

LEGITIMATION AND CUSTODY/VISITATION UNCONTESTED

IMPORTANT NOTE ABOUT THIS PACKET

Complete this packet if you are a biological father seeking to legitimate your relationship with your child born out of wedlock. You may also ask for any of the following relief:

1. Entering your name on the child's birth certificate;
2. Changing the child's last name to your last name;
3. Establishing child support (or adopting /modifying existing child support);
4. Establishing court-ordered custody and visitation

****IMPORTANT NOTE****

In a legitimation case, the Court must determine the duty to provide child support.

“Petitioner”: The biological father's first and last name

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

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

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.

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)

Last	First	Middle I.	Suffix	Prefix

Defendant(s)

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.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff/Petitioner

v.

Defendant/Respondent

Civil Action No. _____

STANDING ORDER: CHILD SUPPORT AND PERMANENT PARENTING PLANS

This Order applies to all domestic actions involving child support and/or custody of a minor child or minor children. These domestic actions include, but are not limited to: divorce, modification of child support, modification of custody, separate maintenance cases that involve children, legitimations and paternity cases.

CHILD SUPPORT COMPUTATION REQUIREMENTS AND PROCEDURES:

1. As of January 1, 2007, Child Support Computation **REQUIRES** the use of the internet *and/or* the use of an electronic worksheet downloaded to a computer.
2. Parties and/or their lawyers should go to <http://www.georgiacourts.org/csc/> to find the proper electronic worksheet. Parents should use *The Guided Electronic Worksheet*. Lawyers, Mediators, and other Professionals should use *The Practitioner's Electronic Worksheet*. Anyone can use *The Downloadable Electronic Worksheet*. Alternatively, go to <https://www.services.georgia.gov/dhr/cspp/do/public/SupportCalc> to find your proper electronic worksheet.
3. Uniform Superior Court Rule 24 has been amended and compliance therewith is required. See http://www.georgiacourts.org/courts/superior/rules/rule_24.html
4. Completion of the form *CHILD SUPPORT ADDENDUM*, available from the Clerk of Court, is **REQUIRED** anytime a child support Order is requested. <http://www.gwinnettcourts.com/documents/Filing/child%20support%20addendum.pdf>
5. All final judgments involving child support and agreements furnished to the Court for approval and/or entry must comply with the drafting mandates of O.C.G.A. §19-6-12 & 19-6-15. A completed child support worksheet shall also be filed with the Clerk of Court, or submitted to the Court in accordance with the provisions of O.C.G.A. § 19-6-15(m)(1) to be attached and/or incorporated into any final judgment or order. The following form is available from the Clerk of Court for use: FINAL JUDGMENT AND DECREE OF DIVORCE <http://www.gwinnettcourts.com/documents/Filing/fjd%20with%20children.pdf>
6. Pursuant to O.C.G.A. § 19-6-31, 32, & 33, the recipient of child support has the express right, without notice to the other party, at the time any child support order is entered or at any time thereafter, to submit a separate Income Deduction Order for Award of Child Support to the Court for immediate entry.

PERMANENT PARENTING PLANS

7. Pursuant to O.C.G.A. § 19-9-1, and U.S.C.R 24.10, in all cases in which the custody of any child is at issue between the parents, each parent shall prepare a parenting plan or the parties may jointly submit a parenting plan. The final decree in any legal action involving the custody of a child, including modification actions, shall incorporate a permanent parenting plan or written settlement agreement containing such permanent parenting plan. This requirement may also be satisfied by completion of the form *PERMANENT PARENTING PLAN*, available from the Clerk of Court. See, <http://www.gwinnettcourts.com/documents/filing/PermanentParentingPlanOrder.pdf>

[1]2.2

The terms and conditions hereof may be modified or amended by subsequent order of any judge of this Court or any judge sitting by designation in this Court in any individual case.


