

E-filing a new case?

Are these instructions for you?

These instructions are for Family Law Information Center (FLIC) customers who have:

1. Registered for PeachCourt at peachcourt.com (registration is free)
2. Been through the FLIC review process to get documents in order and
3. Are ready to e-file a *new* divorce or legitimation case.

This packet is not for other types of cases or filing an answer. Your case may require additional instructions or forms.

In no event will anyone creating or making these instructions available be held liable. You should always have an attorney advising or representing you in any legal action.

If your documents are already scanned and saved to a USB drive, skip to page 5 to start e-filing your case.

If you are scanning at home with a personal computer (PC) or Mac:

1. Documents must be letter size and saved in PDF format. Do not take photos. File size must be 25 mb or less. **Skip to page 4** for suggestions on grouping and naming your documents.
2. When you are done scanning, determine if you want to e-file from home or at the courthouse using the Public Access Terminal ("PAT").

If e-filing from home, PeachCourt works best with Google Chrome. Extra fees apply when you e-file from anywhere other than the Clerk's office PAT (an additional \$30, plus convenience fees for online payment).

If e-filing at the PAT after scanning at home, save all your files to a USB/flash drive and **start with page 5 once you are seated at the PAT.**

If you are scanning with the PAT scanner at the Clerk of Courts office:

1. **Do not log in to PeachCourt until you have scanned your documents.**
2. Make sure all your documents are letter size.
3. Start on page 3 of these instructions for scanning.

Contents

I.	Using the scanner at the Clerk of Court’s Public Access Terminal (PAT)? START HERE	3
II.	Grouping and naming your documents (when scanning at home or at the PAT)	4
III.	E-file your case	5
	A. Sign in and enter your case information	5
	B. Upload your scanned and saved files	7
	C. Choose your payment	8
	D. Sign out and delete YOUR files (look for YOUR initials) or safely remove the USB drive	8
IV.	Filing motions, certificates of service and proposed orders.....	9
V.	Requesting a court date at the start of a case	10
	A. Requesting a court date if the sheriff is serving your paperwork.....	10
	B. Requesting a court date if the other party has signed an <i>Acknowledgment of Service</i>	11

I. Using the scanner at the Clerk of Court’s Public Access Terminal (PAT)? START HERE

1. On the PAT/computer, make sure you are looking at the blue Microsoft Windows desktop screen. If not, move the mouse and close any screens that are open by clicking on the “X” in the upper right corner of each open window.
2. Find the “Start Here – Scanner” icon on the left-hand side of the screen and double click on it. If an image comes up of someone else’s forms, click the “X” in the upper right corner to close the program window and then re-open it for a clean gray screen (images will appear when people forget to delete files and close programs after they e-file; **DON’T FORGET THIS IMPORTANT LAST STEP WHEN YOU ARE DONE**).
3. Refer to **Grouping and naming your documents** on page 5 *before* you start to scan.
4. Place your first set of documents in the scanner **upside down with words facing AWAY from you**.
5. Move anything out of the way of the scanner’s bottom tray.
6. On the computer, click “Scan” (top left corner of the screen). Verify that all of the pages scanned in properly (it may help to count the number of pages in your stack and verify the same number of pages scanned).
7. On the computer, click “Save” (top left corner of the screen). A smaller box will pop up that says “Output as file”. Make sure the fields/spaces are filled in as follows (delete the old file name if one appears):

Folder	Z:\
File Name	[type the name of your document using suggestions from the page 4]
File Format	PDF File (*.pdf)
Files with the same name	Overwrite

8. Once you have confirmed the information is correct, click “OK”. The small box will disappear and you will see your scanned image again.
9. Follow the same steps for all of your documents until they are scanned and saved, using the suggested file names on page 4. If you want to make sure they are saving to the correct location at any time, you can minimize the scanner screen on the computer by clicking the “—” at the top right of the screen. Once you see the blue Microsoft Windows screen, double click the “Saved Scans” folder on the left side of the screen. A box will open and you should see your named file(s) in the list (example: JFK Petition). If you see other files, they were left by someone else. You can disregard these files.

II. Grouping and naming your documents (when scanning at home or at the PAT)

1. *Petition* with exhibits AND the one-page *Verification* – save together as one file: “[your initials] *Petition*”.

Important: Using your initials will help you find the right files when you e-file at the PAT (and delete the correct files when you are done at the PAT). If you are filing from home, initials are not necessary.

