circuit

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**NOLLE PROSEQUI AND ORDER TO RESTRICT ACCESS TO RECORDS**

It is hereby considered, ordered, and adjudged that the above-styled case be Nolle Prossed for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_\_ **THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

\_\_\_\_\_  
\_\_\_\_\_

**FOR JUDICIAL USE ONLY**

\_\_\_\_\_ **THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

Order Presented by:

---

Assistant Solicitor General/Assistant District Attorney  
\_\_\_\_\_ Judicial Circuit

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**ACQUITTAL AND ORDER TO RESTRICT ACCESS TO RECORDS**

The Court, after hearing evidence, has acquitted the accused and found the Defendant to be Not Guilty.

It is therefore **ORDERED AND ADJUDGED** that said defendant is acquitted on all counts charged.

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_\_**THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

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**FOR JUDICIAL USE ONLY**

\_\_\_\_\_**THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

**IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_  
STATE OF GEORGIA**

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

JUDGE:

**ORDER FOR CONDITONAL DISCHARGE AND TO  
RESTRICT ACCESS TO RECORDS**

Good cause having been shown, it is hereby ORDERED that defendant has successfully completed a sentence under O.C.G.A. § 16-13-2, the Conditional Discharge statute, in the above-styled case.

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_ **THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

**FOR JUDICIAL USE ONLY**

\_\_\_\_ **THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Honorable \_\_\_\_\_

Judge, \_\_\_\_\_ Court

\_\_\_\_\_ Circuit

**IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_  
STATE OF GEORGIA**

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
**Defendant**

**CASE NO.:**

**OTN NO.:**

**JUDGE:**

**ORDER TO DISCHARGE FIRST OFFENDER STATUS AND  
RESTRICT ACCESS TO RECORDS**

Having considered the Defendant's Motion for Order of First Offender Discharge and Sealing and for good cause shown, it is hereby ORDERED that the Motion for Order of First Offender Discharge and Sealing is hereby granted.

**IT IS FURTHER ORDERED** that in accordance with the provisions of the Act for Probation of First Offenders (O.C.G.A. 42-8-60, *et. seq.*), defendant shall be discharged without court adjudication of guilt; this discharge shall completely exonerate the defendant of any criminal purpose; ] this discharge shall not affect any of defendant's civil rights or liberties; defendant shall not be considered to have a criminal conviction; and this discharge may not be used to disqualify defendant in any application for employment or appointment to office in either the public or private sector.

**IT IS FURTHER ORDERED** that the Clerk of Court shall enter on the criminal docket and all other records of the court pertaining thereto the following:

"Discharge filed completely exonerates the defendant of any criminal purpose and shall not affect any of his or her civil rights or liberties, except for registration requirements under the state sexual offender registry and except with regard to employment providing care for minor children or elderly persons as specified in Code Section 42-8-63.1; and the defendant shall not be considered to have a criminal conviction. O.C.G.A. 42-8-62."

**IT IS FURTHER ORDERED** that, pursuant to O.C.G.A. § 42-8-62, a copy of this order be sent to the Georgia Crime Information Center and the Department of Driver Services and that the Georgia Crime Information Center and the Department of Driver Services modify their records accordingly.

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

**IT IS FURTHER ORDERED** that information regarding the above-styled case only be disclosed as set forth in O.C.G.A. § 42-8-62.1(g).

**FOR JUDICIAL USE ONLY**

       **THE RECORD SHALL BE SEALED.**

This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

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

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Honorable \_\_\_\_\_

Judge, \_\_\_\_\_ Court

\_\_\_\_\_ Circuit

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**NOTICE THAT NO ACCUSATION WILL BE FILED AND  
ORDER TO RESTRICT ACCESS TO RECORDS**

Comes now the State and files this notice that in the above-styled criminal case no accusation will be filed for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_\_**THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

\_\_\_\_\_  
\_\_\_\_\_

**FOR JUDICIAL USE ONLY**

\_\_\_\_\_**THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

Order Presented by:

---

Assistant Solicitor General/Assistant District Attorney  
\_\_\_\_\_ Judicial Circuit

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**NOTICE THAT NO INDICTMENT WILL BE FILED AND  
ORDER TO RESTRICT ACCESS TO RECORDS**

Comes now the State and files this notice that in the above-styled criminal case no indictment will be filed for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_\_**THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

\_\_\_\_\_  
\_\_\_\_\_

**FOR JUDICIAL USE ONLY**

\_\_\_\_\_**THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

---

Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

Order Presented by:

---

Assistant Solicitor General/Assistant District Attorney  
\_\_\_\_\_ Judicial Circuit

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

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
Defendant

CASE NO.:

OTN NO.:

CHARGE(S):

**MOTION TO AMEND CHARGES TO VIOLATION OF LOCAL ORDINANCE AND  
ORDER TO RESTRICT ACCESS TO RECORDS**

Charges against Defendant have been reduced to a violation of a local ordinance as follows:

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**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

\_\_\_\_ **THE RECORD OF THIS CASE SHALL NOT BE RESTRICTED** because one of the exceptions in O.C.G.A. § 35-3-37(i)(1)(A)-(D) applies as noted:

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**FOR JUDICIAL USE ONLY**

\_\_\_\_ **THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

Order Presented by:

\_\_\_\_\_  
Assistant Solicitor General/Assistant District Attorney  
\_\_\_\_\_ Judicial Circuit

**IN THE \_\_\_\_\_ COURT OF \_\_\_\_\_  
STATE OF GEORGIA**

STATE OF GEORGIA,

v.

\_\_\_\_\_,  
**Defendant**

**CASE NO.:**

**OTN NO.:**

**JUDGE:**

**ORDER TO MODIFY SENTENCE TO PROVIDE FOR FIRST OFFENDER STATUS  
AND RESTRICT ACCESS TO RECORDS**

Having read and considered the Petition to Modify Sentence to Provide for First Offender Status and Seal Clerk of Court Records, pursuant to O.C.G.A. § 42-8-66 and for good cause shown, **IT IS ORDERED AND ADJUDGED** that Defendant's sentence be modified to provide for First Offender Status under the First Offender Act *nunc pro tunc*, and that Defendant shall be exonerated of guilt and discharged pursuant to O.C.G.A. § 42-8-60.

**IT IS FURTHER ORDERED** that, pursuant to O.C.G.A. § 42-8-66, a copy of this order be sent to the Georgia Crime Information Center and the Department of Driver Services and that the Georgia Crime Information Center and the Department of Driver Services modify their records accordingly.

**THE RECORD OF THIS CASE SHALL BE RESTRICTED** pursuant to O.C.G.A. § 35-3-37(h)(2) unless indicated below. The Clerk of Court shall note this case as restricted upon entry into the Georgia Crime Information Center CCH repository. The clerk of Court shall also send a copy of this order to law enforcement agencies, jails, and detention centers. Law enforcement agencies, jails, and detention centers shall, within 30 days of receipt of this order, restrict the Defendant's criminal history record information of arrest.

**IT IS FURTHER ORDERED** that information regarding the above-styled case only be disclosed as set forth in O.C.G.A. § 42-8-62.1(g).

**FOR JUDICIAL USE ONLY**

\_\_\_\_\_ **THE RECORD SHALL BE SEALED.** This Court, pursuant to O.C.G.A. § 35-3-37(m), and for good cause shown, further orders that the Clerk of \_\_\_\_\_ court for \_\_\_\_\_ County, and any other courts of this county that processed these charges, seal all criminal history record information resulting from the arrest in the above-styled case, including index, online references and published calendars.

It is further ordered that no information regarding this case should be revealed to any party except pursuant to O.C.G.A. § 35-3-37(v).

The absence of an order to seal pursuant to O.C.G.A. § 35-3-37(m) shall not be interpreted as a denial of a motion to seal for purposes of future requests to seal criminal record information.

