

General Civil and Domestic Relations Case Filing Information Form

☐ Superior or ☐ State Court of _____ County

For Clerk Use Only

Date Filed _____
MM-DD-YYYY

Case Number _____

Plaintiff(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Defendant(s)

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Plaintiff's Attorney _____ State Bar Number _____ Self-Represented ☐

Check one case type and one sub-type in the same box (if a sub-type applies):

General Civil Cases

- ☐ Automobile Tort
- ☐ Civil Appeal
- ☐ Contempt/Modification/Other Post-Judgment
- ☐ Contract
- ☐ Garnishment
- ☐ General Tort
- ☐ Habeas Corpus
- ☐ Injunction/Mandamus/Other Writ
- ☐ Landlord/Tenant
- ☐ Medical Malpractice Tort
- ☐ Product Liability Tort
- ☐ Real Property
- ☐ Restraining Petition
- ☐ Other General Civil

Domestic Relations Cases

- ☐ Adoption
- ☐ Contempt
 - ☐ Non-payment of child support, medical support, or alimony
- ☐ Dissolution/Divorce/Separate Maintenance/Alimony
- ☐ Family Violence Petition
- ☐ Modification
 - ☐ Custody/Parenting Time/Visitation
- ☐ Paternity/Legitimation
- ☐ Support – IV-D
- ☐ Support – Private (non-IV-D)
- ☐ Other Domestic Relations

- ☐ Check if the action is related to another action pending or previously pending in this court involving some or all of the same: parties, subject matter, or factual issues. If so, provide a case number for each.

_____ Case Number

_____ Case Number

- ☐ I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in OCGA § 9-11-7.1.

- ☐ Is a foreign language or sign-language interpreter needed in this case? If so, provide the language(s) required.

_____ Language(s) Required

- ☐ Do you or your client need any disability accommodations? If so, please describe the accommodation request.

SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

_____,
Petitioner,
v. _____,
Respondent.

Civil Action
Case Number _____

PETITION FOR DIVORCE WITHOUT MINOR CHILDREN

My name is _____ and I am representing myself in this divorce action. In support of my case, I state as follows:

1. **Subject Matter Jurisdiction:** I am the Petitioner in this action and:
[Check only one of the following, either (a) or (b).]
☐ (a) I have been a resident of the State of Georgia for more than 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 my filing of this action.
2. **Venue:** My spouse's name is _____, and he/she is the Respondent in this action.
[Check only one of the following, either (a), (b), (c), (d) or (e).]
☐ (a) The Respondent is a resident of Cherokee County and is subject to the jurisdiction of this Court.
☐ (b) The Respondent is a resident of Georgia in _____ County, but the Respondent and I lived together in Cherokee County at the time we separated, I still reside in Cherokee County, and the Respondent has only moved away from Cherokee County within the past six months before the date of my filing this action.

___ (c) The Respondent is a resident of Georgia in _____ County, and I live in Cherokee County. The Respondent has acknowledged service of process and consented to the jurisdiction and venue of this Court.

___ (d) The Respondent is not a resident of the State of Georgia, but I am a resident of Cherokee County, Georgia, and:
[*Check only one of the following, either (1), (2), or (3).*]

___ (1) The Respondent was formerly a resident of the State of Georgia and currently resides in the State of _____. The Respondent is subject to the personal jurisdiction of the Court under Georgia's Long Arm Statute, OCGA § 9-10-91(5).

___ (2) The Respondent has never resided in the State of Georgia and currently resides in the State of _____.

___ (3) The Respondent has acknowledged service of process and consented to the jurisdiction and venue of this Court.

___ (e) I am a resident of Cherokee County and the Respondent's whereabouts are unknown to me. I am filing my *Affidavit of Due Diligence* with this *Petition*, and incorporate it here by reference.

3. **Service of Process:** The Respondent shall be served as provided under OCGA § 9-11-4, in the following manner:

[*Check only one of the following, either (a), (b), or (c).*]

___ (a) The Respondent has acknowledged service of process. I am filing the *Acknowledgment of Service* (which has been signed by the Respondent) with this *Petition*.

___ (b) The Respondent may be served by the Sheriff's Department at the Respondent's residence/work address, which is:

___ (b-1) [*Check only if the Respondent lives outside Cherokee County.*] The Respondent resides outside of Cherokee County, and shall therefore be served by second original, as provided under OCGA § 9-10-72. Service shall be made by the sheriff's department of the county where the Respondent resides.

