

FORSYTH COUNTY GEORGIA
FILED IN THIS OFFICE

APR 12 2013

J. B. O'Connell
CLERK SUPERIOR COURT

IN THE SUPERIOR COURT OF FORSYTH COUNTY
STATE OF GEORGIA

ADMINISTRATIVE ORDER 13-10

IN RE: IMPLEMENTATION OF DOMESTIC RELATIONS ACTION
STANDING ORDER ("IMPLEMENTING ORDER")

Pursuant to O.C.G.A. § 19-1-1(b) and O.C.G.A. § 9-11-65(e), the Court hereby orders that the attached "Domestic Relations Action Standing Order" shall apply to all domestic relations actions, as defined in O.C.G.A. § 19-1-1(a), upon filing. The Clerk of Court shall complete the standing order by inserting the names of the parties and the case number, and shall file the order with the case.

When domestic relations actions are filed requiring service by the sheriff or by publication, the Clerk shall attach copies of the filed standing order to the original and service copies of the action and give or mail a copy of the filed standing order to the attorney or person filing the action.

When domestic relations actions are filed with an acknowledgment of service, the Clerk shall attach a copy of the filed standing order to the original complaint and give or mail two copies of the filed standing order to the attorney or person filing the action, with instructions that he or she is responsible for serving the defendant with a copy of the order.

April 15 This Order shall apply to all domestic relations actions filed on or after April 15, 2013, and all pending domestic relations actions within which a final judgment and decree of divorce, or other final order, has not yet been entered by the Court prior to April 15, 2013

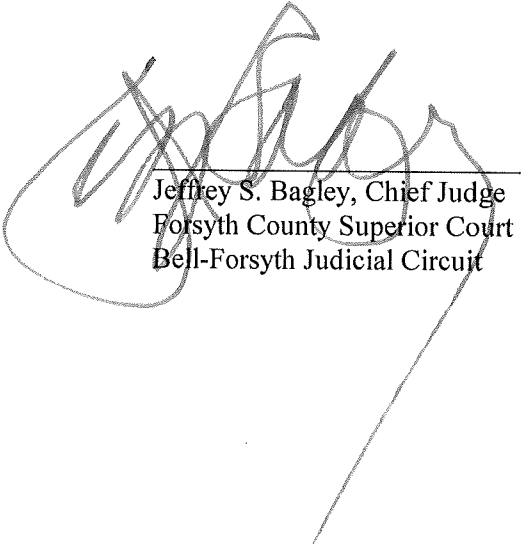
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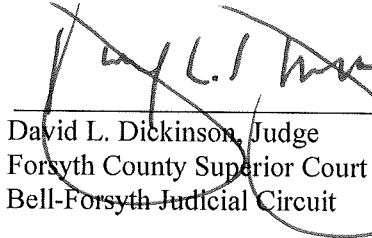
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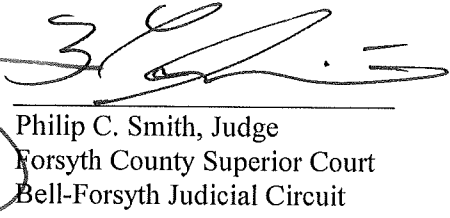
It is so ORDERED, this 12th day of April,
2013.



Jeffrey S. Bagley, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit



David L. Dickinson, Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit



Philip C. Smith, Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit

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

_____ ,)	CIVIL ACTION
Plaintiff/Petitioner)	FILE NO.: __CV-____-__
)	
v.)	
)	
)	
)	
_____ ,)	
Defendant/Respondent		

DOMESTIC RELATIONS ACTION
STANDING ORDER

1.

Pursuant to O.C.G.A. § 19-1-1(b) and the attached Implementing Order which is being filed contemporaneous to the execution and filing of this Domestic Relations Action Standing Order (hereinafter "DRSO"), this DRSO binds the parties in the above-styled action, their agents, servants, employees, and all other persons acting in concert with such parties. This DRSO remains in effect for as long as the case remains pending. The Plaintiff/Petitioner is responsible for ensuring that this DRSO is served upon the Defendant/Respondent at the time that the Defendant/Respondent is served with process in the underlying domestic relations action.¹

2.