Ordered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Honorable \_\_\_\_\_  
Judge, \_\_\_\_\_ Court  
\_\_\_\_\_ Circuit

**LEGITIMATION CASE FILING CHECKLIST  
ONLY FOR GEORGIA SUPERIOR COURT CASES**

**Pursuant to O.C.G.A. 15-19-51 - All Court Staff are PROHIBITED from assisting you in selecting and completing your documents. You must consult an attorney. Please ask us about our free consultations/clinics for you to meet with an attorney for free if needed.**

**For frequently asked questions and defined terms, please visit our website:  
<https://georgiacourts.gov/wp-content/uploads/2025/03/Legitimation-Packet-FAQs-and-Terms-Sheet.pdf>**

**CHECKLIST OF FORMS YOU MUST FILE TO "OPEN CASE"**

(Note: Other forms may be needed after you file. But these are the ones needed to get started.)

<b>ALL CASES MUST HAVE THE 5 FORMS LISTED BELOW</b>	
1. <input type="checkbox"/>	Case Filing Information Form
2. <input type="checkbox"/>	Summons (must be retrieved from county clerk's website or clerk's office)
3. <input type="checkbox"/>	Standing Order (if applicable - must retrieve from county's clerk's office)
4. <input type="checkbox"/>	Petition for Legitimation (Signed & Dated)
5. <input type="checkbox"/>	Verification (Signed & Notarized)

**+ADDITIONAL REQUIRED FORMS ONLY IF...**

<b>ONLY IF YOU ARE FILING A PUBLICATION CASE</b>	
1. <input type="checkbox"/>	Motion/Application for Service By Publication
2. <input type="checkbox"/>	Affidavit of Due Diligence/Affidavit of Diligent Search
3. <input type="checkbox"/>	Notice of Publication
4. <input type="checkbox"/>	Publication Order

<b>ONLY IF YOU CAN'T AFFORD THE COURT FILING FEES/COSTS</b>	
1. <input type="checkbox"/>	Poverty Affidavit Packet
2. <input type="checkbox"/>	Domestic Relations Financial Affidavit/Proof of Income/Bills/Etc.

<b>ONLY IF YOUR CASE IS CONTESTED - RESPONDENT NOT IN AGREEMENT</b>	
1. <input type="checkbox"/>	Sheriff Entry of Service
2. <input type="checkbox"/>	Parenting Plan Proposal
3. <input type="checkbox"/>	Child Support Addendum
4. <input type="checkbox"/>	Child Support Worksheet

**ALL UNCONTESTED CASES = BOTH PARTIES SIGNED AGREEMENTS**

1. <input type="checkbox"/>	Case Filing Information Form
2. <input type="checkbox"/>	Summons
3. <input type="checkbox"/>	Standing Order
4. <input type="checkbox"/>	Petition for Legitimation
5. <input type="checkbox"/>	Verification (Signed by Petitioner & Notarized)
6. <input type="checkbox"/>	Acknowledgment of Service, Consent to Venue & Jurisdiction (Signed by Respondent & Notarized)
7. <input type="checkbox"/>	Consent to Trial in 31 Days (Signed By Both Parties & Notarized)
8. <input type="checkbox"/>	Consent Agreement (Signed By Both Parties & Notarized)
9. <input type="checkbox"/>	Parenting Plan Agreement (Signed By Both Parties & Notarized)
10. <input type="checkbox"/>	Child Support Addendum (Signed By Both Parties & Notarized)
11. <input type="checkbox"/>	Child Support Worksheet (Agreed To By Both Parties)



**NOTE: You must get the Summons Form from the Superior Court's Website of the County where you are filing your Legitimation Petition. This is ONLY AN EXAMPLE.**

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

Case No.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Petitioner/Plaintiff

VS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Respondent/Defendant

**This Is Only An Example!  
DO NOT FILE**

**SUMMONS**

TO THE ABOVE NAMED DEFENDANT(S):

You are hereby summoned and required to file electronically with the Clerk of said court at <https://efilega.tylerhost.net/ofswab> and serve upon the Plaintiff, whose name, address and email 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\_\_\_\_\_.

Honorable \_\_\_\_\_  
Clerk of Superior Court

By \_\_\_\_\_  
Deputy Clerk

E-Filing and E-Service

Pursuant to the Superior Court's E-File Order, dated December 27, 2016, and available at [www.dksuperiorclerk.com/civil](http://www.dksuperiorclerk.com/civil), the parties must file all documents electronically through eFileGA unless expressly exempted under the Rule. All orders and notices from the Court will be electronically filed and served through eFileGA. The parties must register for an eFileGA account, link their service contact information with the case and the party represent, and take whatever steps are necessary to ensure that correspondence from eFileGA reaches the parties' inboxes. To access eFileGA, please go to <http://www.odysseyefilega.com/>

**NOTE: You must get the Standing Order Form from the Superior Court's Website of the County where you are filing your Legitimation Petition. This is ONLY AN EXAMPLE. You must call the clerk's office and ask if there is a standing order and where to get it.**

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

\_\_\_\_\_  
PETITIONER/PLAINTIFF

Vs.

\_\_\_\_\_  
RESPONDENT/DEFENDANT

\*  
\*  
\*  
\*  
\*  
\*

**CIVIL ACTION FILE NUMBER**

**This Is Only An Example!  
DO NOT FILE**

**STANDING ORDER GOVERNING ALL DOMESTIC CASES<sup>1</sup>**

This Order binds the parties in the above-styled action, their employees and all other persons acting in concert with such parties:

1.

*Domestic Relations Financial Affidavit.* In any domestic relations case pending as of January 1, 2025 or filed thereafter in which temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony, or attorney's fees is an issue, either contested or uncontested, both parties must file a sworn Financial Affidavit in the form required by Uniform Superior Court Rule 24.2. The Department of Child Support Services is exempt from filing financial affidavits pursuant to the revised Uniform Superior Court Rule 24.2. At least ten (10) days before any temporary or final hearing or mediation session, each party shall file with the Clerk of Court and serve upon the opposing party the Financial Affidavit.

2.

*Child Support Worksheet.* When child support is at issue, the parties must also file the Worksheet and schedules in the form required by O.C.G.A. § 19-6-15 and as promulgated by the Georgia Child Support Commission. The Worksheet shall be completed and served upon the opposing party contemporaneously with the filing of the Financial Affidavit required above. Uniform Superior Court Rule 24.2. The parties shall comply with the responsibilities that are enumerated in the attached "Exhibit A" to this document to be served with the pleadings.

3.

*Parenting Seminar.* In any domestic relations case in which the care, custody or support of a child under the age of 18 years of age is involved, whether contested or uncontested, all parties

\_\_\_\_\_  
<sup>1</sup> This is the first Standing Order under this Chief Judge Administration.

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

\_\_\_\_\_, )  
Petitioner, )  
 ) Civil Action  
v. ) Case Number: \_\_\_\_\_  
 )  
\_\_\_\_\_, )  
Respondent. )

---

**PETITION FOR LEGITIMATION  
AND PETITION TO ESTABLISH**

**Custody**    **Visitation/Parenting Time**    **Child Support**  
(Check All That Apply)

My name is \_\_\_\_\_ and I am the Petitioner  
*(Petitioner/Father's First & Last Name)*

and Father in this case. I am representing myself in this case and I hereby file this *Petition for Legitimation and Petition to Establish*  **Custody**,  **Visitation/Parenting Time**, and  **Child Support** (check all that apply), pursuant to *O.C.G.A. §19-7-22* and *§19-7-21.1*. In support of my Petition, I respectfully state the following:

1. The Respondent's name is \_\_\_\_\_ and they are:  
*(Respondent's First & Last Name)*

*[Check Only ONE (1) Option below – (a) OR (b)]*

- (a) The Mother of my Minor Child(ren).  
 (b) A  (b1) **Third Party**  (b2) **Legal Guardian**  (b3) **Legal Custodian** of my Minor Child(ren) via a Court Order/Temporary Placement. (Guardianship, Adoption, Safety Plan, etc.)  
*[Check Only ONE (1) Option – (b1) OR (b2) OR (b3)]*