- ___ (c) The Respondent's whereabouts are unknown to me. I am filing my *Affidavit of Due Diligence* with this *Petition*. The Respondent shall be served by publication as provided under OCGA § 9-11-4(e)(1) for those who cannot be found within the State of Georgia. To the best of my knowledge, the Respondent's last known address is:

4. **Date of Marriage:**

[Check and complete only one of the following, either (a) or (b).]

___ (a) The Respondent and I were lawfully married on _____.

___ (b) The Respondent and I are married by common law because we lived together and held ourselves out as husband and wife as of _____, which date was prior to January 1, 1997.

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

___ 6. **Settlement Agreement:**

[Check only if there is a signed agreement.]

The Respondent and I have entered into a *Settlement Agreement*, which we both want to be incorporated into the *Final Judgment and Decree for Divorce*. The *Settlement Agreement* has been signed by each of us in front of a notary public, and I am filing the *Settlement Agreement* with the Court, together with this *Petition*.

7. **Minor Children:**

[If you and the Respondent have any minor children together, you must use a different Divorce Petition form. See instructions.]

The Respondent and I do not have any minor children together.

8. **Alimony:** *[Check only one of the following, either (a), (b), or (c).]*

___ (a) I am financially dependent on the Respondent and need the Court to order the Respondent to pay alimony for my support.

___ (b) I am not asking for alimony.

___ (c) The issue of alimony cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

9. Marital Property: *[Check only one of the following, either (a), (b), (c) or (d). Do not include complete account numbers.]*

___ (a) The Respondent and I have already divided our marital property, and we are both satisfied with the division.

___ (b) The Respondent and I have not obtained any property during our marriage.

___ (c) The Respondent and I have obtained the following property during our marriage, and I am asking for a fair division of this property:

___ House located at _____

___ Other real estate, located at _____

___ Mobile home (model: _____, year: _____)

___ Pension (mine, worth \$ _____; Respondent's, worth \$ _____)

___ Motor vehicles listed here:

___ Model/year: _____

___ Model/year: _____

___ Model/year: _____

___ Furniture:

___ Listed here: _____

___ Listed on separate paper attached to this *Petition*

___ Bank accounts and/or other investments:

___ Listed here: _____

___ Listed on separate paper attached to this *Petition*.

___ Other property:

___ Listed here: _____

___ Listed on separate paper attached to this *Petition*.

- ___ (d) The issue of the division of marital property cannot be decided in this case because none of the property is in Georgia and the Court does not have personal jurisdiction over the Respondent.

10. Joint or Marital Debts: *[Check only one of the following, either (a), (b), or (c). Do not include complete account numbers.]*

___ (a) The Respondent and I do not have any outstanding joint or marital debts.

___ (b) The Respondent and I have the following outstanding joint or marital debts, and responsibility for paying them should be as listed below:

<u>Creditor</u>	<u>Balance</u>	<u>Who Should Pay</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

___ Listed on separate paper attached to this *Petition*.

- ___ (c) The issue of dividing joint and marital debts cannot be decided in this case, because the Court does not have personal jurisdiction over the Respondent.

___ 11. Restraining Order Where Violence Has Occurred:

[Read instructions carefully and check only if applicable.]

There is a history of physical violence by the Respondent toward 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.

___ 12. **Restore Former or Maiden Name:** *[Check only if applicable.]*

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

13. **Grounds for Divorce:**

[Check the ones that you can prove at trial.]

My grounds for divorce from the Respondent are:

___ (a) **Our marriage is irretrievably broken.** The Respondent and I can no
longer live together and there is no hope that we will get back together.

___ (b) **Cruel treatment** - The Respondent committed the following acts of cruel
treatment toward me:

___ (c) **Adultery** - The Respondent has had sexual intercourse with someone else
during our marriage.

___ (d) **Desertion** - The Respondent has intentionally and continually deserted me
for at least a year.

___ (e) **Other grounds** from list in OCGA § 19-5-3, as explained here: _____

FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

*[Check **all** that apply.]*

(a) That process and summons issue as provided by law;

(b) That Respondent be served with a copy of this Petition;

(c) That I be granted a total divorce from the Respondent;

(d) That the *Settlement Agreement* signed by the parties be incorporated into
the *Final Judgment and Decree of Divorce*.

(e) That the Respondent be ordered to pay me alimony for my support;

- (f) That our marital property be divided according to Paragraph 9;
- (g) That our joint or marital debts be divided according to Paragraph 10;
- (h) That the Respondent be temporarily and permanently restrained from harassing me or committing any acts of violence toward me;
- (i) That my former or maiden name be restored according to Paragraph 12;
- (j) That a Rule Nisi be scheduled by the Court, to decide on the relief I have requested;
- (k) That the Court order the parties to participate in mediation, to try to resolve this matter; and
- (l) That the Court order any and all other relief that the Court finds appropriate.

