

FILING CHECKLIST FOR DIVORCE WITH MINOR CHILDREN – UNCONTESTED
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 be filed with Complaint and provide a copy to the Defendant)

Acknowledgment of Service and Summons (Defendant shall complete, *have notarized*, sign and file instead of personal Sheriff's service of the Complaint)

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

-OR-

Acknowledgment of Service Affidavit of Waiver of Venue and Personal Jurisdiction (only if Defendant is not a resident of the County of filing)

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

Consent to Trial (Both Plaintiff and Defendant shall complete, sign, *have notarized* and file)

Pro Se Information Sheet (Both Plaintiff and Defendant complete)

Settlement Agreement (Both Plaintiff and Defendant complete, sign, *have notarized* and file)

Child Support Worksheet (Both Plaintiff and Defendant shall complete, initial each page and file a joint worksheet. A guided Child Support Worksheet link may be accessed at the above listed website.)

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

Parenting Plan (Both Plaintiff and Defendant shall complete, sign, and place in file; Judge signs and files.)

continued on page two....

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.