

# **REGISTRATION AND CONTEMPT OF SUPPORT**

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## **IMPORTANT NOTE ABOUT THIS PACKET**

“**Petitioner**”: The first and last name of the person who is filing this action

“**Respondent**”: The other party’s first and last name

“**Case Number**”: Leave this field blank if you are preparing to file a new case

### **Your financial testimony is required**

You must complete a *Domestic Relations Financial Affidavit* documenting all of your own income, assets, expenses and liabilities. This document is your financial testimony given under oath.

### **OPTIONAL FORM:**

If you are unable to afford the filing fees, you may ask the Court to waive the fees by completing the [Affidavit of Indigence and Eligibility to Proceed in Forma Pauperis \(Pauper’s Packet\)](#) and submit along with your other completed forms to the Clerk of Superior Court.

### **Alternative to filing a court case: Georgia Department of Child Support Services**

You may open a case with the Georgia Department of Child Support Services by visiting their local office and making an application for modification of your out-of-state child support order. There is a small fee for the application, which can be downloaded at: <http://dcss.dhs.georgia.gov/application-services>. Enforcement through Child Support Services includes:

- Income deduction order
- Tax return intercept
- Driver’s license suspension
- Property liens
- Additional methods up to and including prosecution for contempt

## General Civil and Domestic Relations Case Filing Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Filed \_\_\_\_\_ Case Number \_\_\_\_\_  
MM-DD-YYYY

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

Plaintiff's Attorney \_\_\_\_\_

Bar Number \_\_\_\_\_

Self-Represented

**Check One Case Type in One Box**

**General Civil Cases**

- Automobile Tort
- Civil Appeal
- Contract
- Garnishment
- General Tort
- Habeas Corpus
- Injunction/Mandamus/Other Writ
- Landlord/Tenant
- Medical Malpractice Tort
- Product Liability Tort
- Real Property
- Restraining Petition
- Other General Civil

**Domestic Relations Cases**

- Adoption
- Dissolution/Divorce/Separate Maintenance
- Family Violence Petition
- Paternity/Legitimation
- Support – IV-D
- Support – Private (non-IV-D)
- Other Domestic Relations

**Post-Judgment – Check One Case Type**

- Contempt
  - Non-payment of child support, medical support, or alimony
- Modification
- Other/Administrative

Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

\_\_\_\_\_ Case Number

\_\_\_\_\_ Case Number

I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

Is an interpreter needed in this case? If so, provide the language(s) required. \_\_\_\_\_  
Language(s) Required

Do you or your client need any disability accommodations? If so, please describe the accommodation request.  
 \_\_\_\_\_  
 \_\_\_\_\_

IN THE SUPERIOR COURT OF GWINNETT COUNTY

STATE OF GEORGIA

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CIVIL ACTION  
NUMBER: \_\_\_\_\_

PLAINTIFF

VS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DEFENDANT

**SUMMONS**

**TO THE ABOVE NAMED DEFENDANT:**

**You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:**

**an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.**

**This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.**

**Richard T. Alexander, Jr.,  
Clerk of Superior Court**

**By \_\_\_\_\_  
Deputy Clerk**

**INSTRUCTIONS: Attach addendum sheet for additional parties if needed, make notation on this sheet if addendum sheet is used.**

SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_,  
Petitioner, Civil Action  
vs. Case Number \_\_\_\_\_  
\_\_\_\_\_,  
Respondent.

**PETITION FOR REGISTRATION AND  
CONTEMPT OF SUPPORT ORDER**

My name is \_\_\_\_\_ and I am representing myself in this petition. In support of my case, I state the following:

1. **Jurisdiction and Venue:**

*[Check only one of the following, either (a) or (b).]*

- (a) The Respondent is a resident of Gwinnett County, Georgia and is subject to the jurisdiction of this Court.
- (b) The Respondent is a resident of \_\_\_\_\_ County, Georgia, but I live in Gwinnett County. The Respondent has acknowledged service of process and consented to the jurisdiction and venue of this Court.