Dated: _____

Petitioner, Pro se (Signature)

Name: _____

Address: _____

Email: _____

**IF YOU DO NOT HAVE AN EMAIL
ADDRESS, FILL OUT A CERTIFICATE OF
NO EMAIL ADDRESS**

Telephone No.: _____

SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

_____,
Petitioner,
v. _____,
Respondent.

Civil Action
Case Number

VERIFICATION

I, _____, personally appeared before the undersigned notary public and, being duly sworn, state that the facts stated in the foregoing Petition are true and correct.

This ____ day of _____, ____ (year)

Signature
Name: _____
Email: _____

**IF YOU DO NOT HAVE AN EMAIL ADDRESS, FILL OUT A
CERTIFICATE OF NO EMAIL ADDRESS**

Telephone No.: _____

Sworn to before me this
____ day of _____, 20__.

Notary Public

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

Petitioner: _____,

v.

Civil Action

File No: _____

Respondent: _____.

ACKNOWLEDGMENT OF SERVICE AND CONSENT TO JURISDICTION

I, the undersigned Respondent hereby acknowledge personal service of the above Petition for _____ and state that I have received a copy of said Petition and I hereby waive any and all further notice, service, and issuance of process. I consent to both jurisdiction and venue in this matter.

(Check the box below if you are a resident of Georgia but do not live in Cherokee County.)

☐ **WAIVER OF VENUE — RESPONDENT'S AFFIDAVIT**

1. I am a resident of _____ County in the State of Georgia.
2. I understand that I have a constitutional right to a trial by judge or jury in the county of my residence, and that I expressly waive my right to venue in the county of my residence, and consent to venue and personal jurisdiction in Cherokee County Superior Court.

This _____ day of _____, _____.

Respondent's Signature (Sign in front of the Notary)

Address: _____

Telephone: _____

Email: _____

Sworn to and signed before me, this
_____ day of _____, _____.

NOTARY PUBLIC

My commission expires:

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

Petitioner: _____,

v.

Civil Action

File No: _____

Respondent: _____.

CONSENT TO TRIAL 31 DAYS AFTER SERVICE

Both of the above parties, as indicated by their signatures below, consent to the hearing and granting of a divorce in this action any time thirty-one (31) days after the filing of the acknowledgment of service or after service having been perfected against the Respondent.

Petitioner's Signature (Sign in front of the Notary)

Address: _____

Telephone: _____

Email: _____

Sworn to and signed before me, this
_____ day of _____, _____.

NOTARY PUBLIC

My commission expires:

Respondent's Signature (Sign in front of the Notary)

Address: _____

Telephone: _____

Email: _____

Sworn to and signed before me, this
_____ day of _____, _____.

NOTARY PUBLIC

My commission expires:

IN THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

_____,
Petitioner, Civil Action
v.
Case Number _____
_____,
Respondent.

SETTLEMENT AGREEMENT WITHOUT MINOR CHILDREN

This is an agreement between _____ (referred to here as “Petitioner”) and _____ (referred to here as “Respondent”).

The parties are married but are currently separated; and

They have no minor children together.

The parties want to settle between themselves all questions of alimony, division of property, debts and all other rights and obligations arising out of their marital relationship;

THEREFORE, in consideration of the mutual promises and declarations in this agreement, the parties agree as follows:

1. SEPARATION.

The parties shall continue to live apart and each one shall be free from all interference and control by the other, as fully as if unmarried, and each may reside at such places as he or she may choose.

2. ALIMONY.

[Check and complete only one of these, either (a) or (b). Do not check both (a) and (b).]

☐ (a) The _____ shall pay to the _____ as alimony, the sum of _____ Dollars (\$_____) per month, beginning on _____, and continuing monthly thereafter,

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

☐ (1) until the recipient remarries or dies.

☐ (2) for a period of _____.

☐ (b) Each party expressly waives the right to receive alimony from the other party.

3. **PROPERTY DIVISION.**

[Check and complete only one of these, either (a) or (b). Do not check both (a) and (b). Do not list complete account numbers.]

☐ (a) The parties acknowledge that they have already made a division of their marital property, including any real estate, vehicles, household furniture, furnishings, household goods, equipment, bank accounts, pensions and other personal property. Neither party shall claim any of the property in the possession of the other party as of the date of signing this agreement.

☐ (b) The parties acknowledge that they did not obtain any property during their marriage.

☐ (c) The parties acknowledge that they possess various items of marital property, which shall be divided as provided in this Agreement. The parties agree to transfer possession and title to their property as follows:

[If you have chosen (c), check and complete only the parts that apply, from (1) through (4) below. Cross out the parts that do not apply.]