SO ORDERED,



MELODIE SNELL CONNER, Chief Judge


DEBRA K. TURNER, Judge

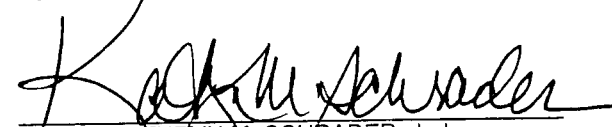

R. TIMOTHY HAMIL, Judge



RONNIE K. BATCHELOR, Judge


TOM DAVIS, Judge


WARREN DAVIS, Judge


KAREN E. BEYERS, Judge


KATHRYN M. SCHRADER, Judge


GEORGE F. HUTCHINSON, III, Judge


RANDOLPH G. RICH, Judge

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff/Petitioner

Civil Action No. _____

v.

Defendant/Respondent

NAVIGATING FAMILY CHANGE PARENTING SEMINAR

This Order applies to all domestic actions involving a child or children under 18 years of age where the parties are involved in a separate maintenance, paternity action, change of custody, visitation, legitimation, divorce and any other domestic action, *excluding* domestic violence and contempt actions.

ORDERED that:

1. All parties successfully complete a parenting workshop sponsored by the circuit's Administrative Office of the Courts.
2. The program shall be successfully completed within 31 days of service of the original complaint upon the original defendant.
3. Appropriate action, including but not limited to contempt, may be taken upon a party's failure to successfully complete the workshop pursuant to this Order.
4. For good cause shown, the requirement of completion of this workshop may be waived in individual cases.



MELODIE SNELL CONNER, Chief Judge



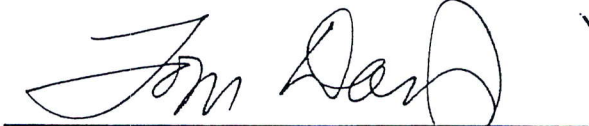
DEBRA K. TURNER, Judge




R. TIMOTHY HAMIL, Judge



RONNIE K. BATCHELOR, Judge



TOM DAVIS, Judge




WARREN DAVIS, Judge




KAREN E. BEYERS, Judge



KATHRYN M. SCHRADER, Judge



GEORGE F. HUTCHINSON, III, Judge



RANDOLPH G. RICH, Judge

[[1]]3.3

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Petitioner,	v.	Civil Action
		File No.: _____
Respondent.		

PETITION FOR LEGITIMATION
 AND CUSTODY/VISITATION

My name is _____

I am representing myself in this legitimation petition. In support of my case, I state the following:

1. The Respondent *[Check only one of the following, either (a), (b), or (c).]*
is

- (a) the mother of my child(ren)
- (b) the legal guardian of my child(ren)
- (c) the legal custodian of my child(ren).

2. **Jurisdiction and Venue:**

[Check only one of the following, either (a), (b), (c), (d), (e), or (f).]

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

(c) The Respondent resides in the State of _____ but I am a resident of Gwinnett County and my child(ren) reside(s) in Georgia.

(d) The Respondent resides in the State of _____ but my child(ren) reside(s) in Gwinnett County.

(e) The Respondent's whereabouts are unknown to me, but I am a resident of Gwinnett County and my child(ren) reside in Georgia. I am filing my *Affidavit of Due Diligence* with this *Petition*, and incorporate it here by reference.

(f) The Respondent's whereabouts are unknown to me, but my child(ren) reside(s) in Gwinnett County. I am filing my *Affidavit of Due Diligence* with this *Petition*, and incorporate it here by reference.

3. **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), (b), or (c).]

(a) The Respondent may be served by the Sheriff's Department at the Respondent's residence/work address, which is:

(b) The Respondent has acknowledged service of process. I am filing the *Acknowledgment of Service* (which has been signed by the Respondent) with this *Petition*.

(c) The Respondent's whereabouts are unknown to me. I am filing my *Affidavit of Due Diligence* with this *Petition*. The Respondent shall be served by publication as provided under OCGA § 9-11-4(e)(1) for those who cannot be found within the State of Georgia. To the best of my knowledge, the Respondent's last known address is:

4. **Minor Child(ren):**

I am the father of the minor child(ren), listed below:

Name of child	Sex	Year of Birth	Lives with (mother, father, other)
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The minor child(ren) was/were born out of wedlock.

