

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_

Plaintiff,

v.

Civil Action

File No.:

\_\_\_\_\_

\_\_\_\_\_

Defendant.

**ANSWER**

**AND COUNTERCLAIM**

I am the named Defendant in this case and am representing myself. In response to each of the numbered paragraphs of the Plaintiff's *Complaint* or *Petition*, I state as follows: *(Check only one answer to match each paragraph of the Complaint or Petition; whenever you choose the "partly true" answer, you must explain on the lines about what is true and what is false.)*

1. The allegations of Paragraph One are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

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

2. The allegations of Paragraph Two are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

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

3. The allegations of Paragraph Three are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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4. The allegations of Paragraph Four are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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5. The allegations of Paragraph Five are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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6. The allegations of Paragraph Six are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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7. The allegations of Paragraph Seven are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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8. The allegations of Paragraph Eight are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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9. The allegations of Paragraph Nine are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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10. The allegations of Paragraph Ten are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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11. The allegations of Paragraph Eleven are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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12. The allegations of Paragraph Twelve are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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13. The allegations of Paragraph Thirteen are:  admitted as true  denied as  
untrue  neither admitted nor denied because I do not have enough information to  
know the truth of the matter  partly true and partly untrue, specifically as  
follows:

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14. The allegations of Paragraph Fourteen are:  admitted as true  denied as  
untrue  neither admitted nor denied because I do not have enough information to  
know the truth of the matter  partly true and partly untrue, specifically as  
follows:

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15. The allegations of Paragraph Fifteen are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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16. The allegations of Paragraph Sixteen are:  admitted as true  denied as untrue  
 neither admitted nor denied because I do not have enough information to know  
the truth of the matter  partly true and partly untrue, specifically as follows:

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17. The allegations of Paragraph Seventeen are:  admitted as true  denied as  
untrue  neither admitted nor denied because I do not have enough information to  
know the truth of the matter  partly true and partly untrue, specifically as  
follows:

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18. The allegations of Paragraph Eighteen are  admitted as true  denied as  
untrue  neither admitted nor denied because I do not have enough information to  
know the truth of the matter  partly true and partly untrue, specifically as  
follows:

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19. The allegations of Paragraph Nineteen are  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

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20. The allegations of Paragraph Twenty are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

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21. The allegations of Paragraph Twenty are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

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22. **Defenses** - In addition to my specific responses above, I have the following affirmative defenses to this action:

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**COUNTERCLAIM**

23. **Jurisdiction and Venue:** I am the Defendant or Respondent in this action and:  
[Check only one of the following, either (a) or (b).]

(a) I am a resident of the State of Georgia.

(b) I am not a resident of the State of Georgia, but the Plaintiff or Petitioner is a resident of the State of Georgia.

The Plaintiff or Petitioner has submitted to personal jurisdiction and venue by filing the *Complaint or Petition*.

24. **Service:** The Plaintiff or Petitioner shall be served as provided under OCGA § 9-11-5(b), by hand delivery or mail to the address listed on the *Summons*.

25. **Settlement Agreement:**  
[Check only if there is a signed agreement.]

The Plaintiff and I have entered into a *Settlement Agreement*, which we both want to be incorporated into the *Final Order*. The *Settlement Agreement* has been signed by each of us in front of a notary public, and I am filing the *Settlement Agreement* with the Court, together with this *Answer and Counterclaim*.

26. \_\_\_\_\_  
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27. \_\_\_\_\_  
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FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:

[Check **all** that apply.]

(a) That the *Settlement Agreement* signed by the parties be incorporated into the *Final Order*.

(b) That I be granted

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(c) That I be granted

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(d) That I be granted

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(e) That the Plaintiff be ordered to

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(f) That the Plaintiff be ordered to

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(g) That the Plaintiff be ordered to

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(h)

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(i) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(j) That a Rule Nisi be scheduled by the Court to decide on the relief I have requested;

(k) That the Court order the parties to participate in mediation to try to resolve this matter; and

(l) That the Court order any and all other relief that the Court finds appropriate.

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

\_\_\_\_\_  
Defendant *Pro se* [signature]

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

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

\_\_\_\_\_  
City, State ZIP

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

Email: \_\_\_\_\_

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_  
Plaintiff,  
v.

Civil Action  
File No.: \_\_\_\_\_

\_\_\_\_\_  
Defendant.

**VERIFICATION**

The Defendant personally appeared before the undersigned officer duly authorized to administer oaths, and did swear or affirm that he/she read the foregoing *Answer and Counterclaim* and that the information contained therein is true and correct.

\_\_\_\_\_  
Signature, Defendant *Pro se*

SWORN AND AFFIRMED before me this

\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

IN THE SUPERIOR COURT OF GWINNETT COUNTY  
STATE OF GEORGIA

\_\_\_\_\_  
v. Plaintiff,  
  
\_\_\_\_\_  
Defendant.

Civil Action  
File No.: \_\_\_\_\_

**CERTIFICATE OF SERVICE**

This certifies that I sent copies of the foregoing *Answer and Counterclaim* to the opposing party by  first class mail  certified mail, return receipt requested. They were addressed to the opposing party or their attorney as follows:

\_\_\_\_\_  
Opposing Party/Attorney's Name  
  
\_\_\_\_\_  
Address  
  
\_\_\_\_\_  
Address Line 2  
  
\_\_\_\_\_  
City, State, ZIP

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

\_\_\_\_\_  
Defendant *Pro se* [signature]

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

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

\_\_\_\_\_  
City, State ZIP

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

Email: \_\_\_\_\_

## 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/>