

HALL COUNTY ANSWER (NON-SPECIFIC)

No authority to give legal advice

State law, O.C.G.A. § 15-19-51, prohibits court personnel (including staff attorneys or law clerks, calendar clerks, clerk's office staff and sheriff's department staff) from giving legal advice or answering legal questions.

Use these forms at your own risk

In no event will the Court Administrator, Clerk of Court, Family Law Information Center (FLIC) staff or anyone contributing to the development of these forms or instructions be liable for any damages resulting from the use of this packet. These forms may not be appropriate for your particular case. In addition, due to the changing nature of the law, the information in these instructions and forms may be or become outdated. You should review any statutes (laws) or rules mentioned in this packet to make sure the forms are current. **Obtain the services of an attorney to protect your legal rights.**

Will this form work for you?

This packet includes a very basic, non-specific Answer form.

If you have been served with a Petition or Complaint in a legal action, it is important to file a written answer to respond to the allegations contained in the Petition or Complaint. Even if the allegations are not true, if you do not respond, you are telling the Court you do not contest the allegations and you are waiving certain rights. **Depending on the type of case, the Court may be able to proceed without notice to you and enter a judgment against you.**

Knowing how to best complete an answer is complicated.

Whether your case is contested or uncontested, to protect your legal rights, speak with an attorney before signing or filing any documents. **The instructions in this packet are no substitute for the advice and help of a lawyer.**

Timing

If you are personally served (the Petition or Complaint was/is delivered to you by the sheriff) you generally have thirty (30) days to file your answer with the Clerk of Superior Court. Speak to an attorney about the timing requirements in your case.

Basic steps for filing and serving the Answer in this packet:

- STEP 1: Have the Petition or Complaint (the paperwork you received from the Petitioner/Plaintiff) on hand when you are completing the forms. You will respond to each numbered paragraph in the Petition with each numbered paragraph in the Answer portion of the packet.
- STEP 2: Fill out the following forms and place them in the following order:
 - Answer (you are the “Respondent” and the other party is the “Petitioner” – use full names in the headings on all of your forms; write the civil action file number in all headings, using the same number as the one that appears in the heading of the Petition)
 - Verification (sign in the presence of a notary)
 - Certificate of Service (this form explains how you will deliver a copy of your Answer and other forms to the Petitioner – use the name and address the Petitioner provided in his/her Summons)
- STEP 3: Make **TWO** complete sets of copies, stapling the copies only (leave the originals UNSTAPLED)
- STEP 4: Take the forms to the Clerk of Courts. Ask for the two copies of all your documents to be stamped.
- STEP 5: Mail or hand deliver to the Petitioner one stamped copy of the completed forms at the address you provided in the Certificate of Service.

There are likely many other steps that apply in your case (with significant consequences if they are not followed). Listed above are just the basic steps for filing and serving the Answer included in this packet.

**IN THE SUPERIOR COURT OF HALL COUNTY
STATE OF GEORGIA**

_____,
Petitioner,
v.
_____,
Respondent.

§
§
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§
§
§

CIVIL ACTION
FILE NO.: _____

ANSWER

My name is _____, and I am representing myself in this action. In response to each of the numbered paragraphs of the Petitioner's *Petition* or *Complaint*, I state the following:

[Check only one answer to match each paragraph of the Petition or Complaint. If you choose the "partly true" answer, you must explain on the lines what is true and what is untrue.]

1. The allegations of Paragraph One are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

2. The allegations of Paragraph Two are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

3. The allegations of Paragraph Three are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

4. The allegations of Paragraph Four are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

5. The allegations of Paragraph Five are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

6. The allegations of Paragraph Six are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

7. The allegations of Paragraph Seven are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

8. The allegations of Paragraph Eight are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

9. The allegations of Paragraph Nine are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

10. The allegations of Paragraph Ten are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

11. The allegations of Paragraph Eleven are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

12. The allegations of Paragraph Twelve are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

13. The allegations of Paragraph Thirteen are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

14. The allegations of Paragraph Fourteen are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

15. The allegations of Paragraph Fifteen are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

16. The allegations of Paragraph Sixteen are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

17. The allegations of Paragraph Seventeen are: admitted as true denied as untrue neither admitted nor denied because I do not have enough information to know the truth of the matter partly true and partly untrue, specifically as follows: _____

18. **Defenses** - In addition to my specific responses above, I have the following affirmative defenses to this action: _____

FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

- (a) That this action be dismissed and all relief requested by the Petitioner/Plaintiff be denied; but if it is not dismissed or denied, then:
- (b) That the parties be ordered to attend mediation to resolve this matter;
- (c) _____
_____;
- (d) _____
_____;
- (e) That the Court order any and all other relief the Court finds appropriate.

Respondent, Pro se [*signature above*]
Name [*printed*]: _____
Address: _____

Phone: () _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,
Petitioner,
v.
_____,
Respondent.

§
§
§ CIVIL ACTION
§ FILE NO.: _____
§
§
§

CERTIFICATE OF SERVICE

I certify to the Court I will immediately serve a copy of the foregoing Answer and Verification on the Petitioner.

I will serve the copies [*choose the person to whom service will be made*]:

- a) directly to the Petitioner who is representing him/herself, whose address is as follows: _____

- b) to the attorney for the Petitioner, whose name and address are as follows:

I will serve the copies [*method of service – choose one*]:

- a) by mailing them via the United States Postal Service, with postage prepaid; or
- b) by hand delivering a copy.

This ____ day of _____, 20__.

Respondent, Pro se (*signature*)
Print name: _____
Address: _____

Phone: _____