- a. Most common examples of exhibits to the *Petition*:
 - i. *Parenting Plan, Child Support Worksheet* IF you are having the other party served (BUT if the other party has already signed a *Settlement Agreement*, these documents are attached to the agreement and not the *Petition*)
 - ii. Birth certificates or paternity acknowledgment (PA) forms (for legitimations only); (remember to white out social security numbers except the last 4 digits and dates of birth before scanning – leave only the year).
2. *Certificate of Service or Inclusion* and *Domestic Relations Standing Order* (place the certificate of service ON TOP of the standing order) – save together as one file: “[your initials] *Domestic Relations Standing Order*”.
3. *Acknowledgment of Service* (for cases with signed and notarized agreements, usually) – save as: “[your initials] *Acknowledgment of Service*”.
4. *Settlement Agreement* with any exhibits or attachments (for cases with an agreement signed and notarized by both parties, addressing all issues in the case) – save as: “[your initials] *Settlement Agreement*”.

Most common examples of attachments to the *Settlement*: copy of deed to house (for divorces only), *Parenting Plan, Child Support Addendum, Child Support Worksheet*

5. *Agreement to Try* (this document can shorten the time to finalize a case to 31 days in cases with an agreement) – save as: “[your initials] *Agreement to Try*”.
6. *FLIC Notice* (you will receive this notice after you visit FLIC and FLIC has either reviewed your paperwork or determined you are not eligible for FLIC services) – save as: “[your initials] *Notice – FLIC*”.
7. *Disposition Information Form* – save as: “[your initials] *Incomplete Final Disposition Form*”.
8. *Affidavit of Diligent Search* (for cases where you do not know the Respondent’s whereabouts after making diligent efforts to locate) – save as: “[your initials] *Affidavit -Diligent Search*”.
9. *Poverty Affidavit* and *Order* (for cases where you have an order waiving court fees due to indigence) – save as two separate documents with the Affidavit as: “[your initials] *Affidavit - Poverty*” and the Order as: “[your initials] *Order – poverty*”.
10. **Have motions, proposed orders, other affidavits or requesting a court date?** – see pages 9 through 11.

III. E-file your case

Once all of your documents are scanned, you are ready to sign in to PeachCourt and e-file a new case. If you get stuck on any step, use the PeachCourt chat box in the bottom right corner of the screen to chat with a PeachCourt employee.

A. Sign in and enter your case information

1. On the PAT/computer at the Clerk of Courts, from the blue Microsoft Windows main screen, double click on the “PeachCourt Superior” peach icon on the left (you may need to minimize other screens to get back to blue). From home, go to www.PeachCourt.com.
2. Use the email address and password you set up in registration to log in to PeachCourt.
3. Click “New Case” (top of screen under “PEACHCOURT”).
4. Enter your “User Information”. **Important:** do not use an address or phone number you want to keep confidential from the other party. **If you do not see this screen**, you may have already entered User Information when you registered (click on your name at the top right of the screen and “Account Settings” to review your user information at any time). Leave “Additional Copy Email Address” blank, unless you want someone else to receive a copy of your documents. This space is normally used only by paralegals or attorneys. It is NOT for the email address of the other party. Click Submit.
5. Enter the county, court and case type. (If filing a divorce or legitimation in Hall County, choose Hall County, Superior Court, Domestic Relations and then “Dissolution/Divorce” or “Paternity/Legitimation”.)
6. Check the box that starts with “I hereby certify that the documents in this filing....” **if you are sure** your documents do not have exact dates of birth, socials or full account numbers.
7. If you need an **interpreter** or **disability** accommodations, check and complete those boxes.
8. For “Parties” page, enter information for both parties:
 - a. Click “Add New Party”. Then choose “Petitioner” if you are the one starting the new case. Type your full name exactly as it appears on your completed court documents. If you have two last names, include both last names. Finish by clicking Add.
Note: under “Representing” click the box next to your name so it shows “Yes” (since you are representing yourself).
 - b. Click “Add New Party”. Then choose “Respondent” for the other party if this is a new case. Type his/her name exactly as it appears on your court documents.

Service options. Read and choose carefully from the drop-down menu:

- i. If you are having the other party served by the sheriff **in Hall County with no special instructions** (check with FLIC about options), choose “Sheriff’s Service Coordinated by Clerk”. You will pay service fees when you file.

- ii. If you are having the other party served by the sheriff **in Hall County with special instructions** requiring the 3-page carbon form provided by FLIC, choose “Sheriff’s Service Coordinated *by Filer*”. You will arrange for service later and pay fees at that time.
- iii. If you are having the other party served **outside of Hall County in a divorce or legitimation**, choose “Sheriff’s Service Coordinated *by Filer*”. You will arrange for service later and pay fees at that time.
- iv. If you are having the other party served but **you want to deliver paperwork to the sheriff’s office yourself**, choose “Sheriff’s Service Coordinated *by Filer*”. You will arrange for service later and pay fees at that time.
- v. If the **other party has already signed an *Acknowledgment of Service*** in front of a notary, choose “Filing Acknowledgment of Service”.
- vi. If you are serving the other party by **publication** because you do not know his/her whereabouts, choose “Service Coordinated *by Filer*”. See FLIC for instructions.

