

FILING CHECKLIST FOR DIVORCE WITH MINOR CHILDREN
Appalachian Family Law Information Center

Divorce Packet:

The Divorce Packet for Divorce With Minor Children that you obtain from AFLIC should include the following documents, many of which are necessary in completing your case. Parties must read the Domestic Relations Standing Order of the Appalachian Judicial Circuit and serve a copy with their Complaint on the other side. *Please see www.appflc.org for the forms referenced below.*

- (1) Domestic Relations Case Filing Information Form (Plaintiff shall complete and file)
- (2) Complaint for Divorce (Plaintiff shall complete, sign, and file)
- (3) Verification (Plaintiff shall complete, have notarized, sign, and file)
- (4) Standing Order of the Court (Plaintiff shall attach a copy to the Complaint and serve a copy on the Defendant **-or-** if an Acknowledgment of Service is completed by Defendant, Plaintiff shall complete and attach a copy of the Standing Order of the Court to the filed with the Complaint and mail a copy to the Defendant)
- (5) Domestic Relations Financial Affidavits (“Affidavit”) (Both Plaintiff and Defendant shall complete, sign, have notarized, and file)
- (6) Summons and Sheriff’s Service Form (If Defendant will not complete the Acknowledgment of Service, then Plaintiff shall complete and give to the Clerk of Court to give to the Sheriff for personal service on Defendant.)

-OR-

Acknowledgment of Service and Consent to Try (Defendant shall complete, have notarized, sign, and file instead of personal sheriff’s service of the Complaint)

- (7) Child Support Worksheet (Both Plaintiff and Defendant shall complete, initial each page, and file a joint worksheet if settled. If not settled, each party shall complete, initial each page, and file separate sheets. Child Support Worksheets **must** be filed prior to the issuance of a Final Judgment and Decree of Divorce. A guided Child Support Worksheet may be accessed at the following website: <https://csconlinecalc.georgiacourts.gov/> The figures in the Worksheet should match the Financial Affidavits.)

- (8) Child Support Order Addendum (Both Plaintiff and Defendant shall complete, sign and place in file; Judge signs and files).
- (9) Parenting Plan (Both Plaintiff and Defendant shall complete, sign, and place in file; Judge signs and files)
- (10) Certificate from the Seminar for Divorcing Parents (Both Plaintiff and Defendant shall complete the Seminar for Divorcing Parents prior to the issuance of a Final Judgment and Decree of Divorce. Information regarding the seminar is included in the Packet or for more information you may visit: <https://www.adr9.com/>)
- (11) Settlement Agreement (Both Plaintiff and Defendant complete, sign, have notarized, and file)
- (12) Rule Nisi and Certificate of Service (Clerk of Court signs and files the Rule Nisi and gives a copy to Plaintiff to mail to Defendant; Plaintiff shall complete, sign and file the Certificate of Service of the Rule Nisi as proof that Defendant received notice of the court date.)
- (13) Final Judgment and Decree of Divorce (Plaintiff completes and places in file; Judge signs and files)
- (14) Income Deduction Order (Custodial parent completes and places in file; Judge signs and files). Please note there are other forms that go with the Income Deduction Order that are not signed by a judge which are required; see <https://georgiacourts.gov/ido/>.
- (15) Consolidated Domestic Relations Pretrial Order (If a contested, special hearing is required each party shall complete, sign, and file)
- (16) State of Georgia Report of Divorce, Annulment or Dissolution of Marriage (Plaintiff completes and files)
- (17) Domestic Relations Case Disposition Information Form (Plaintiff completes and files)