



## **NOTICE TO PRO SE (SELF-REPRESENTING) PARTIES**

### IMPORTANT INFORMATION ABOUT FILING A PRO SE ACTION

By filing pro se, you have elected to represent yourself and act as your own attorney. **YOU ARE SOLELY RESPONSIBLE FOR COMPLYING WITH THE LAWS OF THE STATE OF GEORGIA AND FULFILLING YOUR RESPONSIBILITIES AS A LITIGANT. IF YOU FAIL TO DO SO, FINAL RESOLUTION OF YOUR CASE WILL BE DELAYED AND THE COURT MAY NOT BE ABLE TO GRANT YOU RELIEF. MISTAKES MAY RESULT IN ADDITIONAL FEES.** Courthouse or Judge's Office personnel CANNOT assist you. Courthouse staff cannot explain the meaning of a specific rule, interpret case law, explain the result of taking or not taking an action in a case, answer whether a claim has been properly filed, or provide advice on the best procedure to accomplish a particular objective. **IF YOU HAVE ANY QUESTIONS REGARDING YOUR CASE, YOU SHOULD CONSULT AN ATTORNEY.**

There are a number of resources for parties who decide to file pro se. However, Court personnel cannot distribute, instruct, or assist you in obtaining or filling out any document. The following FREE resources may assist you in obtaining forms for the documents required in a divorce action and some other matters frequently filed pro se.

- The Courthouse Law Library - Located on the 2<sup>nd</sup> floor of this building
- Southern Judicial Circuit - <http://www.southernjudicialcircuit.com/Forms.htm>
- Gwinnett County Superior Court - <http://www.gwinnettcourts.com/#home/>
- Fulton County Superior Court - <https://www.fultoncourt.org/family/family-forms.php>
- The Georgia Child Support Commission - <http://csc.georgiacourts.gov/>
- LegalAid-GA - <http://www.legalaid-ga.org>

**The forms provided by these and other sources may become outdated as the law changes and may not be appropriate for your situation. IT IS YOUR RESPONSIBILITY TO DETERMINE WHICH FORM IS APPROPRIATE FOR YOUR SITUATION AND ENSURE THAT THE COMPLETED DOCUMENT COMPLIES WITH GEORGIA LAW.**

**USE ANY FORMS AT YOUR OWN RISK. A PARTICULAR FORM MAY OR MAY NOT BE APPROPRIATE IN YOUR PARTICULAR CASE. ANY DESIRED OUTCOME FROM THE USE OF ANY FORMS CANNOT BE PREDICTED OR GUARANTEED.**

**Required Documents – Divorce without Minor Children**

- Petition/Complaint for Divorce
- Verification
- Service on the Defendant OR Acknowledgment of Service signed by the Defendant

*Optional documents:*

- Domestic Relations Financial Affidavits (if requesting alimony)
- Settlement Agreement

**Required Documents – Divorce with Minor Children**

- Petition/Complaint for Divorce
- Verification
- Service on Defendant OR Acknowledgment of Service signed by Defendant
- Child Support Worksheet and Schedules
- Child Support Addendum
- Parenting Plan
- Domestic Relations Financial Affidavit (Plaintiff)
- Domestic Relations Financial Affidavit (Defendant)
- Certificate of completion for divorcing parents seminar for each parent

*Optional documents:*

- Settlement Agreement

**Required Documents – Adult Name Change**

- Petition for Name Change
- Verification
- Notice
- Publisher's Affidavit

**Required Documents – Minor Name Change**

- Petition for Name Change
- Verification
- Service on Parent(s) or Guardian(s)
- Consent of Parent(s) or Guardian(s) to Name Change
- Notice
- Publisher's Affidavit

\*Notices for name changes must be published within 7 days. It is the litigant's responsibility to be aware of this requirement, any deadlines the newspaper has, and ensure that their Notice is published as required by law. Notices of publication should be submitted to the newspaper IMMEDIATELY.

The sufficiency of your petition can only be determined by a Superior Court Judge. If you fail to submit the above documents or your documents are incomplete, inconsistent, or otherwise inadequate, **RESOLUTION OF YOUR ACTION WILL BE DELAYED. IF YOU HAVE QUESTIONS OR UNCERTAINTY REGARDING ANY OF THE ABOVE DOCUMENTS, YOU SHOULD CONSULT AN ATTORNEY.** After you have filed your case, you may contact the Judge's Office of the Judge assigned to your case to request a hearing, as listed below.

Judge David Motes – Vicki Murch – (770) 307-3032  
Judge Joseph Booth – Karla Branch – (706) 387-6392  
Judge Currie Mingledorff – Heather Tarver – (770) 867-1162  
Judge Wayne McLocklin – Dawn Crowder – (706) 387-6402

If you are financially unable to afford the services of an attorney, you may contact the Georgia Legal Services Program at 1-800-745-5717 to see if you are eligible for their services.