

How to File Your Answer and Counterclaim



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!.

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 in the Court named at the top of 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.

5th

Attend the hearing or conference. The *Petition* form you were served gives the date, time, and room of your hearing. You **MUST** attend the 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 Answer and Counterclaim Hearing

Follow these steps.

Know your hearing date. The *Petition* form you were served gives 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 will be organized.

Bring your court forms, any evidence and any witnesses that may help you in 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. 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 question you are asked.
- Wait for a copy of any orders.

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