NO HARASSMENT OF OTHER PARTY OR CHILD(REN) - 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, or which may, upon judicial determination, constitute threats, harassment, or stalking the adverse party or the child(ren) of the parties or any act which constitutes a violation of other civil or criminal laws of this state.

3.

DO NOT REMOVE CHILDREN FROM STATE OF GEORGIA - Each party is hereby enjoined and restrained from unilaterally causing or permitting the minor child(ren) of the parties to be removed from the jurisdiction of this Court without prior Court approval, except in an emergency affecting the health, safety, or welfare of the child(ren) which has been created by the other party to the action. Moreover, neither party will remove, cause to be removed, nor permit the removal of any minor child(ren) of the parties from their current county of residence for residential

¹ The term "domestic relations action" is defined to include those species of actions as defined pursuant to O.C.G.A. § 19-1-1(a). The civil docket clerk shall attach a copy of this DRSO to the original and the service copy of the divorce and give or send a copy of this Order to the attorney or person filing the domestic relations action. If the civil action was filed by mail, the docket clerk shall mail a copy of this DRSO to the attorney or person filing the domestic relations action.

purposes without the prior written agreement of both parties of Court order; however, the intent of this restriction is not to prohibit temporary travel within the State of Georgia. In cases in which a prior custody and/or visitation award has been issued by a court of competent jurisdiction, the minor child shall remain in the custody of the party to whom custody has been awarded until such time as a temporary order has been entered in the newly filed action and visitation shall continue as previously ordered. In the absence of a prior order, the minor child(ren) shall remain in the custody of the party with whom the child(ren) resided for the majority of thirty (30) days prior to the filing of the custody action until a temporary order is entered on the issue of custody. However, if a party with whom the child(ren) is/are residing has been charged with a criminal offense relating to any act of family violence against a member of the child(ren)'s household, the child(ren)'s other parent shall have custody of the minor child(ren) until a temporary order is otherwise entered.

In cases of an emergency affecting the health, safety, or welfare of the minor child(ren), the parties are directed to contact the Court, in a filed motion served upon all interested persons, to request an emergency hearing.

4.

TREATMENT OF CHILDREN – The safety, financial security and mental well-being of the children involved in this case are the most important concern. It is the law that except in certain rare circumstances, both parents will share parental responsibility for all minor children involved in this case. The law requires that parents share the children's time and participation together in making all important decisions concerning the children. The law expects parents to put aside their feelings and cooperate, in good faith, on all decisions involving the children. The following guidelines shall apply:

- A. Children have the right to a loving, open and continuing relationship with both parents. They have the right to express love, affection and respect for one parent in the presence of the other parent;
- B. Neither parent may alienate a child's affection for the other parent;
- C. Parents must separate any bad feelings for one another from their duties as parents. Their duty is to share the children's time and share in making parenting decisions;
- D. Children have the right to never hear a parent, or a relative or a friend of a parent, belittle or degrade the other parent;
- E. Children have the right to be free of guilt because the parents have decided to separate. They are entitled to honest answers to questions about changes taking place in the family makeup. However, information regarding the divorce case or other related adult subject matter should not be discussed with the children;
- F. Parents should never be so preoccupied with their own problems that they fail to meet the children's needs. Never forget that parents' separation usually has a worse impact on the children than on the parents;
- G. Each parent should openly, honestly, respectfully and regularly communicate with the other

parent to avoid misunderstandings. Parents should never argue about the children in front of them;

- H. Parents should discuss all differences between them regarding their separation, financial issues and parenting decisions out of the children's presence and their hearing. Both parents shall always try to present a united front in handling any problems with the children;
- I. Children have the right to regular and continuing contact with both parents. Parents should arrange all visitation and exchanges between themselves and not through the children. The children should never be the messenger between the parents;
- J. Visitation plans should be kept and never cancelled unless absolutely necessary. If plans change, children should be given an explanation, preferably in advance and by the parent causing the cancellation;
- K. Common courtesies (politeness, promptness, readiness, calling to notify if one is going to be late) should always be observed during exchange of custody (e.g., picking up and dropping off children). These times can be very stressful on children, so it is imperative that parents always behave as responsible adults;
- L. Between visits, children should be encouraged to contact the absent parent by letter, phone, text, email, Skype, etc., in a reasonably frequent and continuous manner;
- M. A parent's access to children and child support are separate and distinct under the law. Accordingly, a child's right to access to his or her parent does not depend upon the actual payment of court-ordered child support;
- N. A child should never be the delivery person for support payments or other communication between the parties;
- O. Both parents are entitled to participate in, and attend, all special activities in which their children are engaged, such as religious activities, school programs, sporting events and other extracurricular activities and programs;
- P. Parents should share information concerning children's activities and school information; and
- Q. Even during dissolution of marriage proceedings, parents should share the responsibility for such tasks as taking children to doctor appointments.

