

HALL COUNTY ANSWER & COUNTERCLAIM FOR DIVORCE WITHOUT MINOR CHILDREN

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 In addition, due to the changing nature of the law, the information in these instructions and forms may be or become outdated.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.**

Family Law Information Center

The Northeastern Judicial Circuit Family Law Information Center (FLIC) provides limited review assistance to individuals filing in or living in Hall and Dawson Counties who plan to represent themselves in divorce or legitimation cases. Limited attorney consultations are also available for qualifying individuals. Call FLIC for more information about services offered.

Website:	www.nejc.org/programs/family_law_information_center.php
Scheduling hours:	9:00 a.m. to 2:00 p.m., Monday through Thursday
Location:	Hall County Courthouse, 3 rd floor
Phone:	770 531-2463
Email:	nejcflic@hallcounty.org
Appointments:	Submit request by email, phone or in person drop-off (using Appointment Request Form included with this packet)

Will this packet work for you?

This packet is designed for **answering** the Hall County Petition for Divorce without Children (used by unrepresented parties) and **counterclaiming** for divorce (meaning you also want to proceed with a divorce and make certain claims against the Petitioner). If you were served with something other than the Hall County Petition for Divorce without Children, seek the advice of an attorney.

If you have been served with the Hall County Petition for Divorce without Children, it is important to file a written answer to respond to the allegations contained in the Petition. Even if the allegations are not true, if you do not respond to the Petition, you are telling the Court you do not contest the allegations and you are waiving your right to be notified of any Court dates.

Knowing how to best complete an answer and counterclaim in a divorce is extremely complicated. Answering something incorrectly or inadequately can put your rights and the direction of your case at risk. Please read each form very carefully.

This packet does not cover every legal issue that may come up in a divorce. There may be better ways to address certain issues. Whether your case is contested or uncontested, to protect your legal rights, speak with an attorney experienced in domestic relations (family law) before signing or filing any documents. **The instructions in this packet are no substitute for the advice and help of a lawyer.** You may especially need to hire an attorney to represent you if:

- The case is contested OR an attorney represents your spouse.
- You or your children are victims of family violence by your spouse.
- You are unable to locate your spouse to have him/her served with this action.
- You have had children with someone other than your spouse during the marriage.
- Your spouse is in the military or has military benefits.
- You and your spouse have a house, pension, 401(k) or large amount of property or income to divide.
- You think you may have difficulty getting financial information from your spouse.

Timing

If you are personally served (the Petition for Divorce is/was delivered by the sheriff) you have thirty (30) days to file your answer with the Clerk of Superior Court to avoid the risk of the Court proceeding without notice to you or jeopardizing your legal rights. If you were served by publication because your spouse could not locate you or accomplish having you personally served (and a legal notice was published in the newspaper), the published notice requires filing an answer in writing within 60 days from the date of the Order for publication.

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

- STEP 1: Have the Petition for Divorce (the paperwork you received from the Petitioner) 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: If you wish to counterclaim for divorce (meaning you also want to request a divorce and make certain claims against the Petitioner), you will also complete each paragraph in the Counterclaim portion of the packet.*
- STEP 3: Fill out the following forms and place them in the following order:
 - Answer and Counterclaim for Divorce without Minor Children (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)
 - Domestic Relations Financial Affidavit (sign in the presence of a notary) if you **or the Petitioner** have raised any financial issues in the case – division of property, alimony or division of debt (this form is very complicated; the Family Law Information Center on the 3rd floor of the courthouse has basic instructions for completing this form)
 - Certificate of Service (this form explains how you will deliver a copy of your Answer and other forms to the Petitioner – use the address the Petitioner provided in his/her Summons)
- STEP 4: Make **TWO** complete sets of copies, stapling the copies only (leave the originals UNSTAPLED)
- STEP 5: Take the forms to the Clerk of Courts. Ask for the two copies of all your documents to be stamped.
- STEP 6: Mail or hand deliver to the Petitioner one stamped copy of the completed forms at the address you provided in the Certificate of Service.
- STEP 7: Attend mediation if it was not waived in your case. You may use the mediation referral form included in this packet to set up mediation if your spouse has not already done so.
- STEP 8: Come to Court prepared on the date of any hearing(s) (as indicated on the form Rule Nisi(s) you received from the Petitioner).

There may be 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 and Counterclaim included in this packet.

***If you or the child(ren) live in a shelter for victims of family violence, DO NOT LIST THE ADDRESS OF THE SHELTER on these forms.** Instead, list only the name of the shelter and the state where it is located. Do not even fill in the name of the county.