☐ (1) **Marital Home** - The marital home of the parties, located at the following address: _____ which has the following legal description on the deed to the property:

shall be conveyed to the _____ in fee simple. The _____ shall be responsible for all taxes, assessments and mortgage loan payments on the home after the date of _____.

[If you have chosen and completed the preceding paragraph (1), concerning a marital home, you may

Petitioner _____ Respondent _____

also check and complete (A) or (B), or both (A) and (B), but neither one is required.]

- ☐ (A) The _____ shall have a lien against the home in the amount of _____ Dollars (\$_____). Upon the sale or transfer of the home, the lien shall be paid.
- ☐ (B) The _____ shall immediately begin making reasonable efforts to refinance the outstanding mortgage/mortgages on the marital home, so that the _____ shall no longer be liable on the mortgage loan(s). If the _____ is not able to refinance by _____, 20____, the home shall then be listed for sale at a reasonable price, and all reasonable offers to purchase the home shall be accepted.

☐ (2) **Mobile Home** - The parties' mobile home, which is described as a _____, with Vehicle Identification Number (VIN) of _____ shall be transferred to the _____.

The _____ shall be responsible for all loan payments on the mobile home after the date of _____.

☐ (3) **Vehicles** - The vehicles owned by the parties shall be transferred or retained as follows:

<u>Year/Make/Model of Vehicle</u>	<u>Vehicle ID # (VIN)</u>	<u>Goes to</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The party listed above for each vehicle shall be responsible for all car loan payments, *ad valorem* taxes, registration fees and insurance on that vehicle accruing after the following date:

_____.

☐ (4) **Other Personal Property** - The parties acknowledge that they own various other items of personal property, which shall be transferred to the party listed below, on or before _____, 20____.

To the Petitioner

To the Respondent

Except as otherwise specifically provided in this Agreement, the transfers listed above shall be completed no later than _____, and each party shall execute all documents necessary to promptly complete the transfer. Upon the failure of either party to execute and deliver any deed or other document necessary to complete the transfers required by this Agreement, this Agreement shall constitute and operate as the properly executed document. The county auditor, county recorder, Department of Motor Vehicles, and all other public and private officials are authorized and directed to accept this Agreement or a properly certified copy of it in lieu of the document regularly required for the conveyance or transfer.

Except as provided in this Agreement, the parties have divided their marital property, including any real estate, vehicles, household furniture, furnishings, household goods, equipment, bank accounts, pensions and other personal property. Neither party shall claim any of the property in the possession of the other party as of the date of signing this agreement, except as provided in this Agreement.

4. **DEBTS.**

[Check and complete only one of these, either (a) or (b). Do not check both (a) and (b). Do not list complete account numbers.]

- ☐ (a) The parties acknowledge that they have no outstanding joint or marital debts.
- ☐ (b) The responsibility for payment of the parties' joint and marital debts shall be as follows:

<u>Creditor</u>	<u>Amount</u>	<u>Responsible Party</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Petitioner _____ Respondent _____

_____ \$ _____
_____ \$ _____

The responsible party listed above for each debt shall hold the other party harmless for any collections on that debt. If legal action is brought against the other party to recover that debt, the responsible party agrees to indemnify or hold the other party harmless and, in addition, to pay all attorney's fees and costs of collection which the other party may incur as a result of the legal action.

5. **TAX AND BANKRUPTCY CONSTRUCTION OF THIS AGREEMENT**

The parties acknowledge that the equitable division of marital property and the payment of marital and joint debts, if provided in this Agreement, shall not be deductible nor taxable for income tax purposes. Each party also acknowledges that, but for the payments provided here, the other party's financial independence would be impaired. Therefore, it is the parties' intention that if either party ever seeks bankruptcy protection, the amounts payable under this Agreement shall not be dischargeable in bankruptcy under 11 United States Code Section 523(a)(5), as the payments are in the nature of spousal or child support and maintenance. Alternatively, the payments shall be nondischargeable in bankruptcy under 11 United States Code Section 523(a)(15).

6. **RESTRAINING ORDER**

(Optional — Check and complete this paragraph if applicable.)

☐ The _____ shall be permanently restrained and enjoined from assaulting, beating, wounding, threatening, harassing and stalking the _____. By consenting to this, the _____ in no way admits that such acts were ever done in the past, but agrees not to engage in such acts in the future. This provision shall be enforceable by the Court's contempt power.

