

How to File Your Divorce



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. You may be charged a fee. Bring valid picture ID.

3rd

File your forms. Take all three sets of your forms to the Clerk's office of the Court printed on your forms. The clerk will charge you a fee to file your forms. Keep one set of forms for your records.

4th

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

Alternative Service Process: If your spouse is willing, they may sign, date and notarize an *Acknowledgment of Service* (and a *Waiver of Venue or Jurisdiction*, if needed). You will file the signed documents with your Court forms. This will eliminate the Sheriff serving them.

5th

If you and your spouse have minor children together, register for and attend the Families in Transition Seminar. Please call (404) 730-4618 for more information.

6th

Attend the hearing or conference. After you file your forms, you will receive the date, time, and room of your hearing. Bring all of your court forms to the hearing.

Need more help?

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

How to Prepare for Your Divorce Hearing

Follow these steps.

Know your hearing date. After you file your forms, you will receive notice of the date, time, and room of your hearing. **Go to your hearing.**

Practice what you want to say.

Prepare brief notes on what you want to say, so that you may be organized.

Bring your court forms, any evidence and any witnesses that may help you in your case. At the hearing, you must show any evidence to the other party before presenting it to the Court. If you have any witnesses, let the Judge know. They 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 to get through Court security at the entrance to the court.
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 questions you are asked.
- Wait for a copy of the orders.

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