NO REMOVAL OF PROPERTY/CANCELLATION OR CHANGE OF INSURANCE OR UTILITIES - Each party is hereby enjoined and restrained from selling, encumbering, trading, transferring or changing title, 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, including retirement accounts, except in the ordinary course of business or except in an emergency which has been created by the other party to the action.

Each party to a divorce, custody, separate maintenance or modification of support action is hereby enjoined and restrained from altering, suspending or terminating any active insurance coverage for the opposing party and/or child(ren) of the parties. This includes auto insurance, health insurance, dental insurance, vision insurance, pharmacy insurance, and life insurance, which is in place at the time of the filing of the domestic relations action.

Each party is hereby enjoined and restrained from changing or disconnecting, or causing to the disconnection of utilities where either party or the child(ren) of the parties reside. Utilities are defined as those utilities in place at the time the action was filed, and include, but are not limited to, electricity, gas, water, residential telephone, cellular telephone, to also include cellular telephone service to the parties' child(ren), residential alarm service, internet, and cable television.

6.

MUST ATTEND SEMINAR FOR DIVORCING PARENTS - All parties involved in any domestic relations action involving the issues of divorce, separate maintenance, legitimation, change of custody, or visitation, where the child(ren) are under the age of 18, are required to successfully complete a court-approved, certificate-bearing, parenting seminar. This requirement does not include, however, contempt or modification actions. Information about the classroom-based seminar can be obtained at: www.adr9.com and via (770) 535-6909.

Minimum requirements for court-approval include: (a) four contact hours; (b) focus on developmental needs of children; (c) emphasis on fostering a child's emotional health during periods of stress; (d) topics covered must include: include developmental stages of childhood; reactions of children to divorce; how divorce affects families; grief processes and coping skills; roles of divorced parents; co-parenting skills; financial obligations of parents; and mediation as a tool to resolve domestic disputes; and (e) verification of successful completion of the program.

A certificate of completion from a parenting seminar that is not on the Court's approved list may be substituted if written verification is provided to the Court that the seminar includes the minimum requirements listed above.

The seminar must be successfully completed within thirty-one (31) days from the date of service of the action upon the Defendant/Respondent. The certificate must be presented to the Court at the time of the parties' first court appearance or otherwise be on file with the Clerk of Superior Court. Certificates of attendance are valid for three (3) years. The presiding judge may, for good cause shown, waive the parenting seminar requirement. This seminar requirement does not apply to Uniform Reciprocal Enforcement of Support Act cases, uncontested/stipulated modifications of parenting time, or uncontested child support actions.

In those cases where there have been allegations of domestic violence between the parties, the parties must satisfy this seminar requirement via attendance and completion of a court-approved on-line program. The on-line program is available at: www.childsharing.com.

Parties are responsible for paying their own registration fees for the program and they are to be paid directly to the program coordinators prior to commencement of the parenting seminar. If payment of the registration fee creates a financial hardship upon a party the Court may, upon verified motion,

waive or reduce the program fee that is administered by the Ninth Judicial District Office of Dispute Resolution or the online program that is administered by Childsharing.com.

7.

MEDIATION REQUIRED FOR CONTESTED CUSTODY CASES - Parties in cases involving contested custody are required to attend mediation prior to any hearing unless waived by the trial judge for good cause shown. Unless the parties otherwise agree, in writing, at or before mediation, the parties shall be equally responsible for all mediation costs. Waivers for mediation may be obtained upon motion and approval of the Court. Court-ordered mediation services may be obtained through the Ninth Judicial Administrative District Office of Dispute Resolution located at 501 Candler Street, Gainesville, Georgia 30501 (Phone: (770) 535-6909). The parties may agree, however, to employ the assistance of a private mediator and to be responsible for all related fees and expenses associated therewith. Any such agreement must be in writing and filed with the Clerk of Superior Court with a courtesy copy faxed or emailed to the 9th JAD ADR office in advance of the scheduled mediation. Should the case involve allegations of past or current family violence, the parties shall notify the 9th JAD ADR mediation office or private mediation firm in advance of the scheduled mediation so that appropriate security measures may be employed.