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

_____,
Petitioner,
v.
_____,
Respondent.

§
§
§
§
§
§
§

**CIVIL ACTION
FILE NO.:** _____

**ANSWER AND COUNTERCLAIM FOR DIVORCE
WITHOUT MINOR CHILD(REN)**

ANSWER

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

[Check only one answer to match each paragraph of the Petition. 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. **Defenses** - In addition to my specific responses above, I have the following affirmative defenses to this action: _____

COUNTERCLAIM FOR DIVORCE

1.

Subject Matter Jurisdiction: I am the Respondent in this action, and: [Check only one of the options below.]

- (a) I have been a resident of the State of Georgia for at least six (6) months immediately prior to filing this action.
- (b) I am not a resident of the State of Georgia, but my spouse has been a resident of the State of Georgia for at least six (6) months immediately prior to the filing of this action.

2.

Venue: My spouse is the Petitioner in this action and has consented to venue and personal jurisdiction by filing the *Petition for Divorce*.

3.

Service of Process: The Petitioner shall be served as provided by law under O.C.G.A. § 9-11-5(b) by delivering or mailing a copy of this document to the address listed on the *Summons*.

4.

Date of Marriage: [Check and complete only one of the following options, (a) or (b).]

- (a) The Petitioner and I were lawfully married on _____.
- (b) The Petitioner and I are married by common law because we lived together and held ourselves out as husband and wife as of _____, which date is prior to January 1, 1997.

5.

Date of Separation: The Petitioner and I last separated on _____, and we have remained in a true state of separation since that date.

6.

Minor Child(ren): The Petitioner and I have no minor child(ren) together (including unborn children).

7.

Other Minor Child(ren):

- [Optional] [Petitioner / Respondent] _____, the wife in this case, is pregnant with a child or children and/or has the following minor child(ren) born during the marriage who is/are not the biological child(ren) of the husband in this case:

Name of child(ren)	Sex	Birth Year
_____	_____	_____
_____	_____	_____

The husband has never acknowledged this/these child(ren) as his child(ren). The husband is not the biological father of the child(ren) based on the following facts/reasons:

I request and believe it is in the best interest of the child(ren) named in this section (c) that the Court enter an order acknowledging the husband, [name] _____, is not the biological and/or legal father of the unborn child(ren) and/or the above-named child(ren), he has never recognized this/these child(ren) as his child(ren) and he has no legal relationship, nor potential rights or obligations arising from any such relationship, to this/these child(ren). Specifically I ask the Court to determine the presumption of legitimacy has been sufficiently disputed under O.C.G.A. § 19-7-20(b) or terminate his presumed parental rights under O.C.G.A. § 19-7-1(b)(8) as in the best interests of the child(ren) for the following reasons:

8.

Settlement Agreement:

[Check this option only if you and your spouse have already completed and executed the written agreement included with the pro se packet **WITH ALL OF ITS REQUIRED ATTACHMENTS** – see Instructions.]

- The Petitioner and I have entered into a *Settlement Agreement* that resolves all issues of our divorce. It was signed by each of us in front of a notary public. I am filing it with this *Counterclaim* and ask that it be incorporated into the *Final Judgment and Decree for Divorce*. Therefore, Paragraphs 9 through 13 below do not apply. [You may strike through paragraphs 9 through 13.]

9.

Alimony: [Check only one of the options below, (a) through (d).]

- (a) I am financially dependent on the Petitioner and need the Court to order the Petitioner to pay alimony for my support.
- (b) I have been awarded spousal support/alimony in a protective order that applies to the parties in this case. It is scheduled to expire _____, 20____. A copy of that order is attached to this *Counterclaim* as Exhibit “____.” I am asking this Court to enter an order providing that the spousal support/alimony awarded in the protective order shall remain in effect for so long as the protective order remains in effect.
- (c) I am not asking for alimony.
- (d) This case involves service by publication.

10.

Marital Property: [Check only one of the following options, (a) through (d).]

- (a) The Petitioner and I have already divided any marital property, and we are both satisfied with the division.
- (b) The Petitioner and I do not have any marital property.
- (c) I am asking the Court to award me a fair division of the following property acquired by the Petitioner and/or me during our marriage:
- Home located at: _____
 - Other real estate, located at: _____
 - Mobile home (model: _____, year: _____)
 - Pension or 401(k) (mine, worth \$ _____; Petitioner's, worth \$ _____)

- Motor vehicles: Model/year: _____
 Model/year: _____
 Model/year: _____
- Furniture:
 - Listed here: _____
 - Listed on separate paper attached to this *Counterclaim* as “Exhibit ____”.
- Bank accounts and/or other investments: [*Do not list account numbers.*]
 - Listed here: _____
 - Listed on separate paper attached to this *Counterclaim* as “Exhibit ____”.
- Other property:
 - Listed here: _____
 - Listed on separate paper attached to this *Counterclaim* as “Exhibit ____”.
- (d) This case involves service by publication and none of the marital property is located in Georgia.

