

**CHECKLIST FOR
PRO SE DIVORCE CASES IN
ATLANTIC JUDICIAL CIRCUIT**

- Mediated Separation Agreement
- Final Judgement of Divorce
- Instructions for obtaining Final Judgement of Divorce
 - Report of Divorce, Annulment or Dissolution of Marriage
 - Domestic relations Case Final Disposition of Form

If minor children are involved:

- Parenting Plan
- Child Support Worksheet
- Child Support Addendum

Case Name:

DATE

Pro Se Instructions for obtaining A Final Judgement of Divorce

Present to the court the following documents, if applicable:

Judgement Form	
Mediated Separation Agreement	
In Cases involving Children: Child Support worksheets and schedules* Child Support Addendum* Parenting Plan *Child Support amount in both Worksheet and Addendum must match exactly	
Domestic relations Financial Affidavit plus two most recent wage statements [W2s, 1099s, paystubs]	
Report of Divorce, Annulment or Dissolution of marriage	
Domestic Relations Case Final Disposition Information Form	

1. YOU MUST ATTEND A FINAL HEARING. To your final hearing, bring the attached completed forms with the original of your mediated agreement and a proposed judgment form, Parenting Plan, Child Support Addendum and Child Support Worksheet [whichever applies] on the date of the final hearing.

2. YOU MUST FILE YOUR COMPLETED MEDIATION DOCUMENTS WITH THE SUPERIOR COURTCLERK'S OFFICE. THEN WAIT A WEEK AFTER YOU FILE TO REQUEST A FINAL HEARING (This allows time for your mediated documents to be filed in Superior Court Clerk's Office). Call the Judge's office and ask for an uncontested or contested divorce date for a final hearing. The Judge's office will need to know the name of the case and the civil action number. You can determine the judge assigned to your case by looking at the initials at the end of your Civil Action Number:

Judge Russell (912) 652-7158

Judge Rose (912) 877-4770

Judge Stewart (912) 739-4922

Judge Cheney (912) 437-3033

3. If you need child support to be deducted from a paycheck by the employer, please provide a copy of the Final Judgment and Decree and Child Support Addendum to the Child Support Recovery Unit, 945 E. G. Miles Pkwy, Hinesville, GA., (912)876-4151.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

Plaintiff,)
Vs.) Civil Action No. _____

Defendant.)

FINAL JUDGMENT AND DECREE OF DIVORCE INCORPORATING SEPARATION AGREEMENT

Upon consideration of this case, upon evidence submitted as provided by law, it is the judgment of the Court that a total divorce be granted between the parties to this case. It is hereby ordered that the marriage contract entered into between the parties is hereby set aside from this date and fully dissolved. Plaintiff and Defendant 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 COURT FURTHER ORDERS THAT:

1. **The following documents made between the parties are hereby approved and made a part of this Final Judgment as if fully set forth here.** Both parties are ordered to strictly obey all of the terms in the following documents filed in this case:

- Separation Agreement or Mediated Agreement
- Parenting Plan
- Child Support Worksheet
- Child Support Addendum

2. RESTORATION OF NAME

The Wife's former name of _____ shall be restored.

This decree entered on _____, 20_____.

JUDGE

County Superior Court

_____ COUNTY SUPERIOR COURT
STATE OF GEORGIA

Plaintiff,

vs.

Civil Action Case Number _____

Defendant.

**MEDIATED SEPARATION AGREEMENT
[SHORT FORM]**

This is an agreement between _____, (referred to here as "Wife") and _____, (referred to here as "Husband").

The parties are married but separated on _____; and

They have _____ minor children together and the following executed documents are attached hereto and incorporated herein:

- Parenting Plan
- Child Support Worksheet
- Child Support Addendum

OR

They have no minor children.

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. SPOUSAL SUPPORT

Neither party will be entitled to support from the other party.

or

_____ (name) will pay to _____ (name) \$ _____

(amount) per month due on the first day of each month and every month thereafter for

_____ months

_____ years

until receiving spouse dies, cohabits or remarries.

3. PROPERTY DIVISION.

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.

The parties have agreed to divide their marital property, including any real estate, vehicles, household furniture, furnishings, household goods, equipment, bank accounts, pensions and other personal property, as follows:

List of property divided attached hereto and incorporated herein as Exhibit "A."

4. DEBTS.

The parties acknowledge that they have no outstanding joint or marital debts.

The parties have agreed to divide responsibility for the marital debts listed below.

Both parties hereby represent that the following list is a complete list of existing debt of the marriage. The party assuming responsibility for a debt will hold harmless and indemnify the other party in the event the responsible party fails to make timely or complete payments.

Creditor's Name	Account Number	Balance Owed	Party Responsible

5. SPECIAL PROVISIONS

6. TAX RESPONSIBILITIES

The parties acknowledge that they have no outstanding joint or marital tax debts or liabilities. The parties agree to file separate tax returns for the year _____ and for all years thereafter.