Where the parties have mediated prior to a temporary hearing, and either a mediated temporary order resulted or the parties proceeded to a later-scheduled temporary hearing, or other non-final hearing(s), the Court will consider the prior mediation to have been suspended and may still order the parties to re-convene the mediation at a later date, prior to a final hearing.

8.

MANDATORY DISCOVERY PRIOR TO MEDIATION – In order to effectively mediate, and to ensure parties attend mediation with a good faith resolve to settle their dispute, all parties in any action for temporary or permanent child support, alimony, equitable division of property, modification of child support, alimony, and/or attorney’s fees, or where such issues are reasonably expected to arise, are required to exchange discovery at least five (5) business days prior to their scheduled mediation date. Mandatory discovery for purposes of the DRSO shall include answers to Standard Interrogatories (see Exhibit “A” attached to the DRSO) and Required Documents to be Produced (see Exhibit “B” attached to the DRSO). This paragraph is not intended to, nor shall it, shorten the compellable discovery period as provided by the Georgia Civil Practice Act (“CPA”), O.C.G.A. § 9-11-1 et seq. This paragraph shall also not count towards the maximum permissible discovery requests (admissions and interrogatories) as set forth within the CPA.

This mandatory discovery requirement shall not apply in true, uncontested actions; that is, where a case contains no contested issue(s) at the time of filing. Nor shall this requirement apply to cases where financial issues are uncontested or otherwise not involved (that is, financial relief is not being requested by either party).

Failure to comply with this mandatory discovery requirement may result in the imposition of contempt sanctions and/or the drawing of reasonable, negative inferences as to the non-complying party(ies).

9.

MUST FILE DOMESTIC RELATIONS FINANCIAL AFFIDAVIT- Parties are to complete and file a Domestic Relations Financial Affidavit, as required by Uniform Superior Court Rule 24.2. That is, parties shall make and serve a financial affidavit at the same time that the notice of any temporary hearing is served and the opposing party shall serve his or her affidavit at least fifteen (15) days prior to the temporary or final hearing in any action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorney's fees. If the parties are ordered to mediation, the affidavits shall be completed and served at least five (5) days prior to mediation. Failure of any party to furnish the affidavit, in the discretion of the court, may subject the offending party to the penalties of contempt and/or other sanctions of the Court until such time as the required affidavit is furnished. If the case is uncontested at the time of filing the Domestic Relations Financial Affidavit shall not be required of either party.

10.

PLAINTIFF MUST FILE CHILD SUPPORT WORKSHEET AND SCHEDULES - In all cases involving child support calculations, including modification actions, the Plaintiff shall be required to provide completed Child Support Worksheet and Schedules A, B, D, and E, as codified at O.C.G.A. § 19-6-15, when the Petition is filed.

Said Worksheet and Schedules shall be completed in substantial form to the best of the affiant's knowledge and belief unless good cause is shown as to why substantial form is not possible.

In Family Violence cases, if the Petitioner is seeking child support, such request shall be clearly identified in the Petition seeking ex parte relief. The Petitioner shall complete said Worksheet and Schedules no later than the 30-day hearing date. The Respondent shall be served with paper copies of the Worksheet and Schedules for completion along with the service of the petition and ex parte order.

If, however, a written stipulation, signed by the parties and/or counsel of record, is filed which indicates that the parties are not seeking a change in child support then this requirement is waived.

11.

DEFENDANT MUST FILE CHILD SUPPORT WORKSHEET AND SCHEDULES - In all domestic relations actions involving child custody or child support, the Defendant shall also be required to provide completed Child Support Worksheet and Schedules A, B, D, and E, as codified at O.C.G.A. § 19-6-15. This includes actions involving Family Violence where child custody or child support is sought.

