

How to File for Change of Custody and Child Support



Make sure you have all your court forms.

- ✓ It is very important that you read the instructions on this sheet. **See more detailed instructions at www.fultonfamilydivision.com**
- ✓ Take all your forms with you to court.

Follow these steps.

1st

Review your forms to make sure they are correct. Arrange your forms into **three** complete sets in the order that they were listed in I-CAN!. Attach any supporting documents to your *Petition*.

2nd

Take your forms to a Notary Public. Sign and date any forms that require notarization in the presence of the Notary.

Notary Public:

- You can find a Notary Public at some banks or businesses or government offices.
- You may be charged a fee. Be sure to bring with you a valid piece of picture ID.

3rd

File your forms. Take all three sets of your forms to the Clerk's office of the Court named at the top of your forms. Before you file, find out the fee charged to file your forms. Keep one set of forms for your records.

4th

Serve the other party. Arrange for the Sheriff to serve a copy of your court forms on the other party.

5th

Attend the hearing or conference. After you file your forms, you will receive a Notice that provides your court date, time, and the courtroom of your hearing. Bring all of your court forms to court.

Need more help?

Contact the Family Law Information Center at (404) 335-2789

How to Prepare for Your Custody and Child Support Hearing

Follow these steps.

Know your hearing date. After you file your forms, you will receive a Notice with the date, time, and place for your hearing or conference. **Please be sure to be on time.**

Practice what you want to say.

Prepare brief notes about what you want to say, so that you will be organized.

Bring your court forms, any evidence and any witnesses that may help you prove your case.

At the hearing, any evidence you plan to present in court must be shown to the other party and then to the deputy. If you have any witnesses, let the Judge know.

Witnesses may need to wait outside the courtroom while you are testifying.

NOTE: No cameras or weapons are allowed in the court.

Get to the court 30 minutes early.

1. There may be a line for the security check at the entrance to the courthouse.
2. Find the courtroom. Your case will be listed on the calendar.
3. When the courtroom opens, go in and tell the clerk or officer you are present.
4. Watch the other cases so you will know what to do.
5. When your name is called, go to the table set up for the parties.

The judge will ask you questions.

- Be polite.
- Call the Judge "Your Honor".
- Do not speak directly to the other party when you are before the Judge.
- Do not interrupt anyone.
- Tell the Judge if you don't understand a question.
- Stick to the point. Answer the question you are asked.
- Wait for a copy of any orders.

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