

## Pro Se Divorce Courtesy Information Sheet

A divorce action in Georgia needs to contain the following\*:

- **Divorce with no minor children\*\***

- Petition for divorce, signed by the Plaintiff
- A verification, signed by the Plaintiff and notarized
- Service on Defendant or waiver of service by Defendant
- Settlement agreement (if uncontested<sup>+</sup>)
- Final decree

- **Divorce with minor children\*\***

- Petition for divorce, signed by the Plaintiff
- A verification, signed by the Plaintiff and notarized
- Service on Defendant or waiver of service by Defendant
- Settlement agreement (if uncontested<sup>+</sup>)
- Child support worksheets (can be obtained at <https://cscalculator.us/>)
- Financial affidavit by each parent
- Final decree with:
  - A child support addendum (this form may be obtained at [www.houstoncountyga.org](http://www.houstoncountyga.org)) and
  - A parenting plan (this form may be obtained at [www.houstoncountyga.org](http://www.houstoncountyga.org))
- Proof of attendance to a divorcing parents seminar

\*NOTE: This list is in no way intended to be legal advice or a substitution for legal advice. This is simply a list of the basic requirements for filing a divorce in Georgia. The documents listed are the minimum requirements for filing a divorce. Each case is different and often additional documents may be required. Please refer to the *Official Code of Georgia* to insure that you have included all required documents.

\*\*NOTE: Each document must be completed correctly and thoroughly. The Court is not permitted to provide any assistance to you in completing the documents. If you feel that you need further assistance in completing your divorce, you are strongly encouraged to retain an attorney.

<sup>+</sup>Uncontested—the parties are in agreement as to how to divide the assets/debts of the marriage and a hearing on the matter is not necessary

## What happens **AFTER** you file a Pro Se action?

### PLEASE READ COMPLETELY.

- Your file is assigned a case number.
- Your case is assigned to one of the three Superior Court judges.
- Once processed in the Superior Court Clerk's office, your file is sent to the law clerk/judicial staff attorney, Mr. Edwards, for review.

If your file is insufficient...



Mr. Edwards will notify you by letter that your file is insufficient and that you have a certain amount of time to correct the filing. If the filing is not corrected by the given date, your case will be dismissed without prejudice and you will NOT be refunded the filing fee.\*

If your file is sufficient...

And your case was assigned to **Judge Lukemire**...



Judge Lukemire's secretary will notify you by telephone or letter that your case has been set for a final hearing. Attendance to the hearing is mandatory.

And your case was assigned to **Judge Lumsden or Judge Nunn**...



Mr. Edwards will notify you by letter that you are required to appear before Judge Lumsden or Judge Nunn at a specific time in order to finalize your divorce. Attendance is mandatory. A separate letter may be sent to your spouse if his/her attendance is necessary.

- It will take approximately **3-4 weeks** before you hear from Mr. Edwards or one of the judicial secretaries.
- **Please do not contact Mr. Edwards to inquire about the status of your case until 31 days after filing.** After the 31 day period has elapsed, Mr. Edwards may be reached at (478) 218-4844.
- If you receive a letter stating that your paperwork is insufficient, courthouse staff is prohibited by law from telling you how your file is insufficient. No information concerning how to fix your file will be given to you.
- The Superior Court Clerk's office, where you filed your paperwork, will not be able to give you any information regarding the status of your case until you have received a letter from Mr. Edwards. **Please do not contact the Superior Court Clerk's office regarding the status of your case.**

\* *The letter will **NOT** inform you in what way your file is insufficient or what documents are missing. Courthouse staff is **PROHIBITED** by law from providing you with any assistance or advice in completing your divorce.*