**Jurisdiction & Venue**

2. **Minor Child(ren):** The Minor Child(ren) is/are currently residing in the State of Georgia or were/was residing in Georgia within six months before the commencement of this action. Thus, pursuant to *O.C.G.A. § 19-9-61* Georgia is the home state of the Minor Child(ren). *(circle only one)*

**3. Location of Respondent's Residence:**

*[Check Only ONE (1) Option below]*

- (a) The Respondent lives/resides in \_\_\_\_\_ County, Georgia.
- (b) The Respondent lives/resides in \_\_\_\_\_ County, Georgia, and I live/reside in \_\_\_\_\_ County. The Respondent has acknowledged service of process and consented to the jurisdiction and venue of this Court.
- (c) The Respondent lives/resides in the State of \_\_\_\_\_, but I live/reside in \_\_\_\_\_ County and the Minor Child(ren) live(s)/reside(s) in Georgia.
- (d) The Respondent lives/resides in the State of \_\_\_\_\_, but the Minor Child(ren) live(s)/reside(s) in \_\_\_\_\_ County, Georgia.
- (e) The Respondent's whereabouts are unknown to me, but the Minor Child(ren) live(s)/reside(s) in \_\_\_\_\_ County, Georgia. I am filing my *Affidavit of Diligent Search* and Due Diligence with this Petition, and hereby incorporate it by reference.
- (f) The Respondent's whereabouts are unknown to me, but the Minor Child(ren) live(s)/reside(s) in Georgia and I live/reside in \_\_\_\_\_ County. I am filing my *Affidavit of Diligent Search* and Due Diligence with this Petition, and hereby incorporate it by reference.
- (g) The Respondent Mother is deceased, but the Minor Child(ren) or I live/reside in \_\_\_\_\_ County, Georgia.

**Service of Process**

**4. Service of Process: Pursuant to O.C.G.A. 9-11-4, Respondent shall be served and receive a copy of this Petition for Legitimation via:** *[Check Only ONE (1) Option below]*

- (a) **Acknowledgment of Service:** Respondent has signed an Acknowledgement of Service.
- (b) **Sheriff's Service and/or Appointed Private Process Server:** The Respondent can be served at either one of the following addresses:

<input type="checkbox"/> <b>Home Residence:</b>	<b>OR</b>	<input type="checkbox"/> <b>Work Address:</b>
_____		_____
_____		_____
_____		_____
_____		_____

**After selecting letter (b) and Home OR Work Address, please select ONE (1) of the options below to indicate method of Service.**

- (b1) Respondent resides *inside of Fulton County* and shall be served at the above address, by the Sheriff's Department.
- (b2) Respondent resides *outside of Fulton County*, and shall be served at the above address, by second original, as provided under O.C.G.A. § 9-10-72. Service shall be made by the Sheriff's Department of the county where the Respondent resides.
- (b3) Respondent resides *outside of the State of Georgia*, and shall therefore be served by second original, as provided under O.C.G.A. § 9-10-72. Service shall be made by the Sheriff's Department of the county where the Respondent resides.
- (c) **Service by Publication:** The Respondent's whereabouts are unknown to me and the Newspaper shall publish Notice of the Petition for 4 consecutive weeks.
- (d) Respondent *is incarcerated* and can be served by the Sheriff at the following address:  
**Facility's Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_
- (e) **Deceased:** Respondent is Deceased. (Service by Publication)

**5. I am the Biological Father of the Minor Child(ren), listed below:** Only List the Minor Children that Petitioner/Father and Respondent/Mother have together. (Under Age 18)

<b>Minor Child(ren) Name(s):</b> <i>First, Middle Initial, Last</i>	<b>Gender/Sex</b> <i>Male(M)/Female(F)</i>	<b><u>YEAR</u></b> <b>Of Birth</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

*(If you have additional Minor Children – please attach an Addendum to Petition.)*

***Minor Child(ren) Past Residences***

**6.** In the **Past FIVE (5) Years**, the Minor Child(ren) have resided/ with the following persons at the following residences: *Starting with the Minor Child(ren)'s Current Address...*

<b>Dates</b> <i>01/2024 – Present</i>	<b>Adult Residents</b> <i>First &amp; Last Name</i>	<b>Address(es) for Past Five (5) Years</b> <i>123 Main Street, Apt B, Atlanta, GA 30303</i>

*(If you have additional addresses – please attach an Addendum to Petition.)*

**Domestic Violence/Other Cases**

**7. Restraining Order Where Violence Has Occurred:** *[Check Only ONE (1) Option below]*

(a) There is a history of physical violence by the Respondent towards me, and I am afraid that the Respondent will engage in further acts of violence or harassment toward me unless the Court enters a **temporary** and **permanent restraining order**. *(Read instructions above carefully & only check if applicable. Input a Case below or write N/A.)*

**Open/Closed Case#, County, Court, State:** \_\_\_\_\_

*Example Format: (Case Action File Number = CAFN) CAFN: 00CV0000, Fulton County Superior Court, GA*

(b) N/A – Not Applicable.

**8. Third Parties with Rights to Minor Child(ren):**

[Check **ONLY ONE** of the following, either (a) OR (b).]

(a) I **DO NOT** know of any person who is not a party to this case, who has physical custody of the Minor Child(ren) or who claims to have custody or visitation rights with respect to the Minor Child(ren).

(b) I know of someone who is not a party to this case, who has physical custody of the Minor Child(ren) or who claims to have custody or visitation rights with respect to the Minor Child(ren). The names and present addresses of the person(s) are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**9. Previous Court Cases About Minor Child(ren):** (i.e. Legitimation, Adoption, etc.)

[Check **ONLY ONE** of the following, either (a) OR (b).]

(a) I **HAVE NEVER** participated as a party or a witness or in any other capacity in any other litigation concerning the custody of or visitation with the Minor Child(ren) in this or any other state.

(b) I have participated in other litigation concerning the custody of the Minor Child(ren) in Georgia or another state. The court, case number and date of any order concerning custody or visitation under the other litigation are as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**10. Pending Court Cases About Minor Child(ren):** (i.e. Guardianship, Legitimation, etc.)

[Check **ONLY ONE** of the following, either (a) OR (b).]

- (a) I **DO NOT** have any information of any proceeding that could affect this case, including proceedings for enforcement and proceedings relating to **family violence**, protective orders, termination of parental rights, and adoptions in this or any other state.
- (b) I have information about a proceeding that could affect this case, including proceedings for enforcement and proceedings relating to family violence, protective orders, termination of parental rights, or adoptions in this or another state. The court, the case number and the nature of the proceeding are as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. Legitimation:** [Select ALL that APPLY]

- (a) I want to Legitimate my relationship with the Minor Child(ren).
- (b) I am attaching a copy of my signed and notarized Acknowledgement of Legitimation.

**12. Surname/Last Name of Minor Child(ren):** [Check Only **ONE** (1) Option below]

- (a) I want the Minor Child(ren) to have my last name.
- (b) The Minor Child(ren) already have my last name on the Birth Certificate.
- (c) The Minor Child(ren)'s last name should be corrected on the Birth Certificate.

**Currently Reads:** \_\_\_\_\_

**Should Read:** \_\_\_\_\_

The correction is due to a clerical error and/or \_\_\_\_\_.

**13. Father's Name on Birth Certificate:** [Check Only **ONE** (1) Option below]

- (a) I want my name entered as the Father on the Birth Certificate for the Minor Child(ren).
- (b) My name is already entered as the Father on the Birth Certificate for the Minor Child(ren).
- (c) My name should be corrected on the Minor Child(ren)'s Birth Certificate.

**Currently Reads:** \_\_\_\_\_

**Should Read:** \_\_\_\_\_

The correction is due to a clerical error and/or \_\_\_\_\_.

**14. Minor Child(ren) born out of wedlock:** [Check Only **ONE** (1) Option below]

- (a) The Respondent was **NOT** married at the time of conception/birth of the Minor Child(ren).
- (b) The Respondent was married at the time of conception/birth of the Minor Child(ren).  
The man who Respondent was married to at the time of conception/birth is named as a party herein as: \_\_\_\_\_.