If the Defendant fails to file the requisite Worksheet and Schedules, the Court, exercising its discretion, may consider the Plaintiff's proffer as to the Defendant's income as an admission made by the Defendant. If the Plaintiff fails to indicate what he/she believes the Defendant's income to

be, the Court may also consider imputing income to the Defendant at the prevailing federal minimum wage.

If, however, a written stipulation, signed by the parties and/or counsel of record, is filed which indicates that the parties are not seeking a change in child support then this requirement is waived.

12.

FAILURE OF PLAINTIFF OR DEFENDANT TO FILE CHILD SUPPORT WORKSHEET AND SCHEDULES - The Clerk of Court will be directed to accept the Plaintiff's Petition and the Defendant's Answer even if the Worksheet and Schedules are not attached; however, the Plaintiff and/or Defendant may be subject to the consequences as outlined above in paragraph 8 for failure to do so.

The Clerk of Court shall be required to mail notice to the Defendant related to the Defendant's non-compliance with the DRSO.

13.

WEBSITE ADDRESS FOR CHILD SUPPORT WORKSHEET AND SCHEDULES -

Where pro se parties are involved, the Clerk of Court shall inform said pro se persons as to the availability of internet access to the Georgia Child Support Commission's website with the guided electronic worksheet at all Forsyth County public libraries and law libraries. The Georgia Child Support Commission's web address is: <http://www.georgiacourts.org/csc>.

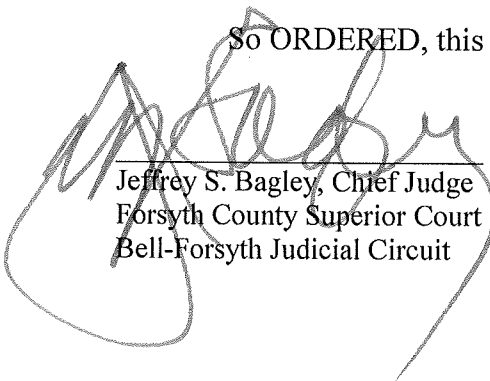
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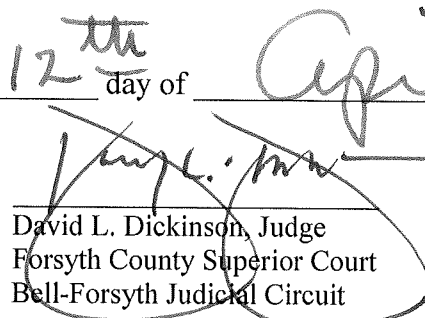
Except when a parent seeks emergency relief for family violence pursuant to O.C.G.A. §§ 19-13-3 or 19-13-4, in all cases in which custody of a child is at issue between the parents or other legal custodian, the parents or legal custodian are required to prepare a parenting plan and submit it to the Judge and the other side prior to commencement of the hearing involving the children. All parties are put on notice that they are Ordered to read and comply with O.C.G.A. § 19-9-1 et seq.

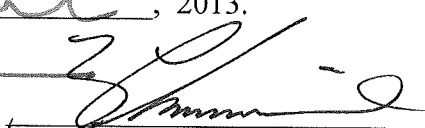
15.

This DRSO shall supersede previous versions and shall become effective on the 15th day of April, 2013. With respect to previously filed active domestic relations cases for which a prior DRSO was served, it is the responsibility of the parties to regularly review the Administrative Orders on file with the Clerk of Superior Court to be apprised of any future changes to the DRSO.

So ORDERED, this 12th day of April, 2013.


Jeffrey S. Bagley, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit


David L. Dickinson, Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit


Philip C. Smith, Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
)
Petitioner,)
)
and) Civil Action File No. _____
)
)
_____,)
)
Respondent.)
)

ANSWERS TO INTERROGATORIES

No later than thirty (30) days from the filing of the Complaint, each party is required to serve answers to these Interrogatories to the other party in any proceeding for request of temporary relief or permanent financial relief including, but not limited to, a request for support, alimony, equitable division of property, attorney's fees or other financial payments and to file a certificate indicating that the Answers to Interrogatories were served, the date of service, and the persons served. **Where the answer to an interrogatory may be derived, or explained from business records of the party required to answer these Interrogatories or from an examination, audit or inspection of business records, or from a compilation, abstract, or summary based on records, and the burden of deriving or explaining the answer is substantially the same for the party answering these Interrogatories, it is, sufficient to answer the interrogatory by identifying and attaching the records which explain or provide the answer:**