9. Click Add. Then click Next.

B. Upload your scanned and saved files

For each PDF file you created, repeat these steps:

1. Select the “document type” from the drop down menu (use the instructions below to help you choose the right document type).
2. Add a description in the box below the drop down menu if recommended below.
3. Then “Click to add a PDF file”. A new box will open.

If you used the PAT at the Clerk of Courts to scan, it should automatically take you to the Z: drive location where your files were saved when you scanned. If it does not, see the Clerk at the window for assistance.

If your files are saved on a USB drive, insert the USB drive into your computer or the PAT computer. If you are e-filing at the PAT, the files should appear in the E: drive location. If it does not, see the Clerk at the window for assistance.

4. Find the matching file you saved when you scanned and click on it once so it is highlighted.
5. Then click “open”. The box will close.
6. Click “Upload” on the PeachCourt screen. You will now see your document listed under “User Uploaded Documents”. **Do not click “Next” until you have uploaded all of your documents.**

How to choose the right document name from the drop down menu:

1. *Petition* – choose “Petition” from the drop down menu.
2. *Domestic Relations Standing Order* – choose “Domestic Relations Standing Order”.
3. If you have an *Acknowledgment of Service* file, choose “Acknowledgment of Service” (for cases with signed and notarized agreements, usually).
4. If you have a *Settlement Agreement* file, choose “Agreement”.
5. If you have an *Agreement to Try*, choose “Agreement” again and add a description: “Agreement to try”.
6. *FLIC Notice* – choose “Notice” and add a description: “FLIC Notice”.
7. *Disposition Form* – choose “Incomplete Final Disposition Form”.
8. *Affidavit of Diligent Search* (for cases where you do not know the Respondent’s whereabouts after diligent efforts to locate) – choose “Affidavit” and add a description: “Diligent Search”.
9. *Poverty Affidavit and Order* (for cases where you have received an order waiving court fees due to indigence) – choose “Affidavit” and add a description: “poverty”. Next, choose “Order” and add a description: “poverty”.
10. **Have motions, proposed orders, special affidavits or requesting a court date?** – see pages 9 through 11.

11. **REVIEW your list of documents in the “User Uploaded Documents”** to make sure all of your files appear here and the “Notify Judge” box is checked as needed (for motions, proposed orders, proposed Rule Nisis). Then click Next.

c. Choose your payment

Choose your payment and click Next.

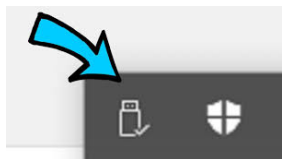
(NOTE: if you did not set up a payment account when you registered with PeachCourt, click “+ Add Account”). If you need help with the payment screen, ask someone at the Clerk of Courts window for assistance.

If everything looks good in the summary, click “Submit”.

WAIT, you’re not done!

d. Sign out and delete YOUR files (look for YOUR initials) or safely remove the USB drive

1. Sign out of PeachCourt by clicking on your name at the top right of the screen – then click “Sign Out”.
2. If you used the scanner attached to the PAT to scan and save your files, click on the small yellow folder icon at the bottom left of the screen. A box will open and you should see the Z:\ drive folder with your saved files. Be careful not to delete anyone else’s files. Find your initials. Highlight each file and tap “delete” on your key board until they are all gone. Then from the blue Microsoft Windows desktop screen, find the “Start Here – Scanner” icon on the left-hand side of the screen and double click on it. Click on the “X” on the top right of the screen to close it out.
3. If you used a USB drive to save and upload your files, look for the small USB drive icon on the bottom right – click on it and safely eject and remove the USB drive.



IV. Filing motions, certificates of service and proposed orders

A **motion** asks the Court to do something special. When you e-file a motion, you must follow additional steps or the Clerk's office may reject it and the Judge's office will not receive it. If you went through FLIC, a motion filed *at the start of a case* will usually be asking the Court to waive mediation or the parenting class in special circumstances. A **certificate of service** is a form telling the Court how you deliver or send a copy of something you e-file/file to the other party. A **proposed order** is an order you hope the judge will sign to grant the request in your motion. It is usually your responsibility to turn in a proposed order when you file a motion.

1. Are you having the motion served by the sheriff with everything else or did the other party sign an *Acknowledgement of Service* (usually in cases with agreements)?
 - a. If you are arranging for the sheriff to serve the motion:
 - i. Add the type of motion on the *sheriff's entry form* provided to you by FLIC as one of the documents being served. You do not need to put a certificate of service with the motion if you do this correctly.
 - ii. Scan the motion, saving it as: "[your initials] Motion".
 - b. If the other party signed an *Acknowledgment of Service*:
 - i. Complete a certificate of service, unless the other party waived further notice.
 - ii. Scan the motion and certificate of service together, saving as: "[your initials] Motion".
2. When you reach the upload step, choose "Motion" from the drop down menu and type in the description box what it is (examples: parenting waiver, mediation waiver). Find the file and click Upload.