5. **Child(ren)'s Current Residence:**

Child(ren)'s current address: _____

City, State ZIP _____

County: _____

The child(ren) has/have lived at this address since approximately (month and year): _____

6. **Child(ren)'s Past Residences:**

During the past five years, the child(ren) has/have lived at the following addresses:

Dates at Address	Address
_____	_____
_____	_____
_____	_____
_____	_____

7. **Adults With Whom Child(ren) Has/Have Lived:**

During the past five years, the child(ren) has/have lived with the following adults:

Name of Person

Current Address

Name of Person	Current Address
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

8. **Other Court Cases About Child(ren):**

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

(a) I have never participated as a party or a witness or in any other capacity in any other litigation concerning the custody of or visitation with the minor child(ren) in this or any other state.

(b) I have participated in other litigation concerning the custody of the minor child(ren) in Georgia or another state. The court, case number and date of any order concerning custody or visitation under the other litigation are as follows:

9. **Other Proceedings That Could Affect Custody or Visitation in This Case:**

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

(a) I do not have any information of any proceeding that could affect this case, including proceedings for enforcement and proceedings relating to family violence, protective orders, termination of parental rights, and adoptions in this or any other state.

- (b) I have information about a proceeding that could affect this case, including proceedings for enforcement and proceedings relating to family violence, protective orders, termination of parental rights, or adoptions in this or another state. The court, the case number and the nature of the proceeding are as follows:

10. **Others Claiming Custody or Visitation:**

[Check only one of these, either (a) or (b).]

- (a) I do not know of any person who is not a party to this case, who has physical custody of the child(ren) or who claims to have custody or visitation rights with respect to the child(ren).
- (b) I know of someone who is not a party to this case, who has physical custody of the child(ren) or who claims to have custody or visitation rights with respect to the child(ren). The names and present addresses of the person(s) are:

11. I want to legitimate my relationship with the child(ren).

12. I want to change the name of the child(ren) from:

_____ to _____

_____ to _____

_____ to _____

_____ to _____

13. I seek to have my name entered as the father on the birth record of each child.

14. **Child Custody and Visitation:** I am a fit and capable parent, and I believe that the following custody arrangement is in the best interests of the children:
[*Check only one of the following, either (a), (b), (c) or (d).*]

- (a) I should have legal and physical custody.
- (b) The Respondent and I should share joint legal custody but I should have primary physical custody and the Respondent should have visitation.
- (c) The Respondent and I should share joint legal custody but the Respondent should have primary physical custody and I should have visitation.
- (d) Other custody arrangement:

Permanent Parenting Plan. I understand I am required to prepare a Parenting Plan which:

- I am filing a Parenting Plan at the same time with this *Petition*.
- I will file a Parenting Plan before the first hearing in this case.

15. **Child Support:** [*Check only one of these, either (a), (b), (c) or (d).*]

- (a) The Respondent has income or is capable of earning sufficient money to support the minor child(ren).
- (b) I have income or I am capable of earning sufficient money to support the minor child(ren).
- (c) I am already paying child support. The child support order is attached to this *Petition* and marked as Exhibit "A." I am asking the Court to:
 - Adopt the existing order without changes
 - Modify the child support order
- (d) I am not asking the Court to address this issue in this case.
- (e) The issue of child support cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

16. **Health Insurance for Child(ren):**

[Check only one of these, either (a), (b), (c) or (d).]

- (a) The Respondent should be ordered to maintain a policy for medical, dental and hospitalization insurance for the minor child(ren).
- (b) I already provide health insurance for the child(ren), and the Respondent should be required to reimburse me for a fair share of the cost each month.
- (c) I am not asking the Court to address this issue in this case.
- (d) The issue of health insurance cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

17. **Other Medical Expenses for Child(ren):**

[Check only one of these: (a), (b), (c) or (d).]

- (a) The Respondent should be responsible for all expenses incurred for the child(ren)'s medical, dental and hospital care, that are not covered by insurance.
- (b) The Respondent and I should share the cost of expenses incurred for the child(ren)'s medical, dental and hospital care, that are not covered by insurance.
- (c) I am not asking the Court to address this issue in this case.
- (d) The issue of health care expenses for the child(ren) cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

18. **Life Insurance to Support Child(ren):**

[Check only one of these, either (a), (b) or (c).]