1. **BACKGROUND INFORMATION:**

- a. State your full legal name and any other name by which you have been known:
_____.
- b. State your present residence and employment or business addresses and telephone numbers: _____
_____.
- c. State the name, age and relationship to you of each person residing at your present address: _____
_____.
- d. List all business, commercial, and professional licenses which you now hold or which you have held in the last three (3) years: _____
_____.

- e. List all of your education after high school, including but not limited to, vocational or specialized training, including the following:

Name and address of each educational institution.	Dates of attendance.	Degrees or certificates obtained.

2. **EMPLOYMENT:**

For each place of your employment or self-employment during the last three (3) years, state the following information:

Name, address, and telephone number of your employer	Dates of employment	Job title and brief description of job duties	Starting and ending salaries	Name of your direct supervisor

NOTE: If you have been unemployed at any time during the last three (3) years, show the dates of unemployment. If you have not been employed at any time in the last three (3) years, give the requested information for your last period of employment.

3. **INCOME:**

a. For each of the last three (3) years, state the following information:

Each source of your income	The amount of income you received from each source, including earned, passive, and investment income and capital gains.

b. For each of your present employment, self-employment, business, commercial, or professional activities, state the following information:

Type of employment	How often and on what days you are paid.	An itemization of your gross salary, wages, and income, and all deductions from that gross salary, wages, and income.	Any additional compensation or expense reimbursement, including, but not limited to, overtime, bonuses, profit sharing, insurance, expense account, automobile or automobile allowance that you have received or anticipate receiving.

4. **CLAIM OF NON-MARITAL PROPERTY INTEREST:**

Do you own personal or real property or sums of money which you claim as your separate or non-marital property? If so, please describe the property in detail and explain with

specificity why you believe that it constitutes your separate or non-marital property. **“Non-marital”** means you had this asset before the marriage or received it by personal gift or

inheritance during the marriage. List the total value of each asset. "Value" means what you believe to be the fair market value of the item or property:

5. PROPERTY HELD BY OTHERS

Is there any property held by any third party over which you have any control? If your answer is yes, indicate whether the property is shown on the Financial Assets completed by you. If it is not, describe and identify each such asset and state its present value and the basis for your valuation. Also, identify the person holding the asset.

Asset	Present Value	Basis of Valuation	Person Holding Asset

6. INSURANCE

a. Identify each health, life, automobile, and disability insurance policy or plan that you now own or that covers you, your children, or your assets. State the policy type, policy number and name of company. Identify the agent and give the address.

Policy Type	Policy Number	Name of Insurance Company	Agent & Address

b. State the amount you pay for life insurance premiums on your life for the benefit for the amount of child(ren) involved in this case.

7. CHILDREN'S EXPENSES

Where applicable, state the regular cost, on a monthly basis, of the following child related expenses incurred on behalf of the child(ren). If any of these expenses did not incur prior to

six (6) months before the filing of this action, state when responsibility for the payment began.

- a. Child care costs related to your work or employment
- b. Private school and extraordinary educational expenses
- c. Tutoring and private lessons
- d. Extracurricular activities
- e. Summer and sports camps
- f. The portion of health insurance premium payments for child(ren) only
- g. Child(ren)'s extraordinary medical expenses
- h. Health care expenses not covered or paid by the insurance carrier, including co pays and deductibles
- i. Your reasonable and necessary travel expenses for exercising parenting time/visitation time with your children, and the month and year you began paying these expenses.

8. GIFTS

List any gifts you have made without the consent of your spouse in the past twenty-four (24) months, their value and the recipients.

Description of Gift	Value	Recipient

9. AGREEMENTS

Did your spouse and you make any written agreements before or during your marriage or after your separation that affect the disposition of assets, debts, or support in this proceeding? If your answer is yes, for each agreement, state the dates made, and attach a copy of the agreement.

10. LEGAL ACTIONS

Are you a party or do you anticipate being a party to any legal or administrative proceeding other than this action? If your answer is yes, state your role and the name, jurisdiction, case

number, and a brief description of each proceeding.