11.

Separate Property: [*Check and complete only one of the following options, (a) or (b).*]

- (a) I have, in my possession, all of my separate property to which I am entitled to keep.
- (b) I am entitled to keep the following items which constitute separate property, which are not yet in my possession, and I am asking the Court to enter an Order requiring the Petitioner to deliver them to me or allowing me to retrieve them from the Petitioner upon the entry of a Final Judgment and Decree of Divorce:
 - Listed here: _____
 - Listed on separate paper attached to this *Counterclaim* as “Exhibit ____”.

12.

Joint or Marital Debts: [*Check and complete only one of the following options, (a) through (d).*]

- (a) The Petitioner and I have already divided any joint or marital debts, and we are both satisfied with the division.
- (b) The Petitioner and I do not have any outstanding joint or marital debts.
- (c) The Petitioner and I have outstanding joint or marital debts, and I am asking the Court to make a fair division of these debts:

	<u>Creditor</u>	<u>Balance</u>
Mortgage payments:	_____	_____
Mobile home payments:	_____	_____
Vehicle loan payments:	_____	_____
	_____	_____

Credit card payments: _____

 Medical bills: _____

 Other debts: _____

(d) This case involves service by publication.

13.

Restraining Order If Violence Has Occurred: *[Check the box only if applicable.]*

There is a history of physical violence by the Petitioner towards me, and I am afraid that the Petitioner will engage in further acts of violence or harassment towards me unless the Court enters a temporary and permanent restraining order.

14.

Restore Former Name: *[Check the box only if applicable.]*

My former name is _____, and I am asking the Court to restore that name to me.

15.

Grounds for Divorce: My grounds for divorce from the Petitioner are:
[Check only the options you can prove at trial.]

- (a) **Our marriage is irretrievably broken.** The Petitioner and I can no longer live together and there is no hope that we will get back together.
- (b) **Other grounds** from list in O.C.G.A. § 19-5-3, as explained here:

_____.

FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

- (a) That I be granted a total divorce from the Petitioner;
- (b) That any *Settlement Agreement* executed and filed by the parties be incorporated into the *Final Judgment and Decree of Divorce*;
- (c) That a hearing be scheduled on this matter;
- (d) That the Court enter an order granting the relief I have requested in this *Counterclaim*;
- (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, Georgia

_____)	
, Petitioner)	
)	
vs.)	Civil Action No. _____
)	
_____)	
, Respondent)	
)	

DOMESTIC RELATIONS FINANCIAL AFFIDAVIT

1. AFFIANT'S NAME (your name): _____ Age _____

Spouse's Name: _____ Age _____

Date of Marriage: _____ Date of Separation _____

Names and birth dates of children for whom support is to be determined in this action:

Name	Year of Birth	Resides with

Names and birth dates of affiant's other children:

Name	Year of Birth	Resides with

2. SUMMARY OF AFFIANT'S INCOME AND NEEDS

(a) Gross monthly income (from item 3A)	\$ _____
(b) Net monthly income (from item 3B)	\$ _____
(c) Average monthly expenses (item 5A)	\$ _____
Monthly payments to creditors	+ _____
Total monthly expenses and payments to creditors (item 5C)	_____

3. A. AFFIANT'S GROSS MONTHLY INCOME (Complete this section or attach Child Support Schedule A. All income must be entered based on monthly average regardless of date of receipt. **To convert a weekly amount to a monthly amount, multiply the weekly amount by 4.35. In calculating monthly income based on a 40 hour work week, multiply the hourly salary by 174.))**

Salary or Wages ATTACH COPIES OF 2 MOST RECENT WAGE STATEMENTS	\$ _____
Commissions, Fees, Tips	\$ _____
Income from self-employment, partnership, close corporations, and independent contracts (gross receipts minus ordinary and necessary expenses required to produce income) ATTACH SHEET ITEMIZING YOUR CALCULATIONS	\$ _____
Rental Income (gross receipts minus ordinary and necessary expenses required to produce income) 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	\$ _____
Workers' 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 (do NOT include means-tested Public assistance, such as TANF or food stamps)	\$ _____
GROSS MONTHLY INCOME (total)	\$ _____

B. AFFIANT'S NET MONTHLY INCOME from employment
(deducting only state and federal taxes and FICA) \$ _____
Affiant's pay period (i.e., weekly, bi-weekly, monthly, etc.) _____
Number of exemptions claimed _____