**15. DNA/Genetic Testing:** *[Check Only ONE (1) Option below]*

- (a) DNA Testing **HAS** been done and the Petitioner/Father is the Biological Father of the Minor Child(ren) listed herein.
- (b) DNA Testing **HAS NOT** been done and I am requesting for it to be done and for the costs to be split 50%/50% between me and the Respondent. I am attaching my *Affidavit*.
- (c) DNA Testing **HAS NOT** been done and I am **NOT** requesting for it to be done.

**16. Physical Custody: I should be awarded the following:** *[Check Only ONE (1) below]*

- (a) **Primary Physical Custody**
- (b) **Joint Physical Custody (50/50 Split)**
- (c) **Liberal Parenting Time/Visitation with Minor Child**
- (d) **Sole Physical Custody with Respondent having no Visitation/Parenting Time.**
- (e) I believe that the custody and visitation arrangement set forth in my **Parenting Plan Proposal** is in the best interests of the Minor Child(ren).
  - My Parenting Plan **Proposal** is: *[Check Only ONE (1) below]*
    - Attached **OR**  Will be filed before the first hearing in this case.
- (f) I believe that the custody and visitation arrangement set forth in my **Signed Parenting Plan Agreement** is in the best interests of the Minor Child(ren).
  - My Parenting Plan **Agreement** is: *[Check Only ONE (1) below]*
    - Attached **OR**  Will be filed before the first hearing in this case.
- (g) I am not asking the Court to address my custody and/or visitation rights in this case.

**17. Legal Custody: I should be awarded the following:** *[Check Only ONE (1) below]*

- (a) Sole Legal Custody
- (b) Joint Legal Custody
- (c) I believe that the custody arrangement set forth in my **Parenting Plan Proposal** is in the best interests of the Minor Child(ren).
- (d) I believe that the custody arrangement set forth in the **Signed Parenting Plan Agreement** is in the best interests of the Minor Child(ren).
- (e) I am not asking the Court to address my custody and/or visitation rights in this case.

**18. Minor Child(ren) - Child Support:** *(Check Only One (1))*

- (a) The Respondent has income or is capable of earning sufficient income to support the Minor Children and should be ordered to pay child support.
- (b) I have income or am capable of earning sufficient income to support the Minor Children and should be ordered to pay child support.
- (c) The Minor Child resides with both parties and/or equally resides (50%/50%) with both parties and neither party should be ordered to pay child support.
- (d) There is currently a child support order in place and I am requesting for it to be:
  - modified/changed **OR**  remain the same
  - Child Support Order – County & Case Number: \_\_\_\_\_
- (e) The child support amount set forth in my **Child Support Worksheet** is in the best interests of the Minor Child(ren). **The Child Support Worksheet:**
  - Is Attached **OR**  Will be filed at a later date, prior to any hearing *(only check one)*
- (f) I am not asking the Court to address this issue.
- (g) The issue of child support cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

**19. Minor Child(ren) - Health Insurance:** *[Check Only ONE (1) Option below]*

- (a) The Respondent should maintain a policy for medical, dental, and vision insurance for the Minor Child(ren).
- (b) I currently and/or I will maintain a policy for medical, dental, and vision insurance for the Minor Child(ren).
- (c) Both parties shall maintain separate policies for the Minor Child(ren)'s medical, dental, and vision insurance.
- (d) The health insurance obligations set forth in my **Child Support Addendum** is in the best interests of the Minor Child(ren). **My Child Support Addendum:**
  - Is Attached **OR**  Will be filed at a later date, prior to any hearing *(only check one)*
- (e) The issue of Health Insurance cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

**20. Minor Child(ren) - Medical Expenses:** *[Check Only ONE (1) Option below]*

- (a) The Respondent should be responsible for all expenses incurred for the Minor Child(ren)'s medical, dental, and vision that are not covered by health insurance.
- (b) I will be responsible for all expenses incurred for the Minor Child(ren)'s medical, dental, and vision that are not covered by health insurance.
- (c) Both parties shall share the cost of expenses incurred for the Minor Child(ren)'s uncovered medical, dental, and vision insurance.  50%/50% **OR**  To Be Determined
- (d) The percentage of uncovered medical expenses in my **Child Support Addendum** is in the best interests of the Minor Child(ren).
- (e) The issue of Medical Expenses cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

**21. Minor Child(ren) - Life Insurance:** *[Check Only ONE (1) Option below]*

- (a) The Respondent should maintain a life insurance policy on the Respondent's life, for the benefit of the Minor Child(ren).
- (b) I currently and/or should maintain a life insurance policy on the Respondent's life, for the benefit of the Minor Child(ren).
- (c) The life insurance obligations set forth in my **Child Support Addendum** is in the best interests of the Minor Child(ren).
- (d) The issue of Health Insurance cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.
- (e) I am not asking the Court to address this issue in this case.

**22.** The Mother  **Has** **OR**  **Has Not** Signed the Consent to Legitimation. [Check Only ONE]

23.  Any and all other relief, including but not limited to attorney fees, expenses, and costs of litigation pursuant to applicable laws and statutes (*OCGA §19-6-15, §9-15-14*).

**THEREFORE**, the Petitioner respectfully requests that the Court order the following relief:

- (a) That process issue and the Respondent and any other interested party *listed herein* be served according to applicable law, with a copy of this Petition for Legitimation and the Summons;
- (b) That my Petition be Granted and that the Court enter an Order legitimating my relationship with the Minor Child(ren) so that the Minor Child(ren) and I will be capable of inheriting from each other in the same manner as if the Minor Child(ren) had been born in wedlock;
- (c) That the name of the Minor Child(ren) be changed;
- (d) That the Department of Vital Statistics be ordered and directed to amend the birth records and birth certificate of each child and reissue a birth certificate showing me as the Father and removing any other name listed as Father;
- (e) That DNA/Genetic Testing is ordered;
- (f) That Custody and Visitation for the Minor Child(ren) be ordered according to **Paragraphs #16 and #17** on a temporary and permanent basis.
- (g) That Child Support for the Minor Child(ren) be ordered and/or modified according to **Paragraph #18** on a temporary and permanent basis.
- (h) That Health Insurance and Medical Expenses for the Minor Child(ren) be ordered according to **Paragraphs #19 and #20**.
- (i) That Life Insurance for the Minor Child(ren) be ordered according to **Paragraph #21**.
- (j) That Rule Nisi/Temporary Hearing be scheduled by the Court, to decide and grant the relief sought; and
- (k) That the Court grant me temporary and permanent attorney fees, expenses, and costs of litigation pursuant to applicable laws and statutes (*OCGA §19-6-15, §9-15-14*).
- (l) That the Court incorporate any and all agreements signed by the Parties into the Final Order;
- (m) That the Court grant any and all other relief that the Court finds appropriate.

Date: \_\_\_\_\_  
(MM/DD/YYYY)

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

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

\_\_\_\_\_, )  
Petitioner, )  
 ) Civil Action  
v. )  
 ) File Number: \_\_\_\_\_  
 )  
 )  
\_\_\_\_\_, )  
Respondent. )

---

**VERIFICATION**

My Name is \_\_\_\_\_, and I personally appeared before the undersigned Notary Public and after being duly sworn, states that the facts stated in the foregoing *Petition for Legitimation* is true and accurate to the best of my knowledge.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(Day) (Month) (Year)

Signature: \_\_\_\_\_  
"PETITIONER MUST SIGN IN FRONT OF NOTARY"

Printed Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

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

\_\_\_\_\_  
NOATRY PUBLIC (Signature)  
My Commission Expires:  
(Notary Seal)

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

\_\_\_\_\_,  
Petitioner,  
vs.  
\_\_\_\_\_,  
Respondent.

