

FILING CHECKLIST FOR DIVORCE WITH MINOR CHILDREN – CONTESTED
Ocmulgee Judicial Circuit Divorce Packet

There are two websites you will need to refer to for your divorce paperwork. You will need all of the documents shown below, and they will need to be fully completed when you file them in the Clerk's office. The two websites you will need are http://www.eighthdistrict.org/pro_se.htm (Eighth Judicial Administrative District of Georgia) and <http://www.putnamcourtclerk.org> (Putnam County Clerk of Courts).

http://www.eighthdistrict.org/pro_se.htm

<http://www.putnamcourtclerk.org>

Complaint for Divorce (Plaintiff shall complete, sign and file)

Domestic Relations Case Filing Information Form
(Plaintiff shall complete and file)

Verification (Plaintiff shall complete, *have notarized*, sign and file)

Standing Order of the Court (Plaintiff shall attach a copy to the Complaint to be served on Defendant with all other paperwork)

Rule Nisi (Plaintiff shall complete the top of this form. The Clerk will assign a date for a hearing and sign the Rule Nisi. It will be served on the Defendant with all other paperwork)

Vital Records Form 3907 – State of Georgia Report of Divorce, Annulment or Dissolution of Marriage
(Plaintiff completes and files)

Domestic Relations Financial Affidavits (Plaintiff shall complete an affidavit, sign, *have notarized* and file. Plaintiff shall also provide for a blank affidavit to be given to the Clerk for service on the Defendant)

Domestic Relations Case Disposition Information Form
(Plaintiff completes and files)

Final Judgment and Decree of Divorce (Plaintiff completes and places in file; Judge signs and files)

Pro Se Information Sheet (Plaintiff to complete)

Summons AND Sheriff's Service Form (Plaintiff shall complete and give to the Clerk of Court to be given to the Sheriff for personal service on Defendant)

Child Support Worksheet (Plaintiff shall access a guided worksheet, complete, initial each page and file. Defendant will also have to complete one to be filed after service. The figures in the worksheet should match the Financial Affidavits.)

Parenting Plan (Plaintiff shall complete, initial each page and file. Defendant will also have to complete one to be filed after service.)

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Certificate from the Seminar for Divorcing Parents (Both Plaintiff and Defendant shall complete the Seminar for Divorcing Parents and provide a certificate as proof of this. This must be done prior to the issuance of a Final Judgment and Decree. Available classes can be found on this website under “Divorcing Parents Seminar Options”.)

Courthouse personnel are prohibited by state law O.C.G.A. 15-19-51 from giving legal advice. If there is any question in your mind concerning the forms that you are filing, or your legal rights, it is strongly recommended that the services of an attorney be obtained. In no event will the Putnam County Clerk of Court office or any of their personnel be liable for any indirect or consequential damages resulting from the filing of your pro se forms. We will file the papers you bring into our office once the forms are fully filled out and the appropriate filing and/or service fees are paid.