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Your Role	Case Name	Jurisdiction	Case Number	Brief Description

11. **HEALTH**

Is there any physical or emotional condition that limits your ability to work? If your answer is yes, state each fact on which you base your answer. _____

12. **CHILDREN'S NEEDS**

Do you contend your children have any special needs? If so, identify the child with the need, the reason for the need, its cost, and its expected duration.

Child's Name	Cost	Expected Duration

Describe the special needs: _____

13. **OTHER CHILDREN IN THE HOUSEHOLD**

Are there any minor children living in the family household that you have a legal duty to support (not to include step-children) but are not the children of both parties in this

proceeding? If you enter yes, state the name of the child, date of birth and the name of the child's other parent.

Child's Name	Date of Birth	Name of Other Parent

14. **CHILD CARE PLANS**

In the event you receive custody of your children as you have requested, please state in detail your anticipated plans for child care when you are working and the child is not in school or with your spouse. _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
)
Petitioner,)
) Civil Action File No. _____
and)
)
_____,)
)
Respondent.)
)

CERTIFICATE OF SERVICE OF ANSWERS TO INTERROGATORIES

I CERTIFY THAT THE ANSWERS TO THESE INTERROGATORIES WERE:
(check one only) _____ mailed, _____ facsimiled and mailed, or _____ hand delivered to the
person(s) listed below on the _____ day of _____, 200____.

Party or their attorney if represented:

Name _____

Address _____

Telephone No. _____

Facsimile No. _____

DATED: _____

*Signature of party or attorney, if party is
represented by counsel*

Printed name _____

Address _____

Telephone (area code and number)

Facsimile (area code and number)

I AM AWARE THAT ANY FALSE STATEMENT KNOWINGLY MADE BY ME WITH THE INTENT TO DEFRAUD OR MISLEAD SHALL SUBJECT ME TO THE PENALTY FOR PERJURY AND MAY BE CONSIDERED A FRAUD UPON THE COURT.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THIS FORM CONSTITUTES A COMPLETE AND FULL DISCLOSURE OF MY FINANCIAL CONDITION.

Signature of party signing affidavit

Printed name _____

Address _____

Telephone (area code and number)

Facsimile (area code and number)

STATE OF GEORGIA
COUNTY OF _____

Sworn to and subscribed before me
on this ____ day of _____, 200__.

NOTARY PUBLIC

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
)
Petitioner,)
)
and) Civil Action File No. _____
)
_____,)
)
Respondent.)
)

REQUIRED DOCUMENTS TO BE PRODUCED

No later than thirty (30) days from the filing of the Complaint, each party shall be required to serve the following documents to the other party in any proceeding for a request for temporary relief or permanent financial relief including, but not limited to, a request for child support, alimony, equitable division of property, attorney's fees or other financial payments and to file a certificate indicating the Required Documents were served on the other party, the date of service, and the persons served:

1. Domestic Relations Financial Affidavit as provided in the mandated discovery provisions of the Family Division Rules.
2. All federal and state income tax returns, gift tax returns and intangible and personal property tax returns filed by you or on your behalf for the past three (3) years.
3. IRS forms W-2, 1099 and K-1 for the past year, if the income tax return for that year has not been prepared. Also, if the income tax return has not been prepared, a year-ending pay stub received from your employer should be provided.
4. Pay stubs or other evidence of earned income for the twelve (12) months prior to the filing of the action.
5. A statement by you identifying the amount and source of all income received from all sources during the twelve (12) months preceding the filing of this action if same is not reflected on the pay stubs produced.
6. Evidence of all self-employment income during the twelve (12) months prior to the filing of this action. This shall include, but not be limited to, financial statements, **bank statements, statements of accounts receivable and payable**, and other

Required Documents to be Produced

documents relating to income from business operations, work as an independent contractor or consultant, sales of goods and services, and rental properties, less ordinary and reasonable expenses necessary to produce self-employment income.