- (a) The child(ren) depend(s) on the Respondent for support, and therefore the Respondent should maintain a policy of insurance on the Respondent's life, for the benefit of the minor child(ren). The Respondent should maintain the policy for so long as at least one of the children is a minor or is otherwise entitled to child support.
- (b) I am not asking the Court to address this issue in this case.
- (c) The issue of life insurance for the child(ren) cannot be decided in this action because the Court does not have personal jurisdiction over the Respondent.

FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

[Check all that apply.]

- (a) That the Court enter a Order legitimating my relationship with the child(ren) so hat the child(ren) and I will be capable of inheriting from each other in the same nanner as if the child(ren) had been born in wedlock;
- (b) That the name of the child(ren) be changed according to Paragraph 12;
- (c) That the Department of Vital Statistics be ordered and directed to amend the birth records of each child and reissue a birth certificate showing me as the father and changing each child's name as requested above;
- (d) That the custody and visitation for the child(ren) be ordered according to Paragraph 14;
- (e) That child support, health insurance, medical expenses and life insurance for the support of the child(ren) be ordered according to Paragraphs 15, 16, 17 and 18;
- (f) That Respondent be served with notice of this Petition as provided by law;
- (g) That a Rule Nisi be scheduled by the Court, to decide on the relief I have requested;
- (h) That the Court order the parties to participate in mediation, to try to resolve this matter; and
- (i) That the Court order any and all other relief that the Court finds appropriate.

Dated: _____

Petitioner *Pro se* [signature]

Name: _____

Address: _____

City, State ZIP

Phone: _____

Email: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____ <p style="text-align: center;">Petitioner,</p> v.	Civil Action File No.: _____
_____ <p style="text-align: center;">Respondent.</p>	

VERIFICATION

The Petitioner, duly sworn and affirmed, has read this document and states that the facts contained in the *Petition for Legitimation and Custody/Visitation* are true and correct.

Petitioner, *Pro se* (signature)

SWORN AND AFFIRMED before me this

____ day of _____, 20____.

NOTARY PUBLIC

SELECT AND COMPLETE A PARENTING PLAN

All divorce actions involving children must include a Parenting Plan. The parenting plan includes required language and provisions as established by Georgia law.

Options:

1. **Blank parenting plan**
Select your own provisions based on your family's special circumstances.
2. **Standard parenting plan**
Includes provisions such as joint legal custody, alternating weekends, alternating holidays and two weeks of summer vacation. You may customize provisions as necessary.
3. **Long distance parenting plan**
Includes provisions for situations where the non-custodial parent lives out of state.
4. **Sole custody to petitioner**
This plan is intended for the following situations:
 - The non-custodial parent cannot be located
 - The non-custodial parent is incarcerated
 - The Defendant is not the biological father of the child(ren) born since you married.
 - If your spouse is the biological/adoptive parent of any of the other children, you will need to select a 2nd Parenting Plan from the options above.
5. **Joint legal and joint physical (50/50) custody.** Attorney consultation is recommended.

Visit the Parenting Plan page located at:

<http://gwinnettfrc.atlantalegalaid.org/child-custody/parenting-plans/>

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?

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

v. Petitioner,		Civil Action File No.: _____
Respondent.		

**ACKNOWLEDGMENT OF SERVICE AND
CONSENT TO LEGITIMATION**

I am the Respondent in this case. I hereby acknowledge that I have received a copy of the *Summons, Petition for Legitimation, Parenting Workshop Order, Standing Order: Child Support and Permanent Parenting Plans, and Permanent Parenting Plan.*

I waive formal process, but I do not waive further notice, or my right to raise any defenses I may have in this action. Should further notice be required for any reason, the notice should be mailed to me at my address listed below.

1.

I am the Mother legal guardian legal custodian of following minor child(ren), who are the subject of this legitimation action filed by the Petitioner:

<i>Current Name of Child</i>	<i>Sex</i>	<i>Year of Birth</i>

2.

I hereby give my consent to the following provisions, by writing my initials next to them. I do not agree to any of the provisions unless I have written my initials next to them.