7. **VOLUNTARINESS OF AGREEMENT**

The parties acknowledge that they have entered into this Agreement freely and voluntarily, and that it is not the result of any duress or any undue influence. We understand that we do not have to enter into this Agreement, that we have the right to trial before a judge or jury on all issues that could be raised in this action. We also understand that we have the right to certain discovery procedures that may reveal other income or assets of the other party. We have agreed to enter into this Agreement

based on our knowledge of the income and assets of the parties and their written statements in this Agreement. After considering all of this, we have decided to enter into this Agreement freely and voluntarily.

8. **COMPLETENESS OF AGREEMENT**

This Agreement constitutes the entire understanding of the parties. There are no representations or promises other than those expressly included in this Agreement. Each party hereby states under oath that the financial representations in this Agreement are accurate and complete, to the best of that party's information, knowledge and belief.

9. **EFFECT OF DIVORCE**

Both parties understand that this Agreement does not require them to continue to live separately or to proceed with an action for divorce. However, if either party brings or maintains an action for divorce, this Agreement shall be presented to the court and incorporated by reference into any judgment concerning the matters covered by the Agreement. Even if it becomes part of a divorce judgment, this Agreement shall survive and can be enforced independently from the judgment of divorce.

Petitioner

_____ appeared
before me on _____, 20____, and
said under oath that s/he had read this
agreement, understood it, and was signing it
voluntarily in my presence.

Notary Public

Respondent

_____ appeared
before me on _____, 20____, and
said under oath that s/he had read this
agreement, understood it, and was signing it
voluntarily in my presence.

Notary Public

Petitioner _____ Respondent _____

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

Petitioner: _____

and

Respondent: _____

Civil Action File No: _____

RULE NISI

The foregoing Petition for Divorce having been read and filed, the Respondent is Ordered to show cause before the Honorable _____, on the _____ day of _____, _____ at _____ .m. in Courtroom _____ why the prayers of Petitioner should not be granted.

This the _____ day of _____, _____.

Deputy Clerk

**IN THE SUPERIOR COURT OF CHEROKEE COUNTY
BLUE RIDGE JUDICIAL CIRCUIT
STATE OF GEORGIA**

Plaintiff

v.

Civil Action File No. _____

Defendant

DOMESTIC RELATIONS STANDING ORDER

Pursuant to O.C.G.A. §19-9-1(b), Uniform Superior Court Rule 24, and the implementing Order of this Court filed on the _____ day of _____, 20____ (minute book _____, page _____) this Standing Order binds the parties in all domestic relations cases, their attorneys, agents, servants, employees, and all other persons acting in concert with the parties. It is ordered that all parties shall be subject to and comply with this Standing Order in its entirety. The terms and conditions hereof may be modified or amended by subsequent order of any Judge of this Court or any Judge sitting in the Court in any individual case.

1.

Restraining Order

- A. Each party is hereby enjoined and restrained from unilaterally causing or permitting the child(ren) of the parties to be removed from the jurisdiction of the Court without express permission of the Court or written approval of both parties. For purposes of this paragraph, the jurisdiction of the Court shall mean the State of Georgia. This provision shall apply in original custody actions only. This provision shall not apply in any case in which a clear parenting time schedule has been previously entered by a Court of competent jurisdiction. In addition, this provision shall not be construed to prevent a child from traveling out of state for a temporary sojourn, vacation or social or educational experience, authorized by a party who has legal custody by operation of law or by previous order of a court of competent jurisdiction, provided that travel occurs during the authorizing party's parenting time or by consent of the parties, and the party authorizing travel provides the other party or parties with a written itinerary of travel dates, where the child will be located and an operable phone number at which the child may be reached.
- B. Each party is hereby enjoined and restrained from doing or attempting to do or threatening to do any act which injures, maltreats, vilifies, molests, or harasses the adverse party or the child(ren) of the parties or the pet(s) of the parties.
- C. Each party is hereby enjoined and restrained from selling, damaging, encumbering, trading, contracting to sell, or otherwise disposing of or removing from the jurisdiction of this Court, without the permission of the Court, any of the property belonging to the parties except in the ordinary course of business or except by an emergency which has been created by the other party to the action. This prohibition shall include changing any legatee or beneficiary designation for wills, retirement accounts, banking accounts, investments, trusts, or other financial accounts.
- D. Each party is hereby enjoined and restrained from disconnecting, transferring, changing or otherwise interrupting the utilities in effect immediately prior to the filing of the action.

Utilities shall be defined as electricity, gas, water, telephone and cell phone service for the parties and the parties' child(ren), basic internet, and basic cable, satellite and/or streaming services.