IMPORTANT: Once you upload the document, look at your list of "User Uploaded Documents" below the Upload button on the screen. You will see your motion listed with an empty box ☐ to the left of the document under "Notify Judge". **Check the box. If you do not check the box, the clerk will not accept the filing of that motion and the Judge's office will not receive it.**

3. Next, **E-file the proposed order** that goes with the motion (scan as a separate file). Follow steps 1 and 2 above, but name it: "[your initials] proposed order" and choose "proposed order" from the drop down menu when you upload it.

IMPORTANT: **Scroll down and check the "Notify Judge" box ☐ to the left of your proposed order or the Clerk's office will not accept it and the Judge's office will not receive it.**

4. Once you receive an email notification that your documents were accepted and e-filed, get a copy of the motion to the other party right away (unless they waived notice or the sheriff is serving it).
5. If the Judge signs the order, the judicial assistant will e-file the proposed order in PeachCourt and you should receive an email notification. Get a copy of the order to the other party.

v. Requesting a court date at the start of a case

A. Requesting a court date if the sheriff is serving your paperwork

1. Contact FLIC at 770 531-2463 for special instructions and forms in sheriff's service cases before you e-file anything. FLIC has a chart for what forms you may need in your case and what steps to take.
2. Ask for a proposed *Rule Nisi* from FLIC. This is a form used to schedule a hearing.

IMPORTANT: If the sheriff is serving your paperwork, you must e-file a proposed *Rule Nisi* with all your other documents when you start the case if you want the court date served with everything else. This holds the paperwork at the Clerk's office until the judge's office has assigned a date. You will also need a **special Sheriff's Entry form** from FLIC that shows the *Rule Nisi* will be served with the other paperwork. The sheriff's entry form auto-generated by PeachCourt does not list every document.

3. Scan and save the proposed *Rule Nisi* as: "[your initials] Rule Nisi (Proposed)".
4. When you reach the upload step, choose "Rule Nisi (Proposed)" from the drop down. Then find the file and click "Upload".

IMPORTANT: Once you upload the document, scroll down and look at your list of "User Uploaded Documents" below the Upload button on the screen. You will see your proposed Rule Nisi listed with an empty box ☐ to the left of the document under "Notify Judge".

Check the Notify Judge box. If you do not check the box, the clerk will not accept the filing of the proposed *Rule Nisi* and the Judge's office will not be notified that you want a hearing.

5. Once the Judge's office schedules a hearing and e-files the *Rule Nisi* or *Order Scheduling Hearing* into PeachCourt, you should receive an email notification. This can take a few days. Do not wait at the Clerk of Courts if using the PAT.
6. Follow the steps in the chart provided by FLIC to determine what to do next. **The Clerk's office will not arrange for your paperwork to be served until you follow up.** You may need to come in person to pay fees and give the Clerk special forms, depending on the case. FLIC has a chart to help you determine what steps to take.
7. **Confirm the other party was served with a copy of the *Rule Nisi* or your hearing will be postponed.**

[continued on next page]

B. Requesting a court date if the other party has signed an *Acknowledgment of Service*

1. Ask for a proposed *Rule Nisi* from FLIC. If the other party marked on their *Acknowledgment of Service* that he/she did NOT waive notice of anything other than service (option b), then ask for a *Certificate of Service* as well.
2. Scan and save the proposed *Rule Nisi* as: “[your initials] Rule Nisi (Proposed)”.
3. When you reach the upload step, choose “Rule Nisi (Proposed)” from the drop down. Then find the file and click Upload.

IMPORTANT: Once you upload the document, scroll down and look at your list of “User Uploaded Documents” below the Upload button on the screen. You will see your proposed Rule Nisi listed with an empty box ☐ to the left of the document under “Notify Judge”.

Check the Notify Judge box. If you do not check the box, the clerk will not accept the filing of the proposed Rule Nisi and the Judge’s office will not be notified that you want a hearing.

4. Once the Judge’s office schedules a hearing and e-files the signed *Rule Nisi* or *Order Scheduling Hearing* into PeachCourt, you should receive an email notification. **This can take a few days.** Do not wait at the Clerk of Courts if using the PAT.
5. Get a copy of the signed *Rule Nisi* or *Order Scheduling Hearing* to the other party right away and then e-file a *Certificate of Service* showing how you delivered it (mail or hand delivery usually) if she/he did NOT waive further notice on the *Acknowledgment of Service*. You can download a “time-stamped” copy of the *Rule Nisi* from your confirmation email. Even if the other party did not ask for further notice, it is still best practice to deliver a copy.