Civil Action

Case Number \_\_\_\_\_

**DOMESTIC RELATIONS FINANCIAL AFFIDAVIT**

<b>(1) Your Name:</b>		Your Age:
Respondent's Name:		Respondent's Age:
Names and year of birth of children for whom support is to be determined in this action:		
Name	Year of Birth	Resides with
Names and year of birth of your other children:		
Name	Year of Birth	Resides with
<b>(2) SUMMARY OF YOUR INCOME AND NEEDS:</b> <i>(fill out this part after you complete pages 2-5)</i>		
(A) Gross Monthly Income <i>(from Item 3A below)</i>	\$	
(B) Net Monthly Income <i>(from Item 3B below)</i>	\$	
(C) Average Monthly Expenses <i>(Item 5A below)</i>	\$	
Monthly Payments to Creditors <i>(Item 5B below)</i>	\$	
Total Monthly Expenses & Payments to Creditors <i>(Item 5C below)</i>	\$	

<b>(3) (A) YOUR GROSS MONTHLY INCOME:</b> <i>(Complete this section <u>or</u> attach Child Support Schedule A. All income must be entered based on monthly average regardless of date of receipt. Where applicable, income should be annualized.)</i>	
Salary or Wages — ATTACH COPIES OF 2 MOST RECENT WAGE STATEMENTS	\$
Commissions, Fees & Tips	\$
Income from self-employment, partnership, close corporations and independent contracts <i>(gross receipts minus ordinary and necessary expenses required to produce income)</i> ATTACH SHEET ITEMIZING YOUR CALCULATIONS	\$
Rental income <i>(gross receipts minus ordinary and necessary expenses required to produce income)</i> 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	\$
Worker's 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 <i>(Do not include means-tested public assistance, such as TANF or food stamps.)</i>	\$
<b>TOTAL Gross Monthly Income</b> <i>(also write in 2A on page one)</i>	\$
<b>(3)(B) Net Monthly Income From Employment</b> <i>(deducting only state and federal taxes and FICA) (also write in 2B on page one)</i>	\$

Your Pay Period ( <i>i.e.</i> , monthly, weekly, <i>etc.</i> ):	Number of Exemptions Claimed by You for Tax Purposes:
---	--

**(4) ASSETS**

*(List all assets here, including both non-marital and marital property. 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. The total value of each asset must be listed in the "value" column. "Value" means what you feel the item of property would be worth if it were offered for sale.)*

Description	Value	Separate Asset of Husband	Separate Asset of Wife	Basis of the Claim ( <i>pre-marital, gift, inheritance, etc.</i> )
Cash	\$	\$	\$	
Stocks, Bonds	\$	\$	\$	
CD's / Money Market Accounts	\$	\$	\$	
Bank Accounts ( <i>list each account below</i> ):				
(1)	\$	\$	\$	
(2)	\$	\$	\$	
(3)	\$	\$	\$	
Retirement Pensions, 401(k), IRA or Profit-Sharing	\$	\$	\$	
Money Owed to You (or Spouse)	\$	\$	\$	
Tax Refund Owed to You	\$	\$	\$	
Real Estate ( <i>list properties &amp; mortgages</i> ):				
Home	\$	\$	\$	
Debt owed on Home	\$			
Other Real Estate	\$	\$	\$	
Debt owed on Other Real Estate	\$			
Automobiles / Vehicles ( <i>list vehicles &amp; amounts owed on each one</i> ):				
(1)	\$	\$	\$	
Debt owed on Vehicle (1)	\$			
(2)	\$	\$	\$	
Debt owed on Vehicle (2)	\$			

<b>(4) ASSETS (continued)</b>				
<b>Description</b>	<b>Value</b>	<b>Separate Asset of Husband</b>	<b>Separate Asset of Wife</b>	<b>Basis of the Claim (pre-marital, gift, inheritance, etc.)</b>
Life Insurance (net cash value)	\$	\$	\$	
Furniture / Furnishings	\$	\$	\$	
Jewelry	\$	\$	\$	
Collectibles	\$	\$	\$	
Other Assets ( <i>specify</i> ):	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
<b>TOTAL ASSETS</b>	\$	\$	\$	

**(5)(A) AVERAGE MONTHLY EXPENSES FOR YOU AND YOUR HOUSEHOLD**

**HOUSEHOLD EXPENSES**

Mortgage or Rent Payments	\$	Gas	\$
Property taxes	\$	Repairs & Maintenance	\$
Homeowner's / Renter's Insurance	\$	Lawn Care	\$
Electricity	\$	Pest Control	\$
Water	\$	Cable TV / Internet Access	\$
Garbage & Sewer	\$	Misc. Household & Grocery Items	\$
Telephones		Meals Outside Home	\$
Residential Lines	\$	Other ( <i>specify</i> )	\$
Cellular Telephones	\$		\$

**AUTOMOTIVE**

Gasoline & Oil	\$	Auto Tags / Registration / License	\$
Repairs & Maintenance	\$	Insurance	\$

**OTHER VEHICLES (boats, trailers, RVs, etc.)**

Gasoline & Oil	\$	Tags / Registration / License	\$
Repairs & Maintenance	\$	Insurance	\$

<b>CHILDREN'S EXPENSES</b>			
Child Care (total monthly cost)	\$	Allowance	\$
School Tuition	\$	Children's Clothing	\$
Tutoring	\$	Diapers	\$
Private lessons ( <i>e.g., music, dance</i> )	\$	Medical, Dental, Prescriptions <i>(out-of-pocket uncovered expenses)</i>	\$
School Supplies / Expenses	\$	Grooming / Hygiene	\$
Lunch Money	\$	Gifts from children to others	\$
Other Educational Expenses (list type & amount):		Entertainment	\$
_____	\$	Activities ( <i>including extra-curricular, school, religious, cultural, etc.</i> )	\$
_____	\$	Summer Camps	\$
<b>OTHER INSURANCE</b>			
Health Insurance	\$	Life Insurance	\$
Children's portion:	\$	Relationship of Beneficiary:	
Dental Insurance	\$	Disability Insurance	\$
Children's portion:	\$	Other Insurance ( <i>specify</i> )	\$
Vision Insurance	\$		\$
Children's portion:	\$		\$
<b>YOUR OTHER EXPENSES</b>			
Dry Cleaning & Laundry	\$	Publications	\$
Clothing	\$	Dues, Clubs	\$
Medical / Dental / Prescription <i>(out-of-pocket uncovered expenses)</i>	\$	Religious & Charities	\$
Your Gifts (special holidays)	\$	Pet expenses	\$
Entertainment	\$	Alimony Paid to Former Spouse	\$
Recreational Expenses ( <i>e.g., fitness</i> )	\$	Child Support Paid for other children	\$
Vacations	\$	Date of initial CS order:	
Travel Expenses for Visitation	\$	Other ( <i>attach sheet to list</i> )	\$
<b>TOTAL ABOVE MONTHLY EXPENSES</b> ( <i>also write on first line of 2C on page one</i> )			<b>\$</b>

<b>(5)(B) YOUR PAYMENTS &amp; DEBTS TO CREDITORS</b>					
To Whom	Balance Due	Monthly Payments	<i>(Please check one)</i>		
			Joint	Husband	Wife
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
	\$	\$			
<b>Total Monthly Payments to Creditors</b> <i>(also write this total on line 2 of 2C on page one)</i>				<b>\$</b>	
<b>(5)(C)TOTAL MONTHLY EXPENSES</b> <i>(Total Expenses from final line on page 5 + Total Monthly Payments to Creditors above)</i> <i>(also write this total on line 3 of 2C on page one)</i>				<b>\$</b>	

Petitioner    Respondent   *Pro se*  
*(Sign in front of notary public.)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: (        ) \_\_\_\_\_

Subscribed and sworn before me on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

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

STATE OF GEORGIA

<p>_____,  Petitioner,</p>	Civil Action
<p>vs.</p>	
<p>_____,  Respondent.</p>	Case Number _____

### PARENTING PLAN PROPOSAL

This Parenting Plan is being proposed by the Father Mother. This Plan supersedes any other plans concerning these child(ren) that may have been completed by this parent before this one.

#### 1. DURATION OF PLAN

*[Check and complete only one of the following two sentences, (a) or (b). Do not check both.]*

(a) **Temporary** - This Plan is proposed only as a temporary parenting plan, and it is intended to be made a part of a *Temporary Order* by the Court, and to remain in effect until:

*[If you chose (a), check and complete one of the following two phrases about how long this Plan will last, (1) or (2). Do not check both.]*

- (1) further order of the Court.
- (2) the following date: \_\_\_\_\_.

