

**DIVISION 9 – The Honorable Mark Anthony Scott**  
**DeKalb County Superior Court – Courtroom 6A; 6<sup>th</sup> floor Judicial Tower**  
**Steps Involving Cases for Divorces with Minor Children**

This information has been prepared for the self-represented litigant to use as a general step, outline of the divorce process. Please note this outline is not to be interpreted as a complete process, a complete list of resources, or legal advice. To determine additional legal remedies, which the law may allow, the self-represented litigant should seek the advice of legal counsel.

**Step 1 begins process for Plaintiff (party filing Divorce action)**  
**Step 3 begins process for Defendant (party served with Divorce action)**

**Step 1: Complaint Preparation and Filing**

- Family Law Information Center (*see Resources available*)
- Law Library (*see Resources available*)
- Checklist before filing:
  - Complaint for Divorce
  - Verification of Complaint
  - Summons
  - Domestic Relations Financial Affidavit
  - Child Support Worksheet & Schedules
  - Proper service form
- Complaint is filed by Plaintiff in Clerk's Office (*see General information*)

**Step 2: Service of Complaint**

- Service by Sheriff's Office
  - Pay service fee at Clerk's Office when you file the case and leave the service copy with the clerk. The clerk will forward your payment and legal documents to the Sheriff's Office for service.
- Acknowledgement of Service, if applicable (*see Family Law Information Center Resources available*)
- Publication, if applicable (*see Family Law Information Center Resources available*)
- Move to step 4

**Step 3: Answer Preparation and Filing**

- Family Law Information Center (*see Resources available*)
- Law Library (*see Resources available*)
- Checklist before filing:
  - Answer
  - Verification of Answer
  - Domestic Relations Financial Affidavit
  - Child Support Worksheet & Schedules
  - Certificate of Service
- Answer is filed by Defendant in Clerk's Office (*see General information*)
- Serve Plaintiff with Answer and all documents filed

**Step 4: Divorcing Parents Seminar**

- Schedule attendance (*see General information*)
- At the end of class you will be given a copy of the Certificate of Attendance
- Keep copy of Certificate of Attendance for your records
- Seminar Director will file Original Certificate of Attendance in Clerk's Office

**Step 5: Dispute Resolution Center**

- A written request signed by both parties must be taken to Calendar Clerk for a case to be referred to mediation (written request must include civil action number and signature of both parties)
  - *See General information*
- If agreement is reached move to Steps 6 and 7
- If agreement is not reached move to Steps 8 and 9

**Step 6: Request for Final Hearing (if agreement is reached)**

- Plaintiff to file the following documents in Clerk's Office:
  - Settlement Agreement
  - Combined Child Support Worksheet & Schedules
  - Parenting Plan
  - Child Support Addendum
  - Certificate of Attendance to Divorcing Parents Seminar
- Plaintiff must send/take Request for Final Hearing form to the Judge's Calendar Clerk (*see Family Law Information Center Resources available*)

**Step 7: Final Hearing (if agreement is reached)**

- Checklist for Plaintiff to bring to hearing:
  - Copies of filed Settlement Agreement, Combined Child Support Worksheet & Schedules, Parenting Plan and Child Support Addendum
  - Copies of Certificates of Attendance at Divorcing Parents Seminar for both parents
  - Income Deduction Order (*see Family Law Information Center Resources available*)
  - Final Judgment and Decree of Divorce Incorporating Settlement Agreement (*see Family Law Information Center Resources available*)

**Step 8: Request for Final Hearing (if agreement is not reached)**

- Plaintiff must send/take Request for Final Hearing form to the Judge's Calendar Clerk (*see Family Law Information Center Resources available*)

