

## FILING CHECKLIST FOR DIVORCE WITHOUT MINOR CHILDREN

Divorce packet:

The Divorce Packet for Divorce with No Minor Children that you obtain from the Law Library should include the following documents, many of which are necessary in completing your case. Read the checklist carefully to see which forms you need. There is a star (\*) beside the forms that are needed in every case.

- 1)  \****Domestic Relations Case Filing Information Form*** (Plaintiff shall complete, sign and file.)
- 2)  \****Complaint for Divorce*** (Plaintiff shall complete, sign and file.)
- 3)  \****Verification*** (Plaintiff shall complete, sign and file.)
- 4)  ***Rule Nisi with Certificate of Service*** (Plaintiff shall complete, sign and file. This form is filed if you need a hearing on temporary issues before the final hearing.)
- 5)  ***Settlement Agreement*** (Both Plaintiff and Defendant complete, sign, have notarized and file. This form is required if you both agree on everything and do not want a trial.)
- 6)  \****Service of Process***. Your spouse has to be notified that you have filed for divorce. There are three ways to do this, depending on your situation. Read the explanation beside a, b and c and decide which one will work best in your situation.
  - a.  ***Acknowledgment of Service, Consent to Venue and Jurisdiction and Consent to Trial***  
 [Use this form if: 1) you can give all the papers to your spouse, 2) your spouse consents to file the case in the county you plan to file in, 3) your spouse wants to get a final order quickly, 4) you and your spouse do not need a trial because you are both willing to sign a written Settlement Agreement that deals with dividing up your belongings and debts (or states that you both agree you have no joint belongings or debts.); OR
  - b.  ***Summons and Certificate of Service*** (If your spouse will not sign the Acknowledgement of Service listed above, then the Sheriff will have to serve your papers to your spouse); OR
  - c.  ***Service by Publication*** forms (If you cannot find your spouse even after trying your best to find him or her you can ask the Judge for permission to let you serve by publication.)

- 7)  ***\*Domestic Relations Financial Affidavits*** (Both spouses shall complete, sign in front of a Notary and file.)
- 8)  ***Request to Place Case on Trial Calendar*** (Either Plaintiff or Defendant can use this form. Be sure to file a Certificate of Service with this form and deliver both forms to your spouse.)
- 9)  ***Notice of Hearing*** (Either Plaintiff or Defendant can use this form. Be sure to file a Certificate of Service with this form and deliver both forms to your spouse.)
- 10)  ***\*Final Judgment and Decree of Divorce*** (Plaintiff completes and places in file; Judge signs and files.)
- 11)  ***\*Domestic Relations Case Disposition Information Form*** (Plaintiff completes and files.)
- 12)  ***\*State of Georgia Report of Divorce, Annulment or Dissolution of Marriage*** (Plaintiff completes and files.)