(b) **Permanent** - This Plan is proposed as a permanent parenting plan. It is intended to be made a part of the final order and also any temporary orders entered about custody of the child(ren).

#### 2. THE CHILDREN

The parents have \_\_\_\_\_ minor child(ren) together, as listed below:

<u>Child's Name</u>	<u>Year of Birth</u>

**3. PHYSICAL CUSTODY**

*[Check and complete only one of these, either (a), (b) or (c). Do not check more than one.]*  
*(If you choose (b) or you want a custody arrangement that is not shown here, you should consult an attorney for appropriate language to use in place of this section.)*

- (a) The \_\_\_\_\_ shall have primary physical custody of the child(ren).
- (b) The parents shall have joint physical custody of the child(ren), and a detailed plan of the living arrangements of the child(ren) **has been attached** and is part of this parenting plan. The \_\_\_\_\_ shall be the primary custodian of the child(ren).
- (c) The parents shall have split physical custody of the children, with one child (or more) living with the Father and one child (or more) living with the Mother. The list below shows which child(ren) will be living with which parent:

<i>Child's Name</i>	<i>Child's Year of Birth</i>	<i>Parent with Physical Custody</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**4. LEGAL CUSTODY & DECISION-MAKING AUTHORITY**

Each parent shall make decisions regarding the day-to-day care of a child while the child is staying with that parent, including any emergency decisions affecting the health or safety of the child. Major decisions regarding each child shall be made as follows:

*[Check and complete only one of these, either (a) or (b). Do not check more than one.]*  
*(If you want a custody arrangement that is not shown here, you should consult an attorney for appropriate language to use in place of this section.)*

- (a) The \_\_\_\_\_ shall have sole legal custody of the child(ren), and shall have the authority to make the major decisions concerning the child(ren)'s education, extracurricular activities, health care and religious upbringing.
- (b) The parents shall have joint legal custody of the child(ren). The parents shall consult each other and try to reach a joint decision on all major issues concerning the child(ren)'s education, extracurricular activities, health care and religious upbringing.

*[To finish (b), check only one of the following, either (1) or (2) on the next page. Do not check both. If you choose (2), you must also complete the four lines below it, by checking the appropriate boxes for the decision-maker.]*

However, if the parents are not able to reach a joint decision concerning one of these major issues, then the final decision shall be made as follows:

- (1) the parent with physical custody shall make the final decision on the issue.
- (2) the parents shall divide the authority to make the final decisions as follows:

Education decisions	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
Extracurricular activities	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
Non-emergency Health decisions	<input type="checkbox"/> Mother	<input type="checkbox"/> Father
Religious upbringing	<input type="checkbox"/> Mother	<input type="checkbox"/> Father

### **5. VISITATION / PARENTING TIME**

- (a) No visitation shall be allowed, except in the sole discretion of the custodial parent.
- (b) The \_\_\_\_\_ shall have the right of reasonable visitation with the minor child(ren), at any time by mutual consent of the parents, provided that the beginning and ending times of the visitation have been put into writing and signed by both parents before the start of the visitation. In arranging visitation, the parents shall take into consideration the requirements of the child(ren)'s school work, their activities, and child care arrangements.

- (1) If the parents cannot agree on specific visitation, the visiting parent shall have the right to visitation according to the schedule attached to this *Parenting Plan Agreement* as "Exhibit A."
- (2) The visiting parent shall notify the other parent at least 24 hours in advance of any scheduled visitation if he/she does not intend to exercise that visitation opportunity.
- (3) The visiting parent shall arrive to pick up the child(ren) for visitation within \_\_\_\_\_ minutes of the scheduled time, or shall lose that visitation opportunity.
- (4) **Transportation Arrangements** -

*[You must complete subsections (i), (ii) and (iii) of this section on transportation arrangements, by making the appropriate choices, according to the instructions for each subsection.]*

*[In subsection (i) below, check and complete only one of the choices, (A), (B), (C) or (D). Do not check more than one.]*

**(i) Pick-up & Drop-off Location** - Unless otherwise agreed by the parents in writing, the drop-off and pick-up for visitation shall be at:

- (A) The custodial parent's home
- (B) The child(ren)'s day care, school or day camp
- (C) The local airport, train, bus or public transit station
- (D) Other: \_\_\_\_\_

*[In (ii) below, all of the sub-paragraphs (A)-(C) apply, unless you cross them out.*

*Use (D) to explain any special public transportation arrangements.]*

**(ii) Children's Unaccompanied Travel** - If the child(ren) travel unaccompanied by a parent to or from visitation by means of public transportation, including airline flight, train, bus or local public transit, the following shall apply:

(A) The parent receiving the child(ren) shall make the transportation arrangements for the child(ren) to travel to that parent, taking into consideration the safety, convenience, cost and schedule of the child(ren) and the other parent;

(B) The parent sending the child(ren) shall get them to the local airport, train, bus, or public transit station in a timely manner;

(C) The parent receiving the child(ren) shall arrange for them to be picked up at the appropriate airport, train, bus or public transit station in a timely manner.

(D) \_\_\_\_\_  
\_\_\_\_\_.

*[In (iii) below, check and complete only one of the choices, (A), (B) or (C). Do not check more than one.]*

**(iii) Transportation Costs** - The cost of transportation for the child(ren)'s visitation shall be paid as follows:

(A) The parent exercising visitation shall bear the transportation cost;

(B) Each parent shall bear the cost of the child(ren)'s transportation when the child(ren) are traveling to that parent, whether at the beginning or the end of the child(ren)'s visitation;

(C) \_\_\_\_\_  
\_\_\_\_\_.

(5) **Supervision**

(i) No supervision is required for the visitation.

(ii) The visitation shall be supervised as follows:

(A) Supervision shall be done by \_\_\_\_\_.

(B) The cost of supervision, if any, shall be paid by \_\_\_\_\_.

(C) Supervision shall be required until:

(1) the following date: \_\_\_\_\_.

(2) exercise of visitation the following number of times: \_\_\_\_\_.

(3) successful completion of:

(a) anger management training \_\_\_\_\_.

(b) substance abuse treatment \_\_\_\_\_.

(c) alcohol abuse treatment \_\_\_\_\_.

(d) other \_\_\_\_\_  
\_\_\_\_\_.

(4) the youngest child reaches the age of \_\_\_\_\_.

6. OTHER PARENTAL RIGHTS AND RESPONSIBILITIES

(a) Basic Principles — I recognize that the child(ren) have two parents who love them and want to be involved in their upbringing. I recognize that a close and continuing parent-child relationship and continuity in the child(ren)'s life will be in the child(ren)'s best interest. I recognize that the child(ren)'s needs will change and grow as the child(ren) mature and I will make an effort to parent that takes this into account so that future modifications to the parenting plan are minimized. I recognize that the parent with physical custody will make day-to-day decisions and emergency decisions while the child is residing with the parent. I believe that the welfare of the child(ren) is most important and I agree to encourage a feeling of affection and respect between the child(ren) and the other parent. Neither parent shall involve the child(ren) in actions or communications which would endanger the child(ren)'s opinion of the other parent.

(b) Addresses and Telephone Numbers — The parents shall provide each other with their current home address and telephone number, as well as a telephone number to call in case of emergency; they shall also notify each other of any change in the address or telephone numbers, at least 30 days prior to the change.

(c) Telephone Communication — Neither parent shall do anything to interfere with the child(ren) communicating with the other parent. Each parent shall have the right to call and talk to the child(ren) when they are in the care of the other parent, up to one time each day, at the expense of the calling parent. Calls shall be made between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.

