

## **NOTICE TO DEFENDANT/RESPONDENT OF FILING REQUIREMENTS IN DOMESTIC RELATIONS ACTIONS**

You are hereby notified that in accordance with O.C.G.A. § 19-6-15 and Uniform Superior Court Rule 24.2, as amended, and Standing Orders of the Appalachian Judicial Circuit, you must comply with the following requirements:

The Domestic Relations Financial Affidavit (in substantially the form provided in U.S.C.R. 24.2, as amended) and child support worksheet and schedules, in the form promulgated by the Georgia Child Support Commission,<sup>1</sup> shall be filed and served on the opposing party:

- (a) at least five days prior to any temporary hearing;
- (b) at least five days prior to any court-ordered mediation; or
- (c) either with the answer or 30 days after service of the complaint, whichever first occurs, if no application for a temporary award is made and the parties do not attend mediation.

Notice of the date of any temporary hearing shall be served upon the adverse party at least 15 days before the date of the hearing, unless otherwise ordered by the court.

Both parties shall exchange any amendments at least 10 days prior to a final hearing. Both parties shall submit their proposed worksheet and schedules to the Court pursuant to O.C.G.A. § 19-6-15 at the time of the hearing. No social security numbers or account numbers shall be included in any document filed with the court.

In petitions for Family Violence protective orders filed pursuant to OCGA § 19-13-1, et. seq. and in other emergency actions, the financial affidavit, child support worksheet and schedules may be filed and served on or before the date of the hearing or at such other time as the court orders, and shall not be required at the time of filing of the action or ex parte hearing.

Failure to furnish financial information as required by law may subject a party to the penalties of contempt and may result in continuance of the hearing or other penalties.

Any party who intends to submit a proposed worksheet and the accompanying schedules to the Court electronically shall do so in accordance with Rule 24.2, as amended, and shall provide the opposing party a copy of the submission, either electronically or by printed copy. **Electronic submission is not a substitute for filing with the Clerk of Court.**

Any party who intends to utilize a downloaded electronic calculator for the preparation of the worksheet and schedules shall provide the Court and the opposing party with a virus free disk containing the worksheet and schedules and a printed copy of the worksheet and schedules at or before any hearing or mediation.

**Pro se litigants are encouraged to read Internal Operating Procedure 2007-04: Guidelines for Attorneys and Pro Se Litigants in Domestic Relations Actions.**

---

<sup>1</sup> The requisite forms are available at available at [www.ocse.dhr.georgia.gov/portal/site/DHR-OCSE](http://www.ocse.dhr.georgia.gov/portal/site/DHR-OCSE), [www.georgiacourts.org/csc](http://www.georgiacourts.org/csc) and <http://www.cscj.org/circuits/appalachian>.