*[Write your initials next to **only the ones to which you agree.** Draw a line through the ones to which you do not agree]*

- _____ (a) The Petitioner legitimating our child(ren), whose names are listed in Paragraph 1 above.
- _____ (b) Changing the child(ren)'s last name to _____
- _____ (c) I agree to the following arrangement concerning custody and visitation:
 _____ The specific provisions listed in the *Parenting Plan*; or
 _____ Other: _____
- _____ (d) On the issue of child support:
 _____ *[Write your initials next to only one of the following, (1) to (4).]*
 - _____ (1) Child support has already been decided for the child(ren) by a court or agency in another case.
 - _____ (2) I want the Court to decide child support and enter a child support order as part of this legitimation case.
 - _____ (3) The Petitioner and I have reached an agreement on child support for the child(ren), and it is consistent with the Georgia child support guidelines. The completed Child Support Addendum is attached. I understand that it will be included in the final order in this case.
 - _____ (4) The Petitioner and I live together with the child(ren), so no child support order is necessary.

3.

I have read this consent document, and I understand it. I am giving my consent freely. I have written my initials next to all of the provisions in Paragraph 2 to which I am agreeing. I am not being forced to sign this consent, and I believe this legitimation is in the best interest of my child(ren).

Subscribed & sworn to before me on _____, 20____.	Respondent, pro se (Signature) Name: _____ Address: _____ _____ Phone: _____ Email: _____
NOTARY PUBLIC	

Child Support Worksheet

Create an account and create your child support worksheet by visiting:
<https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>



Judicial Council of Georgia
Administrative Office of the Courts

Georgia Child Support Calculator

Welcome to the Georgia Online Child Support Calculator.

The Georgia Child Support Calculator has been developed and made available by the Georgia Commission on Child Support as the official calculator for Georgia's Child Support Guidelines statute found at O.C.G.A. §19-6-15. Information entered in the calculator is used to determine a presumptive amount of child support that may be deviated from to reach a final child support amount. Printable electronic forms are produced for filing with the court consisting of a Worksheet and Schedules. Begin by entering information for your Worksheet on the Basic Information Worksheet tab. Helpful instructions are included to assist as you navigate the calculator.

Announcement
The two Excel child support calculators and the EZ paper worksheet will be discontinued effective September 30, 2018. Make the transition today to the Online Child Support Calculator by clicking Signup above.

For additional help, please review the Child Support Worksheet slideshow at:
<http://gwinnettflc.atlantalegalaid.org/wp-content/uploads/2015/12/Child-Support-Slideshow.pdf>

4. Mother shall pay _____% and Father shall pay _____% of all expenses incurred for the children's health care (including medical, dental, mental health, hospital and vision care) that are not covered by insurance. The party who incurs such expense shall provide documentation thereof to the other party within fourteen days of said expenditure with a short note explaining the details, the reasons, et cetera, of said expenditure. The other party shall reimburse the incurring party (or pay the health care provider directly) for the appropriate percentage of the expense, within fourteen days after receiving the verification of a particular health care expense. O.C.G.A. § 19-6-15(c)(2)(G).
5. Pursuant to the visitation schedule, the noncustodial parent's parenting time is _____ percent annually. (*Standard Visitation with alternating weekends, holidays plus 2 weeks during the summer represents 20.8% parenting time for the noncustodial parent. With three weeks of summer vacation, the noncustodial parent's parenting time is 22.8% and with four weeks of summer vacation, the noncustodial parent's parenting time is 24.7%.*) O.C.G.A. § 19-6-15(c)(2)(F).
6. The presumptive amount of child support as indicated by the *Child Support Worksheet* (#9 on Page 1 thereon) is \$_____ per month for Mother and \$_____ per month for Father. O.C.G.A. § 19-6-15(c)(2)(A) and (B).
7. Deviation(s)
- a. *No Deviation. (If NO deviation, please skip the remaining items in item 7 and continue to item 8 to complete this form.)*
- b. *Deviation. If DEVIATION, you MUST complete EITHER item 7(b)(i) OR item 7(b)(ii)*
- ii. It has been determined that one or more of the Deviations allowed under O.C.G.A. §19-6-15 applies in this case. *Schedule E of the Child Support Worksheet*, docketed separately but simultaneously herewith, explains the reasons for the deviation, how the application of the guidelines would be unjust or inappropriate considering the relative ability of each parent to provide support, and how the best interest of the children who are subject to this child support determination is served by deviation from the presumptive amount of child support.