(d) Access to Information — Both parents shall have access to all of the child(ren)'s records and information, including, but not limited to, education, health, extracurricular activities, and religious communications, except as provided below:

(1) No Exceptions

(2) The  Mother  Father shall not have access to the following records, unless the other parent gives his or her permission in writing: \_\_\_\_\_

**This Parenting Plan proposal is being filed by the parent whose signature appears below. The parent believes that this Plan will serve the best interests of the parties' children and therefore asks the Court to make this proposed plan a part of any appropriate order the Court enters concerning custody or visitation of the parties' children.**

\_\_\_\_\_  
 Petitioner  Respondent (Signature)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Daytime Phone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

## “Exhibit A” - Visitation Schedule

If the parents cannot agree on specific visitation, the \_\_\_\_\_ shall have the right to visitation according to the schedule below. To resolve any conflicts in the visitation provided under this schedule, the holiday visitation provided under paragraph (b) shall have priority over the weekend and summer visitation in paragraphs (a) and (c).

- (a) **Weekends** — The first and third weekends of every month, from Friday at 6:00 p.m. until Sunday at 6:00 p.m. The first and third weekends shall be defined as the weekends containing the first and third Fridays of the month.

*[NOTE: When filling out the Holiday section, please check only one preference and be careful not to check the same years for both parents. For example, if you check Even-number years for Father to have Spring vacation, then you should not also check Even-number years for Mother to have Spring vacation.]*

- (b) **Holidays** — The child(ren) shall spend holidays with each parent on the following schedule:

Holiday	With Father	With Mother
<p><b>Spring vacation</b>, from 6:00 p.m. on the day school lets out for vacation, until 6:00 p.m. on the day before the child(ren) return to school.</p> <p>If none of the child(ren) is enrolled in school, this vacation shall be for up to one week (seven consecutive days) during the months of March or April; provided that the visiting parent shall give written notice of the chosen week to the other parent at least 30 days prior to the beginning of this visitation.</p>	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<p><b>Easter weekend</b>, 6:00 p.m. Friday to 6:00 Sunday, provided that it does not conflict with Spring vacation above.</p>	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<p><b>Mother’s Day</b>, from 9:00 a.m. to 6:00 p.m.</p>	Not applicable	Every year
<p><b>Memorial Day weekend</b>, 6:00 p.m. Friday to 6:00 p.m. Monday</p>	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<p><b>Father’s Day</b>, from 9:00 a.m. to 6:00 p.m.</p>	Every year	Not applicable
<p><b>Fourth of July</b>, from 10:00 a.m. to 10:00 p.m.</p>	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years

Holiday	With Father	With Mother
<b>Labor Day weekend</b> , 6:00 p.m. Friday to 6:00 p.m. Monday	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<b>Thanksgiving weekend</b> , 6:00 p.m. Wednesday to 6:00 p.m. Sunday	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<b>First part of Christmas vacation</b> , from 6:00 on the day school lets out for vacation, until 12:00 noon on December 25 <sup>th</sup> . If none of the child(ren) is enrolled in school, this visitation shall be from 6:00 p.m. on December 20 <sup>th</sup> until 12:00 noon on December 25 <sup>th</sup> .	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years
<b>Latter part of Christmas vacation</b> , from 12:00 noon on December 25 <sup>th</sup> to 6:00 p.m. on the day before the child(ren) return to school. If none of the child(ren) is enrolled in school, this visitation shall be from 12:00 noon on December 25 <sup>th</sup> until 6:00 p.m. on January 1 <sup>st</sup> .	<input type="checkbox"/> Even-number years <input type="checkbox"/> Odd-number years	<input type="checkbox"/> Odd-number years <input type="checkbox"/> Even-number years

(c) **Summer Vacation** — \_\_\_\_\_ weeks during the child(ren)'s summer vacation from school. However, if none of the child(ren) is enrolled in school, this summer visitation shall be taken during the months of June, July and August, until such time as one of the child(ren) begins to attend school. The weeks may be taken consecutively or non-consecutively, but shall be taken in increments of at least seven (7) consecutive days. The parent with visitation shall give written notice of the chosen weeks to the other parent on or before March 1<sup>st</sup> (so that both parents will have ample time to make camp and child care arrangements for the summer).

**EXAMPLE ONLY!!! DO NOT FILE THIS EXAMPLE WORKSHEET**  
**You must register a free account on Georgia Child Support Worksheet website**  
**and create your own Child Support Worksheet.**

Link to website: <https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>

**GEORGIA CHILD SUPPORT WORKSHEET**  
**SUPERIOR COURT OF DEKALB COUNTY**  
**STATE OF GEORGIA**

Father John  
 PLAINTIFF  
 vs.  
 Mother Mary  
 DEFENDANT

**EXAMPLE**  
**CHILD**  
**SUPPORT**  
**WORKSHEET**

Civil Action Case No.: 01FM12345  
 DHS/DCSS Case No.:  
 Worksheet Created At: 02/06/2025  
 Comments For Court:

Petitioner's Proposed Child Support Worksheet

Type of Action: Initial Action Initial Order Date

CHILD NAME	YR OF BIRTH	STATUS	CHILD NAME	YR OF BIRTH	STATUS
01. Minor Child	2020	Included			

Number of Included Children: 1 Noncustodial Parent: Father John  
 Submitted By: Plaintiff Nonparent Custodian:

	Father John	Mother Mary	Total
1. Monthly Gross Income	\$4,000.00	\$2,500.00	\$6,500.00
2. Monthly Adjusted Income	\$4,000.00	\$2,500.00	\$6,500.00
3. Pro Rata Shares of Combined Income	61.54%	38.46%	100.00%
4. Basic Child Support Obligation (from the Table)			\$1,045.00
5. Pro rata shares of Basic Child Support Obligation	\$643.09	\$401.91	
6. Adjustment for Work Related Child Care and Health Insurance Expenses			
7. Adjusted Child Support Obligation	\$643.09	\$401.91	
8. Adjustment for Additional Expenses Paid			
9. Presumptive Amount of Child Support	\$643.09	\$401.91	
<b>The Amount on Line 9 is the Presumptive Child Support Amount</b>			
10. Deviations From Presumptive Child Support Amount:			
11. Subtotal	\$643.09	\$401.91	
12. Social Security Payments to Children (excludes Supplemental Security Income (SSI))			
13. Veterans Affairs Disability Payments to Children			
14. Final Monthly Child Support Amount (rounded to whole number)	\$643.00	\$402.00	
<b>The Amount on Line 14 is the Final Child Support Amount</b>			
15. Percentages for each parent for future Uninsured Health Expenses	50.00%	50.00%	

**Schedules**

- A Gross Income
- B Adjusted Income
- C Not in use
- D Additional Expenses
- E Deviations From Presumptive Amount

**Attached**

- 
- 
- 
- 
- 

**Not Applicable**

- 
- 
- 
- 
- 

*Father John v. Mother Mary*

Submitted By: Plaintiff

CACN: 01FM12345

Worksheet

**CHILD SUPPORT SCHEDULE A  
GROSS INCOME**

Schedule A - All amounts/data that display on Schedule A were entered using the Online Child Support Calculator and can only be changed by selecting the button "Open This Worksheet." All income on Schedule A is in monthly amounts. The totals from Line 24 of this schedule will display on Line 1 of the Worksheet.	Father John	Mother Mary	Combined
1. Salary and Wages (Will not include means-tested public assistance, such as TANF or food stamps)	\$4,000.00	\$2,500.00	
24. TOTAL GROSS MONTHLY INCOME Total will automatically display here, Line 1 of Worksheet and Line 1 of Schedule B	\$4,000.00	\$2,500.00	\$6,500.00

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

\_\_\_\_\_,  
Petitioner,  
vs.  
\_\_\_\_\_,  
Respondent.

Civil Action

Case Number \_\_\_\_\_

**CHILD SUPPORT ADDENDUM**

***Instructions: All parts of this Addendum must be completed and it must be attached to all final orders and judgments determining the amount of child support. However, it is not required for orders on contempt motions.***

*[You must check one of the following boxes.]*

- The parties have agreed to the terms of this order and this information has been furnished by both parties to meet the requirements of OCGA §19-6-15. The parties agree on the terms of the order and affirm the accuracy of the information provided, as shown by their signatures at the end of this addendum.
- This addendum includes findings of fact and conclusions of law and fact made by the Court, in compliance with OCGA §19-6-15.