2. **Service of Process:** The Respondent shall be served as provided under OCGA§ 9-11-4, in the following manner:

*[Check only one of the following, either (a) or (b).]*

- (a) The Respondent has acknowledged service of process. I am filing the *Acknowledgment of Service* (which has been signed by the Respondent) with this Petition.
- (b) The Respondent may be served by the Sheriff's Department at the Respondent's G home G work address, which is

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b-1) *[Check only if the Respondent resides outside of Gwinnett County.]* The Respondent resides outside of Gwinnett County, and shall therefore be served by second original, as provided under OCGA § 9-10-72. Service shall be made by the Sheriff's Department in the county where the Respondent resides.

3. **Prior Order for Child Support:** On \_\_\_\_\_, the \_\_\_\_\_ Court of \_\_\_\_\_, County in the State of \_\_\_\_\_, Civil Action File Number \_\_\_\_\_ issued an order awarding child support to the G Petitioner G Respondent in the amount of \$\_\_\_\_\_ per \_\_\_\_\_. See attached two copies, including one certified copy, of the order marked Exhibit A and Exhibit B.
4. The Respondent has failed to do what the Court ordered.
5. The Respondent is able to do what the Court ordered, but has willfully refused to do so.

THEREFORE, I request the following relief:  
*[Check all that apply.]*

- (a) That the attached Support Order be registered and filed as a foreign judgment;
- (b) That the Court serve notice upon the Respondent and provide him/her with an opportunity to contest the validity of the registered order;
- (c) That a Rule Nisi be scheduled by the Court to decide on the relief I have requested;
- (d) That the Respondent be held in contempt for his/her failure to comply with the Court's order;
- (e) That the Respondent be ordered to: \_\_\_\_\_  
\_\_\_\_\_;
- (f) That \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

- (g) That the Court order the parties to participate in mediation to try to resolve this matter;
- (h) That the Respondent be required to pay all costs of this action; and
- (i) That the Court order any and all other relief that the Court finds appropriate.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Petitioner, Pro se (Signature)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

Petitioner,		Civil Action
vs.		Case Number _____
Respondent.		

**VERIFICATION**

PERSONALLY APPEARED BEFORE ME, the undersigned officer authorized to administer oaths, the above-named Petitioner, who after having been duly sworn, on oath depose and states that the facts contained in the foregoing *Petition for Registration and Contempt of Support* are true and correct.

Dated: \_\_\_\_\_  
\_\_\_\_\_ Petitioner *Pro se* (Signature)

Subscribed and sworn before me on  
\_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

## General Civil and Domestic Relations Case Disposition Information Form

Superior or  State Court of \_\_\_\_\_ County

**For Clerk Use Only**

Date Disposed \_\_\_\_\_ Case Number \_\_\_\_\_  
MM-DD-YYYY

Case Style \_\_\_\_\_

**Plaintiff(s)**

**Defendant(s)**

Last	First	Middle I.	Suffix	Prefix

Last	First	Middle I.	Suffix	Prefix

**Reporting Party** \_\_\_\_\_

**Plaintiff's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Defendant's Attorney** \_\_\_\_\_

**Bar Number** \_\_\_\_\_

**Self-Represented**

**Manner of Disposition**  
**Check Only One**

**Jury Trial**

**Bench/Non-Jury Trial**

**Non-Trial Disposition**

**Alternative Dispute Resolution**

- Check if any party was self-represented at any point during the life of the case.
- Check if the court ordered an interpreter for any party, witness, or other involved individual.
- Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?



**INSTRUCTIONS FOR  
SERVICE BY GWINNETT COUNTY SHERIFF**

- 1. Double check that you have signed all of your documents.
- 2. Make 2 copies of all of the forms.
- 3. The filing fee for a new case file is \$204. You may pay with check, cash, or money order.
- 4. Go to the Clerk of Superior Court. Give all of the copies to the clerk to have them stamped. The clerk will keep the original. One copy is yours to keep.
- 5. One copy goes to the Gwinnett County Sheriff. You must pay separately for their service of Summons, which is \$50 if you have not obtained a fee waiver.
- 6. The Sheriff will send you a copy of proof the opposing party has been served. You should contact the court, or visit the website to confirm the Sheriff's entry of service has been documented for your case.
- 7. Wait for notice of a court date or request for additional information from the court or from the other side.

**Courthouse Information**

Gwinnett Justice and Administration Center  
ATTN: Clerk of Superior Court  
75 Langley Drive  
Lawrenceville, GA 30046  
Tel: (770) 822-8100