4. ASSETS (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.).

Description	Value	Separate Asset of the Husband	Separate Asset of the Wife	Basis of the Claim
Cash	\$ _____	_____	_____	_____
Stocks, bonds	\$ _____	_____	_____	_____
CD's/Money Market Accounts	\$ _____	_____	_____	_____
Bank Accounts (list each account, but DO NOT list account numbers):				
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
_____	\$ _____	_____	_____	_____
Retirement Pensions, 401K, IRA, or Profit Sharing	\$ _____	_____	_____	_____
Money owed you:	\$ _____	_____	_____	_____
Tax Refund owed you:	\$ _____	_____	_____	_____
Real Estate:				
home:	\$ _____	_____	_____	_____
debt owed:	\$ - _____			
other:	\$ _____	_____	_____	_____
debt owed:	\$ - _____			
Automobiles/Vehicles:				
Vehicle 1:	\$ _____	_____	_____	_____
debt owed:	\$ - _____			
Vehicle 2:	\$ _____	_____	_____	_____
debt owed:	\$ - _____			
Life Insurance (net cash value):	\$ _____	_____	_____	_____
Furniture/furnishings:	\$ _____	_____	_____	_____

Jewelry: \$ _____

Collectibles: \$ _____

Other Assets: \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Assets: \$ _____

If you need to explain anything further, you can write comments here:

5. A. AVERAGE MONTHLY EXPENSES (To convert a weekly amount to a monthly amount, multiply the weekly amount by 4.35.)

HOUSEHOLD

Mortgage or rent payments	\$ _____	Cable TV	\$ _____
Property taxes	\$ _____	Misc. household and grocery Items	\$ _____
Homeowner/Renter Insurance	\$ _____	Meals outside the home	\$ _____
Electricity	\$ _____	Other	\$ _____
Water	\$ _____	AUTOMOBILE	
Garbage and Sewer	\$ _____	Gasoline and oil (or taxi fare)	\$ _____
Telephone:		Repairs	\$ _____
residential line:	\$ _____	Auto tags and license	\$ _____
cellular telephone:	\$ _____	Insurance	\$ _____
Gas	\$ _____	OTHER VEHICLES	
		(boats, trailers, RVs, etc.)	
Repairs and maintenance:	\$ _____	Gasoline and oil	\$ _____
Lawn Care	\$ _____	Repairs	\$ _____
Pest Control	\$ _____	Tags and license	\$ _____
		Insurance	\$ _____

CHILDREN'S EXPENSES

Child care (total monthly cost) \$ _____

School tuition \$ _____

Tutoring \$ _____

Private lessons (e.g., music, dance) \$ _____

School supplies/expenses \$ _____

Lunch Money \$ _____

Other Educational Expenses (list)

_____ \$ _____

_____ \$ _____

Allowance \$ _____

Clothing \$ _____

Diapers \$ _____

Medical, dental, prescription
(out of pocket/uncovered expenses) \$ _____

Grooming, hygiene \$ _____

Gifts from children to others \$ _____

Entertainment \$ _____

Activities (including extra-curricular,
school, religious, cultural, etc.) \$ _____

Summer Camps \$ _____

OTHER INSURANCE

Health \$ _____
Child(ren)'s portion: _____

Dental \$ _____
Child(ren)'s portion: _____

Vision \$ _____
Child(ren)'s portion: _____

Life \$ _____
Relationship of Beneficiary: _____

Disability \$ _____

Other(specify): \$ _____

AFFIANT'S OTHER EXPENSES

Dry cleaning/laundry \$ _____

Clothing \$ _____

Medical, dental, prescription
(out of pocket/uncovered expenses) \$ _____

Affiant's gifts (special holidays) \$ _____

Entertainment \$ _____

Recreational Expenses (e.g.,
fitness) \$ _____

Vacations \$ _____

Travel Expenses for Visitation \$ _____

Publications \$ _____

Dues, clubs \$ _____

Religious and charities \$ _____

Pet expenses \$ _____

Alimony paid to former spouse \$ _____

Child support paid for other
children \$ _____
Date of initial order: _____

Other (attach sheet) \$ _____

TOTAL ABOVE EXPENSES \$ _____

B. PAYMENTS TO CREDITORS

(Check "✓" who is to pay this debt)

To Whom:	Balance Due	Monthly Payment	Joint	Plaintiff	Defendant

TOTAL MONTHLY PAYMENTS TO CREDITORS:\$ _____

C. TOTAL MONTHLY EXPENSES: \$ _____

This _____ day of _____, 20_____.