**Application of Child Support Guidelines.** The statutory requirements of OCGA §19-6-15 have been applied in reaching the amount of child support provided under the final order in this action. The specifics are as follows:

1. **Gross Income** - The Father's gross monthly income (before taxes) is \$ \_\_\_\_\_; the Mother's gross monthly income is \$ \_\_\_\_\_ (before taxes).
2. **Number of Children** - The number of children for whom support is being provided in this case is \_\_\_\_\_.
3. **Attachments** - The *Child Support Worksheet* and *Schedule E* are attached and made a part of this addendum, along with any other applicable schedules.
4. **Child Support Amount** - The \_\_\_\_\_ shall pay to the \_\_\_\_\_, for the support of the minor children, the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) per month, beginning on \_\_\_\_\_, 20 \_\_\_\_.
5. **Duration of Child Support**

*[You must check & complete only one of the following paragraphs.]*

- (a) **Beyond Age 18 for High School** - The child support shall continue monthly thereafter until each child reaches the age of eighteen, dies, marries, or otherwise becomes emancipated; provided that if a

child becomes eighteen years old while enrolled in and attending secondary school on a full-time basis, then the child support shall continue for the child until the child has graduated from secondary school or reaches twenty years of age, whichever occurs first.

(b) **Stops at Age 18** - The child support shall continue monthly thereafter until each child reaches the age of eighteen, dies, marries, or otherwise becomes emancipated.

(c) **Until Further Order** - This is not a final order, so the child support shall continue until further order of this Court.

(d) **Until Specific Date** - The child support shall continue monthly thereafter until \_\_\_\_\_.

6. **Deviation from Presumptive Amount**

*[You must check & complete only one of the following paragraphs.]*

(a) **No Deviation** - It has been determined that none of the Deviations allowed under OCGA §19-6-15 applies in this case, as shown by the attached *Schedule E*. The amount of support in Paragraph 4 above is the Presumptive Amount of Child Support shown on the attached *Child Support Worksheet*.

(b) **Deviation** - It has been determined that one or more of the Deviations allowed under OCGA §19-6-15 applies in this case, as shown by the attached *Schedule E*. The Presumptive Amount of Child Support that would have been required under OCGA §19-6-15 if the deviations had not been applied is \$\_\_\_\_\_ per month, as shown on the attached *Child Support Worksheet*. The attached *Schedule E* explains the reasons for the deviation, how the application of the guidelines would be unjust or inappropriate considering the relative ability of each parent to provide support, and how the best interest of the children who are subject to this child support determination is served by deviation from the presumptive amount of child support.

7. **Health, Dental & Vision Insurance for Children**

*[You must check & complete all parts of only one of the following paragraphs, (a) or (b).]*

(a) **Insurance Available** - The following insurance for the children involved in this action is available at a reasonable cost to the \_\_\_\_\_ through that parent's employer or the PeachCare program:

Health (medical, mental health and hospitalization)       Dental       Vision.

So long as it remains available to that parent, the \_\_\_\_\_ shall maintain the types of insurance checked above for the benefit of the minor children, until each child reaches the age of eighteen, dies, marries, or otherwise becomes emancipated; except that if a child becomes eighteen years old while enrolled in and attending secondary school on a full-time basis, then the insurance shall be continued for the child until the child has graduated from secondary school or reaches twenty years of age, whichever occurs first.

(1) The parent who maintains the insurance shall provide the other parent with an insurance identification card or such other acceptable proof of insurance coverage and shall cooperate with the other parent in submitting claims under the policy.

(2) All money received by one of the parties for claims processed under the insurance policy

shall be paid within five (5) days after the party receives the money, to the other party (if that other party paid the applicable health care service provider) or to the applicable health care provider (if the provider has not been paid by one of the parties).

(b) **Insurance Not Available** - Insurance (other than Medicaid) is not available at this time to either party at a reasonable cost. If health insurance for the children later becomes available to the parent who is required to pay child support for these children, then that parent must obtain the following types of insurance, unless it is then being provided by the other parent:

Health (medical, mental health and hospitalization)       Dental       Vision.

When insurance has been obtained by either party, Paragraphs 7 (a)(1) and (2) shall apply.

8. **Uninsured Health Care Expenses** - The \_\_\_\_\_ shall pay \_\_\_\_\_% and the \_\_\_\_\_ shall pay \_\_\_\_\_% of all expenses incurred for the children's health care (including medical, dental, mental health, hospital and vision care) that are not covered by insurance. The party who incurs a health care expense for one of the children shall provide verification of the amount to the other party. That other party shall reimburse the incurring party (or pay the health care provider directly) for the appropriate percentage of the expense, within fifteen (15) days after receiving the verification of a particular health care expense.

9. **Parenting Time Amounts** - The approximate number of days of parenting time per year according to the visitation order is \_\_\_\_\_ days for the Father and \_\_\_\_\_ days for the Mother.

10. **Social Security Benefits**

*[You must check & complete **only one** of the following paragraphs.]*

(a) **Not Received** - The children do not receive Title II Social Security benefits under the account of the parent ordered to pay child support.

(b) **Received** - The children receive Title II Social Security benefits under the account of the parent ordered to pay child support. The benefits received by the children shall be counted as child support payments, and shall be applied against the final child support order to be paid by that parent.

(1) If the amount of benefits received is less than the amount of support ordered, the obligor shall pay the amount exceeding the Social Security benefit.

(2) If the amount of benefits received is equal to or more than the amount of support ordered, the obligor's responsibility is met and no further support shall be paid.

(3) Any Title II benefits received for the children's benefit shall be retained by the custodial parent or nonparent custodian for the children's benefit, and it shall not be used as a reason for decreasing the final child support order or reducing arrearages.

11. **Modification** *[You must check & complete **only one** of the following paragraphs.]*

(a) **Not Modification Action** - This is an initial determination of child support, not a modification action.

(b) **Support Not Modified** - This action is a modification action, but the order does not modify the amount of child support that was previously ordered for these children. The date of the initial support order concerning this child support case was: \_\_\_\_\_.

(c) **Support Amount Modified** - The order modifies the amount of child support that was previously ordered for these children. The basis for the modification is:

- (1) Substantial change in the income and financial status of the Father;
- (2) Substantial change in the income and financial status of the Mother;
- (3) Substantial change in the needs of the Children;
- (4) The noncustodial parent failed to exercise visitation provided under the prior order;
- (5) The noncustodial parent has exercised more visitation than was provided in the prior order.

The date of the initial support order concerning this child support case was: \_\_\_\_\_.

12. **Continuing Garnishment for Child Support** - Whenever, in violation of the terms of the order, there shall have been a failure to make the support payments, so that the amount unpaid is equal to or greater than the amount payable for one month, the payments required to be made may also be collected by the process of continuing garnishment for support.

13. **Income Deduction Order**

*[You must check & complete only one of the following paragraphs: (a), (b) or (c).]*

(a) An *Income Deduction Order* shall be entered by the Court, under OCGA § 19-6-32, for payment of the child support and alimony (if any) provided. The *Income Deduction Order* shall take effect:

*[To finish (a), you must check either (1) or (2). Do not check both.]*

- (1) immediately upon entry by the Court.
- (2) upon accrual of a delinquency equal to one month's support. The *Income Deduction Order* may be enforced by serving a "Notice of Delinquency," as provided in OCGA §19-6-32 (f).

(b) The parties agree that an *Income Deduction Order* is not immediately necessary.

(c) The Court finds that there is good cause not to require income deduction, having determined that income deduction will not serve the children's best interests and that there has been sufficient proof of timely payment of any previously ordered support.

**Parties' Consent** - We knowingly and voluntarily agree on the terms of this order. Each of us affirms that the information we have provided in this Addendum is true and correct.

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

**ORDER**

The Court has reviewed the foregoing *Child Support Addendum*, and it is hereby made the order of this Court.

This Order entered on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE

\_\_\_\_\_  
COUNTY SUPERIOR COURT