

# REGISTRATION AND CONTEMPT CUSTODY ORDER PACKET

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“**Petitioner**”: The first and last name of the party 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

## **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 \_\_\_\_\_

MM-DD-YYYY

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

**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.

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Case Number

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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

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

PLAINTIFF

VS.

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

DEFENDANT

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

**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  
ENFORCEMENT OF CUSTODY 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, 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  
 home  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 Custody:** On \_\_\_\_\_, the \_\_\_\_\_ Court of \_\_\_\_\_, County in the State of \_\_\_\_\_, File Number \_\_\_\_\_ issued an order awarding \_\_\_\_\_ custody of the minor children to the  Petitioner  Respondent and visitation to the  Petitioner  Respondent. This Order has not been modified. See attached two copies, including one certified copy, of the Order marked Exhibit A and Exhibit B.
4. The Respondent has failed to allow the Petitioner the visitation awarded to him/her by the Court.
5. The Respondent is able to do what the Court ordered, but has willfully refused to do so.

THEREFORE, I request the following relief:

- (a) That the attached Custody 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 to decide on the relief I have requested;
- (d) That the Respondent be held in contempt and incarcerated for his/her failure to comply with the Court's order;
- (e) That the Respondent be ordered to allow the Petitioner the visitation awarded to him/her by the Court;
- (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, \_\_\_\_\_ who after having been duly sworn, on oath depose and states that the facts contained in the foregoing PETITION FOR REGISTRATION AND ENFORCEMENT OF CUSTODY ORDER are true and correct.

\_\_\_\_\_  
Petitioner (*Signature*)

Sworn to and subscribed before me

This \_\_\_\_\_ day of  
\_\_\_\_\_, 200 \_\_\_\_.

\_\_\_\_\_  
Notary public  
My Commission Expires

\_\_\_\_\_.

## General Civil and Domestic Relations Case Disposition Information Form

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

**For Clerk Use Only**

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

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

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

**Plaintiff(s)**

Last	First	Middle I.	Suffix	Prefix
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Defendant(s)**

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?



## **NEXT STEPS...**

**Step #1: Download all current administrative court forms at:**

<http://gwinnettflc.atlantalegalaid.org/administrative-court-forms/>

**Step #2: Serve the other Party**

Depending on your situation you will need to have the other party acknowledge your case, or you will have to arrange to have them served. Download your filing instructions by visiting:

<http://gwinnettflc.atlantalegalaid.org/filing-and-service-instructions/>