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 both acknowledge that we were competent and fully informed when we entered into this Agreement. 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. FINAL DIVORCE

Both parties agree that it is their intention to be finally divorced. Therefore, the parties agree that _____ will be responsible for filing all necessary papers with the Court, calling the Judge's office to schedule a final hearing and attending the final hearing to complete the divorce. Both parties agree to inform the other of any date of a final hearing as a courtesy. _____ will provide to the other party a copy of the Final Judgment and Decree signed by the Judge and entered in the Court's records.

We, the undersigned parties, are signing and committing to this agreement voluntarily and understand that this agreement will be binding upon our signature. We have been given every opportunity to seek legal and other professional advice before signing this agreement. We have been given the opportunity to clarify any issues that we did not understand prior to signing. We further represent that we have no disability or incapacity and are not under the influence of any substance or medication that would prevent us from participating fully in this mediation or from understanding the terms to which we are agreeing.

SO AGREED THIS ____ DAY OF _____, 20__.

Wife

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

Notary Public

Husband

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

Notary Public

STATE OF GEORGIA
Report of Divorce, Annulment or Dissolution of Marriage
Type or Print all Information

1. Civil Action Number	2. Date Decree Granted (mo.,day,year)	3. County Decree Granted
4. Wife's Name (first, middle, last)	5. Maiden (Birth) Last Name	6. Date of Birth (mo.,day,year)
7. County of Residence	8. Number of This Marriage (1 st , 2 nd , etc.)	
9. Husband's Name (first, middle, last, generation)	10. Date of Birth (mo.,day,year)	11. County of Residence
12. Number of This Marriage (1 st , 2 nd , etc.)	13. Date of This Marriage (mo., day, year)	
14. Specify Grounds for Divorce (19-5-3, OCGA)	15. Number of Children Less Than 18 Affected by this Decree	

This above Report may be reproduced by use of a computer. However, the finished reproduction must be a close reproduction of the original, and prior review and approval must be obtained from the State Registrar before use. (31-10-7, O.C.G.A.)

31-10-22. Record of divorce, dissolutions, and annulments.

(a) A record of each divorce, dissolution of marriage, or annulment granted by any court of competent jurisdiction in this state shall be filed by the clerk of the court with the department and shall be registered if it has been completed and filed in accordance with this Code section. The record shall be prepared by the petitioner or the petitioner's legal representative on a form prescribed and furnished by the state registrar and shall be presented to the clerk of court with the petition. In all cases, the completed record shall be a prerequisite to the granting of the final decree.

(b) The clerk of the superior court shall complete and forward to the department on or before the tenth day of each calendar month the records of each divorce, dissolution of marriage, or annulment decree granted during the preceding calendar month.

Domestic Relations Case Final Disposition Information Form

Superior Court _____ County _____ Date Disposed _____
 _____ MM-DD-YYYY
 Docket# _____

Reporting Party _____
 _____ Last First Middle I Suffix Prefix Maiden Title

Name of Plaintiff/ Petitioner(s) _____ Name of Defendant/Respondent(s) _____

_____ Last First Middle I Suffix Prefix Maiden _____ Last First Middle I Suffix Prefix Maiden

Plaintiff/Petitioner's Attorney Pro Se Defendant/Respondent's Attorney Pro Se

_____ Last First Middle I Suffix _____ Last First Middle I Suffix

Bar # _____ Bar # _____

Type of Disposition (Check all that apply)

1. Dismissed Without Final Order
 - A. Voluntary (by parties)
 - B. Involuntary (by court)
2. Pre-Trial Settlement
3. Judgment on the Pleadings
4. Summary Judgment
5. Trial
 - A. Bench Trial
 - B. Jury Trial
 1. Dismissal after jury selected
 2. Settlement during trial
 3. Judgment on Verdict
 4. Directed Verdict or JNOV

ADR

1. Was mediation utilized? Yes No
2. If Yes, was it (check if applicable)
 - court annexed?
 - court mandated?
3. Binding Arbitration Agreement Yes No

If Yes, what matters were subject:

 Child Custody
 Visitation/ Parenting Time
 Parenting Plan

Relief Granted (Check all that apply)

1. Ex Parte Relief
2. Temporary Relief
3. Final Relief
 - a. Divorce/Annulment/Separate Maintenance
 - b. Child Custody

Parenting Plan? Yes No
 Custodial Arrangement? Yes No
 If Yes, check one:
 Joint Custody
 Joint Legal Custody
 Joint Physical Custody
 Sole Custody to: _____
 14 year old parental selection? Yes No
 - c. Visitation or Parenting Time

Approx. Parenting Time (days per year)
 Mother _____ Father _____
 Parenting Time Contested? Yes No
 - d. Child Support

Forms attached? Yes No
 - e. Legitimation/Paternity
 - f. Alimony
 - g. Contempt
 - h. Equitable Division
 - i. Protective Order

Person Property
 Finding of Family Violence?
 - j. Adoption
 - k. Attorneys Fees?

If Yes, enter amount: _____
 To whom: _____
 - l. Other (Specify) _____
4. Dismissed prior to granting of relief.