Notary Public

Affiant

If you need to explain anything further, you can write comments here:

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 each of the following documents upon the Petitioner [*check all that apply*]:

- Answer and Counterclaim for Divorce without Children (with exhibits, if applicable)
- Verification
- Domestic Relations Financial Affidavit
- Other: _____.

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: _____

PRO SE MEDIATION REFERRAL FORM

This form is for self-represented parties in domestic cases (divorce, legitimation, custody, visitation, child support, etc.). You may use this form if you are the Plaintiff or Defendant. **It is your responsibility pursuant to Court Order to make sure the mediation is scheduled and takes place prior to your final hearing (contact the mediation office for timing requirements).** If it does not occur within enough time before your final hearing, your hearing may be postponed.

Please Complete the Following Information:

Today's Date _____

Next Court Date _____ Judge _____ County _____

Case # _____ (top right corner of your legal papers)

PLAINTIFF

Name _____ Personal Phone _____ Bus. Phone _____

Address _____

Email _____

Attorney (if represented) _____ Office Phone _____ Fax _____

Address of Attorney _____

DEFENDANT

Name _____ Personal Phone _____ Bus. Phone _____

Address _____

Email _____

Attorney (if represented) _____ Office Phone _____ Fax _____

Address of Attorney _____

TYPE OF ADR REQUESTED: MEDIATION

CASE TYPE: DOMESTIC

TYPE OF DOMESTIC CASE (please specify): _____ DIVORCE _____ MODIFICATION

___ CUSTODY ___ VISITATION ___ CHILD SUPPORT ___ PROPERTY ___ ALIMONY ___ DEBTS

OTHER COMMENTS (specify) _____

HAVE THERE BEEN ANY ALLEGATIONS OF DOMESTIC VIOLENCE: _____

Yes No Unknown

****Mail or fax the form to:

NINTH JUDICIAL ADMINISTRATIVE DISTRICT
OFFICE OF DISPUTE RESOLUTION
756 Green Street
Gainesville, GA 30501
Phone: 770.535.6909 / Fax: 770.531.4072
www.adr9.com

Appointment Request Form

By completing this form, you acknowledge you have read the following statements: It is strongly recommended you have a lawyer represent you in your case. If you instead choose to represent yourself, please note it typically takes more than one FLIC appointment to make sure your paperwork is in order and all appointments are typically at least 3-4 weeks wait. Please **read and follow your packet instructions** before your appointment to avoid unnecessary delay. Additionally, while we make attempts to respect your privacy, **do NOT provide any information to FLIC (or on this form) you want or need to be kept confidential.**

You may return this form: **1)** in person (Hall County Courthouse, third floor, first office suite on the right); **2)** by fax at (770) 536-7924; or **3)** by email at nejcflic@hallcounty.org. Please use only **one** method to request an appointment and **do not** email specific questions about your case. Allow several FLIC business days (Monday – Thursday) for a response.

Today's date: _____

Type of case: Divorce OR Legitimation (process where a father establishes rights if a child is born out of wedlock)

[FLIC is not able to offer help in any other family law matter, but FLIC maintains a list of other family law resources – visit our office or call (770) 531-2463.]

Your name: _____

Are you the: Petitioner (person filing)? or Respondent (person responding or answering)?

County information:

[FLIC appointments are for Hall or Dawson County residents or people filing in Hall or Dawson County.]

Your county of residence: _____

Opposing party's county/state of residence (if unknown, put "unknown"): _____

Your contact information:

Phone Number(s): (use a number or numbers **with voicemail** where it is **SAFE/o.k.** for us to leave a detailed message): _____

Email address, if you can also be contacted by email: _____

Other information:

Has the case been started or filed in the clerk's office yet? yes no

Are you represented by an attorney? yes no [FLIC cannot assist people who have representation.]

Title of the packet you are using: legitimation divorce with children
 divorce without children simple divorce
 bilingual divorce with children

Did you get your packet from the clerk's office or from flic.hallcounty.org? yes no

Appointment type:

_____ FLIC Review Staff (non-legal): I need to have the steps explained for filing my case or to make sure I have the necessary paperwork ready to sign or file.

[These appointments are not confidential and are not with a lawyer, and will be scheduled between the hours of 9:00 a.m. and 1:00 p.m.. Please check two preferred days and a time frame for your appointment or check "first available".]

Mon. Tues. Wed. Thurs. 1st Available Before 12 p.m. After 12 p.m.

OR

_____ FLIC Attorney: I have legal questions or need assistance with child support calculations. I would like an appointment with the FLIC attorney. I understand the attorney cannot represent me and can only give me limited legal help.

[These appointments are subject to conflict check and financial qualification.]