

NEW CHILD SUPPORT GUIDELINES

Pursuant to O.C.G.A. § 19-6-15, Georgia's new child support guidelines require new paperwork in all pending cases involving child support issues. Both parties must file completed Child Support Worksheets and Schedules as a part of their case in addition to the Domestic Relations Financial Affidavit. Most DeKalb County Superior Court Judicial Divisions will require the filing of completed Child Support Worksheets and Schedules, and Financial Affidavit prior to being placed on a calendar.

Where can I get help completing the Worksheet & Schedules?

The DeKalb Family Law Information Center is open to the public and can help you complete the Child Support Worksheets and Schedules. The Center also has attorney consultation appointments available if you would like to get legal advice about child support issues. The Center is located in the at 160 DeKalb County Courthouse, 556 North McDonough Street, in Decatur. It is open Monday through Friday, 8:30 a.m. to 4:30 p.m. An appointment is not required for help with the Worksheet and Schedules however you must arrive no later than 4:00 p.m. to receive assistance. An appointment is required for an attorney consultation. To schedule either kind of appointment, please call (404) 687-3990.

What if I just want to complete them on my own? Where can I get the Worksheet & Schedules?

The Georgia Child Support Commission in conjunction with the Office of Child Support Services (OCSS) has transitioned to an Excel version of the Georgia Child Support Calculator to accommodate changes in the Child Support Guidelines effective September 1, 2009. The Excel version of the Electronic Worksheet is available on-line over the Internet through Child Support Services at www.georgiacourts.org/csc. From this site, you can access the two electronic Microsoft Excel Child Support Calculators and the paper and pen (PDF) forms on which you can manually calculate child support. All options allow you to download and print the Child Support Worksheet and Schedules and Data Entry Form. These are the official calculators for Georgia's Child Support Guidelines statute found at O.C.G.A. 19-6-15. It is your choice to use whichever calculator you prefer. The choices are as follows:

1. **Downloadable Electronic Worksheet** – The downloadable Excel Child Support Worksheet will allow you to enter your information directly on the Worksheet and Schedules. **(Information can only be entered in the yellow highlighted areas)**
2. **Downloadable Excel Child Support Worksheet with Data Entry Form** – The downloadable excel Child Support Worksheet with Data Entry Form will only allow you to enter your information on a Data Entry Form that will then display your information on the Worksheet and Schedules. This version is **recommended for first time users** and allows one to enter information on a form rather than on the worksheet and schedules. **(Information can only be entered in the yellow highlighted areas)**
3. **Downloadable Standard Paper Worksheet** – The downloadable Standard Paper Worksheet provides line by line instructions of the worksheet. **You must use a hand held calculator** to determine the amounts you will write in the various fields. **(It requires Adobe Acrobat Reader to open for printing).**
4. **Downloadable EZ Paper Worksheet** – The downloadable EZ Paper Worksheet is to be used in calculating basic child support when deviations and other adjustments are not being sought. The forms provide line by line instructions of the worksheet. **You must use a hand held calculator** to determine the amounts you will write in the various fields. **(Adobe Acrobat Reader is required to open for printing.)**

You will answer a series of questions about the household income and child rearing expenses for both parents. The Electronic Worksheet will automatically figure out the child support obligation of both parents. It will also fill out the Worksheet and Schedules for you. As the Worksheet is long and complicated, you may need to work on it several times. If this is the case, you may decide to save it to work on it later.

REQUIREMENTS TO RUN: Microsoft Excel 1997 or newer

NOTICE: The **web-based version** of the calculator (guided and unguided) will **no longer be available** for saving NEW worksheets. All worksheets saved on or before June 1, 2009 will be available to the public for retrieval, revision and submission to the court.

Where can I go to get on the Internet?

In addition to your own Internet access, the DeKalb County Public Libraries have free public Internet access. They also allow printing at a small cost. The Library does impose time restraints for Internet access. To locate the DeKalb County Public Library nearest you, please call (404) 370-3070.

IMPORTANT INFORMATION TO KNOW:

1. Both parents are required to file a Child Support Worksheet and Schedules. You may only have your own financial information when you first file. Remember the purpose of preparing and filing the Worksheet and Schedules is to share financial information.
2. The original Worksheet and Schedules are filed with the Superior Court Clerk's Office. Please make sure to make additional copies for your record and for the other party.

3. It is important that you **save** your completed Worksheet and Schedules **on your computer** so that you can have access to it later for future references. Once the Worksheet and Schedules have been filed, if you need to make any changes to it, you must submit a new Worksheet that includes the changes and file it as an Amended Worksheet.

DOCUMENTATION NEEDED

Appropriate documentation is needed to complete the Worksheets and Schedules. Below is a list of examples of types of documents that may be needed. Please note this is not to be interpreted as a complete list. Documents used to complete your Worksheet will also be needed in Court. Parties are to contact the Judicial Division assigned to your case for information as to any requirements or documents required by that Division.

Income Information:

You will need documentation of all your income from every source. You will also need any documentation you may have about the other parent's income.

Employment Records for both parties:

1. Three most recent pay check stubs from all employers
2. Most recent W-2 and 1099 Tax Return forms

Self-employment Records for both parties:

1. Gross Income (ex: Income from business operations)
2. Net Expenses (ex: Rent expenses for office space)
3. Work as an independent contractor or consultant (ex: home repair contractor or cosmetic representative)
4. Sale of goods, services, or rental properties (ex: lawn care provider or in-home child care provider)
5. Prior year income tax returns

Unemployment Records for both parties:

1. Severance pay
2. Worker's Compensation benefits
3. Unemployment Insurance benefits
4. Disability benefits from Social Security

Other Records for both parties:

1. Income from pension/retirement plans
2. Retirement benefits from Social Security
3. Amount of child's check if receiving Social Security Benefits on Non-custodial parent's account.

Current Child Support:

1. Signed Court Orders for Child Support payments
2. Proof of all child support payments made over the past 12 months (ex: cancelled checks, payment history from Office of Child Support Services)

Health:

Insurance premiums and Proof of coverage for child (This information may be found on pay check stubs.)

Other:

1. Child care expenses for last 12 months, including daycare or babysitter expenses, after-school care, and child care for summer school breaks (ex: cancelled checks)
2. Extraordinary educational expenses already incurring (ex: private school and tutoring)
3. Extraordinary special expenses (ex: summer camp, school extracurricular activities, clothing due to age level of child – i.e. diapers)
4. Extraordinary medical expenses that cause extreme economic hardship and are not covered by insurance.