### **Step 9: Final Hearing (if agreement is not reached)**

- 10 days before hearing date both parties must exchange updated Domestic Relations Financial Affidavits and Child Support Worksheets & Schedules;
- Checklist for Plaintiff to bring to hearing:
  - Domestic Relations Financial Affidavit
  - Child Support Worksheet & Schedules
  - Parenting Plan
  - Child Support Addendum
  - Copy of filed Certificate of Attendance at Divorcing Parents Seminar
  - Income Deduction Order (see Family Law Information Center *Resources available*)
  - Final Judgment and Decree of Divorce (see Family Law Information Center *Resources available*)
  - Publisher's Affidavit (if applicable)
  - Information to prove your case, including, but not limited to wage statements, tax documents, pension documents and real estate documents
- Checklist for Defendant to bring to hearing:
  - Domestic Relations Financial Affidavit
  - Child Support Worksheet & Schedules
  - Parenting Plan
  - Child Support Addendum
  - Copy of filed Certificate of Attendance at Divorcing Parents Seminar
  - Information to prove your case, including, but not limited to wage statements, tax documents, pension documents and real estate documents

### **DeKalb County Courthouse**

556 North McDonough Street, Decatur, GA 30030  
Parking deck \$6.00 per day (cash only); Limited metered street parking  
MARTA: East 6 – Decatur Rail Station

### **Family Law Information Center (404) 687-3990**

DeKalb County Courthouse – 1<sup>st</sup> Floor, Room 160  
Monday-Friday, 8:30 a.m.- 4:30 p.m.

[www.DeKalbSuperiorCourt.com](http://www.DeKalbSuperiorCourt.com)

#### **Resources available:**

- *Divorce Packet With Minor Children* – \$20.00 (cash, certified check, or money order; free on-line)
- *General Forms, including Answer and Counterclaim* – \$1.00-\$3.00
- *Attorney Consultation* – \$20.00 administrative fee for a 30-minute session, appointment required
- *Child Support Worksheet Preparation* – Free Assistance - \$2.00 to print Worksheet & Schedules
- *Free Notary Public Services for Family Law Information Center documents **only**.*
- *Attorney list* – free copies of selections (up to 5; any additional \$.15 each)
- *General Community Resource Information* – free brochures

### **Divorcing Parents Seminar (404) 371-4953**

DeKalb County Courthouse – 4<sup>th</sup> Floor, Room 410  
Monday-Friday, 8:30 a.m. - 5:00 p.m.

Online registration: [www.DeKalbSuperiorCourt.com](http://www.DeKalbSuperiorCourt.com)

*General information: Attendance is required by both parents.*

*After a case has been served, the parties have 31 days to schedule attendance at the class. Cost - \$30.00 (cash, money order or certified check only)*

### **Law Library (404) 371-2441**

DeKalb County Courthouse – 4<sup>th</sup> Floor, Room 400  
Monday-Friday, 8:30 a.m.-4:30 p.m.

[www.DeKalbSuperiorCourt.com](http://www.DeKalbSuperiorCourt.com)

#### **Resources available:**

- *Free computer access* – word processing, Internet, legal forms, Child Support Worksheet access
- *15 cents per page prints and photocopies cost (cash only)*
- *Georgia law and Code books; Legal self-help books; Family Law books; Form books*
- *Attorney list - free*

### **Superior Court Clerk's Office (404) 371-2836**

DeKalb County Courthouse – Ground Floor  
Monday-Friday, 8:30 a.m.-5:00 p.m.

[www.dksuperiorclerk.com](http://www.dksuperiorclerk.com)

*Fees: Subject to change (see the Clerk's website for payment options).*

- Filing cost \$210.00
- Service cost \$50.00
- Publication fee, if applicable \$100.00

*General information: Always keep a copy of filed documents for your records.*

### **Dispute Resolution Center (404) 370-8194**

Fax: (404) 370-8195

Email: [drc@dekalbcountyga.gov](mailto:drc@dekalbcountyga.gov)

106 E. Ponce de Leon Ave, Decatur, GA 30030

[www.DeKalbSuperiorCourt.com](http://www.DeKalbSuperiorCourt.com)

2 hours of mediation free

*General information: After an Order or Referral to the Dispute Resolution Center has been filed; the parties should submit a completed Domestic Relations Initiation Form (DRIF) to the DRC to schedule a session for Mediation, Arbitration or Case Evaluation. Forms are available from the DRC.*