7. Evidence of all rental income received and expenses incurred during the twelve (12) months prior to filing of this action. You may provide an accounting of expenses and payments received that can be verified by other available documentation.
8. Documents and records of all social security payments, disability payments, and retirement benefits received during the twelve (12) months prior to the filing of this action. Your annual statement compiled by the Social Security Administration shall be produced.
9. All loan applications and financial statements prepared or used within the three (3) years preceding the filing date of this action, whether used for the purpose of obtaining or attempting to obtain credit for any other purpose.
10. The most recent statement for any liquid fund assets, including, but not limited to, profit-sharing, 401-K, money market, stock and securities, bonds, accounts, retirement and pension plan.
11. Corporate, partnership and trust tax returns for the last three (3) tax years, if you have an interest in a corporation, partnership or trust.
12. All written pre-marital or marital agreements entered into at any time between you and your spouse, whether before or during the marriage.
13. All court orders directing you to pay or receive spousal or child support, even if received from or paid to a third party. **You must provide proof that the payments are actually being paid as evidenced by documentation including but not limited to, payment history from a court clerk, a IV-D agency (as defined in O.C.G.A. § 19-6-31), the Child Support Enforcement Agency's computer data base, the child support payment history, canceled checks, or other written proof of payments paid directly by or to the other party.**
14. A summary statement that can be supported by other documents or records in your possession or control evidencing the following expenses incurred on behalf of your minor children (for whom support is being determined in this action) during the twelve (12) months preceding the filing of this action:
 - a. Child care costs related to your work or employment
 - b. Private school and extraordinary educational expenses .
 - c. Tutoring and private lessons
 - d. Extracurricular activities
 - e. Summer and sports camps

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- f. Health insurance premium payments (portion for children only) and extraordinary medical expenses
 - g. Health care expenses not covered or paid by insurance carrier (including co pays and deductibles)
 - h. Your reasonable and necessary travel expenses for exercising parenting time/visitation time with your children
 - i. Minor children living in the family household that you have a legal duty to support (not to include step-children) but are not the children of both parties in this action.
15. Proof of payment of life insurance premium payments that you pay on your life for the benefit of the minor children involved in this case.
 16. For any business (as defined in the **Domestic Relations Financial Affidavit**) in which you have any interest, produce the documents listed below. If any documents are not readily available to you, produce such documents as soon as available and, in any event, within sixty (60) days from the date of filing this action.
 - a. Complete federal, state and other governmental tax returns of any kind for the last three (3) years filed by the Business; and
 - b. **Annual** balance sheets and profit and loss statements for the most recent three (3) years and quarterly, monthly and “year-to-date” financial statements for the current fiscal year; and
 - c. **A statement of current** accounts receivable and **accounts payable; and**
 - d. **A statement of all current** loans and payables, if any, you owe to the Business and all loans or other payables the Business owes to you; and
 - e. All evaluations or appraisals you have received stating the value of the Business or your interest in the Business during the last three (3) years.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
)
Petitioner,)
)
and) Civil Action File No. _____
)
)
_____,)
)
Respondent.)
)
)

CERTIFICATE OF SERVICE OF REQUIRED DOCUMENTS

I CERTIFY THAT THE REQUIRED DOCUMENTS TO BE PRODUCED WERE:
(check one only) _____ mailed, _____ facsimiled and mailed, or _____ hand delivered to the
person(s) listed below on the _____ day of _____, 200__.

Party or their attorney if represented:
Name _____
Address _____

Telephone No. _____
Facsimile No. _____

DATED: _____

*Signature of party or attorney, if party is
represented by counsel*
Printed name _____
Address _____

Telephone (area code and number)

Facsimile (area code and number)

I AM AWARE THAT ANY FALSE STATEMENT KNOWINGLY MADE WITH THE INTENT TO DEFRAUD OR MISLEAD SHALL SUBJECT ME TO THE PENALTY FOR PERJURY AND MAY BE CONSIDERED A FRAUD UPON THE COURT.

I DECLARE THAT THE ABOVE INFORMATION IS TRUE AND THAT THE INFORMATION CONTAINED IN THIS FORM CONSTITUTES A COMPLETE AND FULL DISCLOSURE OF MY FINANCIAL CONDITION.

Printed Name

Address

City State Zip

Telephone (area code and number)

Facsimile (area code and number)

STATE OF GEORGIA
COUNTY OF _____

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

NOTARY PUBLIC
(Print, type or stamp commissioned name of notary)