OR

iii. The reasons for deviation are:

Would the presumption amount be unjust or inappropriate?

Explain _____

Would deviation serve the best interests of the children for whom support is being determined? Explain _____

Would deviation seriously impair the ability of the CUSTODIAL or NON-CUSTODIAL PARENT to maintain adequate housing, food and clothing for the children being supported by the order and to provide other basic necessities. Explain _____

8. Taking into consideration all of the applicable data from the *Child Support Worksheet*, the award of child support which Mother / Father shall pay to Mother / Father for support of the child(ren) is \$_____dollars per month. Said amount shall be payable monthly weekly bi-weekly semi-monthly OR (c) other period: _____ in the amount of \$_____ beginning on _____, and payable thereafter on payable monthly weekly bi-weekly semi-monthly OR (c) other period: _____ until the child becomes 18 years of age, dies, marries, or otherwise becomes emancipated, except that if the child becomes 18 years of age while enrolled in and attending secondary school on a full-time basis, then such support shall continue until the child completes secondary school provided that such support shall not be required after the child attains 20 years of age. O.C.G.A. § 19-6-15(c)(2)(A) and (B).

So found, this _____ day of _____, 20_____.

 Judge, Superior Court Gwinnett Judicial Circuit
 [] by designation.

Consented to by:

 Plaintiff

 Defendant

 Date

 Date

HOW TO FILE YOUR DOCUMENTS AT THE COURTHOUSE

- 1. Download all current administrative court forms at:
<http://gwinnettflc.atlantalegalaid.org/administrative-court-forms/>
- 2. Double-check that you have signed all of your documents.
- 3. Go to the Clerk of Superior Court; they have a computer and scanner available for you to use.
- 4. Scan your documents, at the kiosk, one at a time

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff, _____	Civil Action File No.: _____
Defendant. _____	_____

TITLE OF DOCUMENT

Example of case heading

- Each page with the case heading is a separate document.
- Label the document in a way you will remember, for example:
 - Initials, Summons
 - Initials, Complaint
 - Initials, Financial Affidavit

- 5. Follow the instructions on the computer for filing with Tyler’s Odyssey eFileGA.
- 6. Ask for help if necessary.
- 7. Set up an account or enter in your email address. There is no fee to set up an account.
- 8. Choose "upload documents" and then upload all of the documents you just scanned.
- 9. After filing, wait 24 to 48 business hours to receive an “acceptance” email. If your filing was not accepted, you will receive an email that explains why (for example, no signature or no date).
- 10. The accepted documents will be stamped with a case number, date and time.
- 11. Print two copies of the stamped, accepted document(s). One copy is for your records. The second copy is for the other party.
- 12. Serve the other party. Review your options at <http://gwinnettflc.atlantalegalaid.org/filing-and-service-instructions/>

Want to file your case from home? Visit
<http://gwinnettflc.atlantalegalaid.org/how-to-efile/>

INSTRUCTIONS FOR ACKNOWLEDGMENT OF SERVICE

1. **Efile from the courthouse or from home.** For more details, visit:
<http://gwinnettflc.atlantalegalaid.org/how-to-efile/>.
2. Once your case has been accepted, print two copies of all the clerk-stamped forms. Keep one copy for your records.
3. Send the Acknowledgment of Service (completed with your case number) and a copy of all the clerk-stamped papers to the opposing party.
4. Have the other party complete the **Acknowledgment of Service** with his/her address and signature in front of a notary. The original **Acknowledgment of Service** form should be returned to you.
5. E-file the scanned Acknowledgment of Service or file at the self-help kiosk at the courthouse.
6. Wait for notice of a court date or any other request 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

Can't serve the other party voluntary acknowledgment? [Visit our filing and service instructions page for more options.](#)