

PRO SE DOMESTIC RELATIONS

DIVORCE CHECKLIST

******* Please be aware the Houston County Superior Court Clerks, Staff Attorneys, Judges, law clerks, or any other agent or representative of same **CANNOT GIVE LEGAL ADVICE NOR ARE THEY PERMITTED TO AID YOU WITH COMPLETING THE REQUIRED FORMS. THERE ARE NO EXCEPTIONS.**

******* If you have questions, please seek legal counsel as this Court and its representatives are **BARRED** from providing legal advice and assistance. **THERE ARE NO EXCEPTIONS.**

Fees: ** If card used, then a convenient fee may apply. **NO REFUNDS. THERE ARE NO EXCEPTIONS.**

- **Filing Fees:** \$218.00
- **Service Fee in the State of Georgia:** \$50
- **Service Package Preparation:** \$0.50 per page
- **Publication Fee (Houston Home Journal):** \$130.00
- **Contempt and Modification Fees:** \$62.00 + \$50.00 (+\$0.50 for each additional page)

Please follow the instructions below.

- **Step 1: Identify which of the following options best fits your situation:**
(note: “Uncontested” means **BOTH** parties agree on **ALL** issues)
 - o Option 1: Uncontested divorce without children
 - o Option 2: Uncontested divorce with children
 - o Option 3: Contested divorce without children
 - o Option 4: Contested divorce with children

- **Step 2: Once you select an option, please find that option below in **ORANGE**.**

- **Step 3: Below the enumerated option, you will find a list of “forms” to complete. Please locate the forms in the following locations:**
 - o Option 1: (Electronic version, which you may print on your own)

<https://www.houstoncountyga.gov/government/pro-se-self-help.cms>

 - o Option 2: (Paper version)

Houston County Superior Court Clerk’s Office

201 N. Perry Parkway
Perry, Georgia 31069

- **Step 4: Once you locate the forms in either electronic or paper versions, **please complete the forms in their entirety**. Incomplete forms may be rejected and will delay the Judge's review of your case.**

Again, no agent/representative/employee of the Superior Court is permitted to provide legal advice or help you complete the forms.

- **Step 5: Once ALL forms are complete, please file your completed documents into our e-filing system, Benchmark, which can be located at the following website:**

<https://court.houstoncountyga.gov/BenchmarkWeb/Home.aspx/Search>

- **Step 6: After your filings have been accepted by the Clerk, you will be notified by a law clerk regarding your filings. Timeframes of notifications vary. Please be patient.**

Again, no agent/representative/employee of the Superior Court is permitted to provide legal advice or help you complete the forms.

If you have questions, you are advised, although not required, to seek competent legal counsel.

OPTIONS:

***Please check the box to the left once you complete the form.

***Please ensure a notary public signs where designated. If you wish to use their services, notaries are provided in the Houston County Superior Court Clerk's Office for a nominal fee

***Please note all documents are under oath. If you make false representations, such as falsely stating you do not have children, then you may be charged with perjury.

1. OPTION ONE: UNCONTESTED DIVORCE WITHOUT MINOR CHILDREN:

- General Civil and Domestic Relations Case Filing Information Form
- Complaint for Uncontested Divorce with Verification (notary required)
- State of Georgia Report of Divorce, Annulment, or Dissolution of Marriage
- Acknowledgement of Service and Summons (notary required)
- Defendant's Acknowledgment of Service, Affidavit of Waiver of Venue and Personal Jurisdiction (notary required)
- Consent to Trial 31 days after Service and Waiver of Right to Trial by Jury (notary required)
- Settlement Agreement (notary required)

2. OPTION TWO: UNCONTESTED DIVORCE WITH MINOR CHILDREN:

- General Civil and Domestic Relations Case Filing Information Form
- Complaint for Uncontested Divorce with attached Visitation Schedule and Verification (notary required)
- State of Georgia Report of Divorce, Annulment, or Dissolution of Marriage
- Acknowledgement of Service and Summons (notary required)
- Defendant's Acknowledgment of Service, Affidavit of Waiver of Venue and Personal Jurisdiction (notary required)
- Consent to Trial 31 days after Service and Waiver of Right to Trial by Jury (notary required)
- Settlement Agreement (notary required)
- Domestic Relations Financial Affidavit of Plaintiff (please attach two most recent paystubs) (notary required)
- Domestic Relations Financial Affidavit of Defendant (please attach two most recent paystubs) (notary required)
- Child Support Order Addendum
- Parenting Plan
- Income Deduction Order (only if you wish to have child support payments taken directly from the other side's paycheck)
- Child Support Worksheet
 - please create the child support worksheet online at the following website:
<https://csc.georgiacourts.gov/>
- Final Judgment and Decree of Divorce (Proposed)

3. OPTION THREE: CONTESTED DIVORCE WITHOUT MINOR CHILDREN:

*****By filing contested, please be advised it is REQUIRED that the opposing party (Defendant) be served by law enforcement or special process server.** Please contact the Houston County Superior Court Clerk's Office at (478) 218-4740 to coordinate service upon the Defendant.

- General Civil and Domestic Relations Case Filing Information Form
- Complaint for Contested Divorce with Verification (notary required)
- State of Georgia Report of Divorce, Annulment, or Dissolution of Marriage
- Settlement Agreement (Proposed) (Plaintiff's signature only)
- Final Judgment and Decree of Divorce (Proposed)

4. OPTION FOUR: CONTESTED DIVORCE WITH MINOR CHILDREN:

*****By filing contested, please be advised it is REQUIRED that the opposing party (Defendant) be served by law enforcement or special process server.** Please contact the Houston County Superior Court Clerk's Office at (478) 218-4740 to coordinate service upon the Defendant.

- General Civil and Domestic Relations Case Filing Information Form
- Complaint for Contested Divorce with Verification (notary required)
- State of Georgia Report of Divorce, Annulment, or Dissolution of Marriage
- Settlement Agreement (Proposed) (Plaintiff's signature only) (notary required)
- Domestic Relations Financial Affidavit of Plaintiff (please attach two most recent paystubs) (notary required)
- Child Support Order Addendum (proposed)
- Parenting Plan (proposed)
- Income Deduction Order (only if you wish to have child support payments taken directly from the other side's paycheck) (proposed)
- Child Support Worksheet (proposed)
 - please create the child support worksheet online at the following website:
<https://csc.georgiacourts.gov/>
- Final Judgment and Decree of Divorce (Proposed)