- E. Each party is hereby enjoined and restrained from canceling or changing auto, health, dental, vision, prescription and/or life insurance for the parties and/or the parties' child(ren) which is in place at the time of the filing of the action. This shall include changing any beneficiary designation for life insurance policies. Further, current insurance cards shall not be withheld from either party.
- F. Each party is hereby enjoined and restrained from changing or deleting any user names and passwords to any accounts related to the parties, or the child(ren) of the parties, or restricting access to either party.

2.

Domestic Relations Financial Affidavit

In any contested action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorney's fees, each party shall complete, and serve upon the other party or parties and the Court a Domestic Relations Financial Affidavit (DRFA), and file a certificate of service of the same with the clerk at least five (5) days before any temporary hearing, mediation, or final hearing. Failure to furnish the DRFA as directed in USCR 24.2 may subject the offending party to the penalties of contempt and/or continuance of any scheduled hearing. A form DRFA is available at www.cherokeecountyga.gov/Superior-Court/Domestic-Forms.

3.

Child Support Worksheet(s) and Addendum

In cases involving child support, each party shall complete a Child Support Worksheet(s) and serve the other party or parties and the Court at least five (5) days before any temporary hearing, mediation, or final hearing. The Worksheet(s) and Schedules are available at <https://csconlinecalc.georgiacourts.gov>. Failure to timely furnish the Worksheet(s) and Schedules may subject the offending party to the penalties of contempt or continuance. All final judgments and agreements furnished to the Court for approve and/or entry must comply with the drafting mandates of O.C.G.A. §§19-5-12 and 19-6-15, including attaching Child Support Worksheet(s) and attaching a Child Support Addendum to the proposed Final Judgment and Decree. A form Child Support Addendum may be found at www.cherokeecountyga.gov/Superior-Court/Domestic-Forms.

4.

Parenting Seminar

All parties with minor children in a case involving custody or parenting time shall successfully complete a co-parenting seminar approved by the Court and submit proof of completion to the Court. See U.S.C.R. 24.8.

- A. All parties with minor children in a case involving custody or parenting time shall successfully complete a co-parenting seminar approved by the Court. The Petitioner shall successfully complete the co-parenting seminar within thirty-one (31) days following the filing of the Complaint and the Respondent shall successfully complete the co-parenting seminar within

thirty-one (31) days of the date of service of the Complaint on the Respondent. Information on approved co-parenting seminars, dates, locations, and possible fee waivers for indigent parties is available at www.cherokeecountyga.gov/Court-Administrators-Office/.

- B. Parties must attend the entire co-parenting seminar in order to receive credit for attendance. Upon successful completion of the co-parenting seminar, each party shall file the Clerk of Superior Court written verification of his or her completion of the co-parenting seminar.
- C. Parties may substitute any four (4) hour in person co-parenting seminar approved by a Blue Ridge Judicial Circuit Superior Court Judge. A certificate of attendance is valid for three (3) years from the date of attendance. A copy of the Certificate of Attendance obtained within three (3) years prior to an action must be filed in any subsequent action.
- D. For good cause shown, the Assigned Judge may excuse a party from completing the co-parenting seminar in individual cases. A Motion to Waive Seminar Attendance, stating the reasons therefore must be in writing, filed with the Clerk of Superior Court and a copy delivered to the Judge's office and the opposing party.
- E. Upon failure to complete the co-parenting seminar, the Assigned Judge may take appropriate action, including holding the non-complying party in contempt.

5.

Family Law Workshop

Any self-represented litigant (that is, a plaintiff or defendant who does not have a lawyer), is required to attend the Family Law Workshop ("the Workshop") within forty-five (45) days of service upon the Defendant.

Any party or parties that become self-represented during a case, is required to attend the Workshop within forty-five (45) days of the order allowing withdrawal of an attorney for said party or parties.

There is no cost to the Workshop. Parties are to sign up to attend through the Office of Court Administration at courtadmin@bric.net. You may visit the office's website at <https://www.cherokeega.com/Court-Administrators-Office/> for more information.

If you submit form documents ("check the box" or "fill in the blank") you obtained somewhere other than the Workshop, you will still be required to attend the Workshop and your original filings may not be approved by the judge assigned to your case.

No Judge shall be prohibited from accepting pleadings filed by or consented to by self-represented litigants if they are deemed by the judge to be in proper form, regardless of the litigant's attendance at the Family Law Workshop.

Failure to attend the Workshop may result in contempt and/or dismissal of the case.

6.

Alternative Dispute Resolution

Any contested domestic matter filed in Superior Court shall be referred to Alternative Dispute Resolution. Compliance shall not require that the parties reach a settlement. Alternative Dispute Resolution rules can be found at www.cherokeecountyga.gov/Court-Administrators-Office/ADR.

This requirement does not apply to cases filed under the Family Violence Act, O.C.G.A. §19-13-1 et seq, or cases which have been screened by the Mediation Office and deemed unsuitable for mediation. Waivers for mediation may be granted in the Court's discretion. A Motion to Waive Mediation, stating the reasons therefore must be in writing, filed with the Clerk of Superior Court and a copy delivered to the Judge's office and the opposing party.

7.
Parenting Plan

Except when a parent seeks emergency relief for family violence, in all cases in which custody of a child is at issue between the parents, each party is required to prepare a proposed Parenting Plan and submit it to the Court and to the opposing party at least five (5) days prior to commencement of any hearing involving custody or parenting time. A form Parenting Plan is available at www.cherokeecountyga.gov/Superior-Court/Domestic-Forms.

8.
Hearings

- A. Hearings are not automatically scheduled in the Blue Ridge Judicial Circuit. The party desiring a hearing shall submit a Rule Nisi to the Assigned Judge's Office or their designee and shall provide a time estimate for hearing.
- B. Court Reporters are scheduled to appear on any scheduled civil nonjury court date. The party desiring to utilize their services shall make arrangements with the Court Reporter prior to the hearing commencing.
- C. Pursuant to O.C.G.A. §9-11-5, parties are on notice that the failure of a party to file pleadings in an action may be deemed a waiver by him or her of all notices, including notices of time and place of trial and entry of judgment and all subsequent service in the action. However, attorneys are reminded that professionalism considerations and fundamental fairness, may require attorneys, as officers of the court, to make a good faith effort to ensure that all parties to a controversy have a full and fair opportunity to be heard.
- D. Temporary Hearings. See USCR 24.
 - a. At temporary hearings the party involved and one additional witness for each side may give oral testimony. Additional witness must testify by deposition or affidavit unless otherwise ordered by the Court. Any affidavit shall be served on opposing counsel at least 24 hours prior to hearing.
 - b. Temporary Hearings are limited to one (1) hour per side, unless otherwise directed by the assigned judge.
 - c. Except by leave of court, the minor child(ren) of the parties shall not be permitted to give oral testimony at temporary hearings; such child(ren) will be excluded from the courtroom or other place of hearing.
 - d. Failure to timely supply a Domestic Relations Financial Affidavit, Child Support Worksheet(s) and Parenting Plan, as applicable, may result in the continuance of temporary hearings and sanctions being imposed upon the offending party.
 - e. Pursuant to Pace v. Pace, 287 Ga. 899 (2010), parties are hereby on notice that any evidence adduced at any interlocutory hearing in a domestic relations case may be considered by the Court at subsequent hearings in the same case. See also Jewell v. McGinnis, 333 Ga. App. 108 (2015).
- E. If a party requests a temporary hearing in a modification case, then the party shall file a separate Motion for Temporary Hearing and shall include specific grounds which justify consideration of a temporary change in compliance with the appropriate authority. A Motion for Temporary Hearing is not necessary in an original action. A Motion for Temporary Hearing shall be accompanied by an Affidavit of the requesting party averring facts supporting the Motion.
- F. The Court may grant emergency relief pursuant to O.C.G.A. §9-11-65(e) under limited circumstances which threaten the health and welfare of a party or a party's child(ren). Any

Patty Baker, Clerk of Superior Court - Cherokee County, GA

request for such relief shall be by written motion filed in the action, accompanied by an Affidavit of the requesting party averring facts supporting the motion.

G. The Court may, in its discretion, schedule pretrial hearings at which the attorneys and/or the parties shall appear as directed by the Judge. The parties may also request a pretrial hearing.

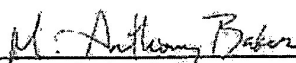
H. Final Hearings

- a. For contested hearings (except cases of contempt and family violence), a final hearing may be specially set only after the parties submit a proposed consolidated domestic relations pretrial order to the judge's chambers. A form for the consolidated domestic relations pretrial order may be found at www.cherokeecountyga.gov/Superior-Court/Domestic-Forms.
- b. The Court may allow, in its discretion, an uncontested final order to be entered upon filing of a Motion for Judgment on the Pleadings, the party's affidavit supporting the Motion for Judgment on the Pleadings, presentation of a Settlement Agreement, Proposed Order or Consent Order, and all attachments (Child Support Worksheet(s), Addendum, and Parenting Plan) in the form prescribed.
- c. The Court may, at its discretion, or upon motion of a party, conduct any hearing or any portion of a hearing, via videoconferencing, such as Zoom. Videoconferencing hearings may be physically facilitated by the Court from any location, and the parties shall be deemed to have waived venue considerations related to conducting the hearing via videoconference. If a party objects to a videoconference, they may file a motion stating the facts for warranting an in person hearing within 10 days; however, the manner of conducting a hearing shall rest in the sole discretion of the Court.

SO ORDERED, this 5th day of March, 2025.



David L. Cannon, Jr., Chief Judge



M. Anthony Baker, Judge



Shannon Wallace, Judge



Jennifer L. Davis, Judge

IN THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

VS

STANDING ORDER REGARDING THE USE OF ARTIFICIAL INTELLIGENCE
AND CERTIFICATION OF CITATIONS IN BRIEFS AND PROPOSED ORDERS IN
THE BLUE RIDGE JUDICIAL CIRCUIT

This Standing Order governs the use of artificial intelligence ("AI") tools in the preparation of all briefs, proposed orders, and other written submissions filed in this Court's criminal and civil dockets, and it applies to all attorneys and to all parties proceeding without counsel (self-represented litigant):

Certification:

Any attorney or self-represented litigant who uses AI in any capacity to prepare, draft or review a filing shall disclose such use in the document with the following certification:

This document was generated with assistance of [identify AI tool(s) used, e.g. Chat GPT, Perplexity, Claude, etc.].

I hereby certify under penalty of perjury that, despite reliance on an AI tool, I have independently reviewed this document to confirm accuracy, legitimacy and use of good and applicable law.

I hereby certify under penalty of perjury that every citation to law, case, statute or the record in this document has been verified as accurate and that it exists as cited and for the proposition cited.

The above certification must appear at the end of the document, before the signature block.

Compliance

Failure to comply with this Order may result in the Court taking appropriate action, including without limitation striking the filing, imposing sanctions, disciplinary referral, and/or the imposition of attorney fees pursuant to O.C.G.A. 9-15-14.

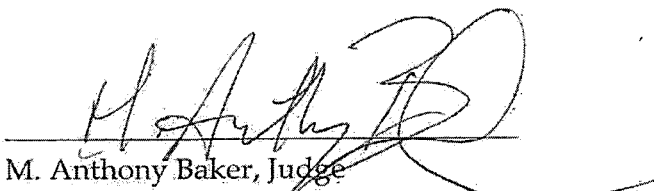
Mistake, lack of technical expertise, or time constraints will not be accepted as good faith excuses for noncompliance.

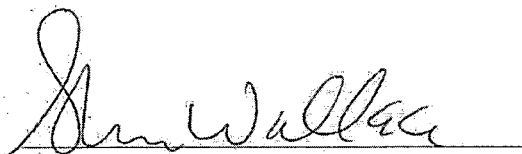
The use of AI does not relieve any attorney or self-represented litigant of their ethical obligations and/or professional obligations (such as Georgia Rules of Professional Conduct 1.1 and 3.1).

This Order is effective immediately and applies to all filings submitted after date of entry.

SO ORDERED on August 21, 2024.


David Cannon, Jr., Chief Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


M. Anthony Baker, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


Shannon Wallace, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit


Jennifer Davis, Judge
Superior Court of Cherokee County
Blue Ridge Judicial Circuit

IN THE SUPERIOR/STATE COURT OF _____ COUNTY

STATE OF GEORGIA

CIVIL ACTION NUMBER

PLAINTIFF

Vs.

DEFENDANT

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address 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 _____, _____.

Clerk of Superior Court/State Court

By: _____
Deputy Clerk

IN THE SUPERIOR COURT OF CHEROKEE COUNTY
STATE OF GEORGIA

Petitioner,

-vs-

CIVIL ACTION

Respondent.

FILE NO. _____

FINAL JUDGMENT AND DECREE

Upon consideration of this case and evidence submitted as provided by law, it is the judgment of the court that a total divorce be granted, that is to say a divorce a vinculo matrimonii, between the parties to the above-stated case upon legal principles.

It is considered, ordered, and decreed by the court that the marriage contract entered into between the parties to this case, from and after this date, be and is set aside and dissolved as fully and effectually as if no such contract had ever been made or entered into.

Petitioner and Respondent in the future shall be held and considered as separate and distinct persons altogether unconnected by any nuptial union or civil contract, whatsoever, and both shall have the right to remarry.

The Agreement entered into between the parties dated _____ and file on _____ is incorporated by reference and made a part of this Final Judgment and Decree. Each party are ORDERED and directed to comply with the terms and conditions.

The Court restores to Petitioner/Respondent her maiden name, to wit:

_____.

Decree entered this ____ day of _____

JUDGE, CHEROKEE SUPERIOR COURT
Blue Ridge Judicial Circuit