

REGISTRATION AND CONTEMPT OF SUPPORT

IMPORTANT NOTE ABOUT THIS PACKET

“Petitioner”: The first and last name of the person who is filing this action

“Respondent”: The other party’s first and last name

“Case Number”: Leave this field blank if you are preparing to file a new case

Your financial testimony is required

You must complete a *Domestic Relations Financial Affidavit* documenting all of your own income, assets, expenses and liabilities. This document is your financial testimony given under oath.

OPTIONAL FORM:

If you are unable to afford the filing fees, you may ask the Court to waive the fees by completing the [Affidavit of Indigence and Eligibility to Proceed in Forma Pauperis \(Pauper’s Packet\)](#) and submit along with your other completed forms to the Clerk of Superior Court.

Alternative to filing a court case: Georgia Department of Child Support Services

You may open a case with the Georgia Department of Child Support Services by visiting their local office and making an application for modification of your out-of-state child support order. There is a small fee for the application, which can be downloaded at: <http://dcss.dhs.georgia.gov/application-services>. Enforcement through Child Support Services includes:

- Income deduction order
- Tax return intercept
- Driver’s license suspension
- Property liens
- Additional methods up to and including prosecution for contempt

General Civil and Domestic Relations Case Filing Information Form

☒ Superior or ☐ State Court of GWINNETT County

For Clerk Use Only

Date Filed _____
MM-DD-YYYY

Case Number _____

Plaintiff(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Defendant(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Plaintiff's Attorney _____

Bar Number _____

Self-Represented ☐

Check One Case Type in One Box

General Civil Cases

- ☐ Automobile Tort
- ☐ Civil Appeal
- ☐ Contract
- ☐ Garnishment
- ☐ General Tort
- ☐ Habeas Corpus
- ☐ Injunction/Mandamus/Other Writ
- ☐ Landlord/Tenant
- ☐ Medical Malpractice Tort
- ☐ Product Liability Tort
- ☐ Real Property
- ☐ Restraining Petition
- ☐ Other General Civil

Domestic Relations Cases

- ☐ Adoption
- ☐ Dissolution/Divorce/Separate Maintenance
- ☐ Family Violence Petition
- ☐ Paternity/Legitimation
- ☐ Support – IV-D
- ☐ Support – Private (non-IV-D)
- ☐ Other Domestic Relations

Post-Judgment – Check One Case Type

- ☐ Contempt
 - ☐ Non-payment of child support, medical support, or alimony
- ☐ Modification
- ☐ Other/Administrative

- ☐ Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

Case Number

Case Number

- ☐ I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

- ☐ Is an interpreter needed in this case? If so, provide the language(s) required. _____
Language(s) Required

- ☐ Do you or your client need any disability accommodations? If so, please describe the accommodation request.

**IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA**

Civil Action No. _____

Plaintiff

v.

Defendant

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby required to file with the Clerk of said Court and serve upon the plaintiff or plaintiff's attorney, whose name, address and email address are:

an answer to the complaint which is hereby served on you. You must make your answer within 30 days after service of this summons upon you. This time excludes the day of service. If you fail to answer, the court will issue a default judgment against you for the relief sought in the complaint.

If this action pertains to a Protective Order, the answer is to be filed and served on or before the scheduled hearing date attached.

This _____ day of _____, 20____.

Tiana P. Garner
Clerk of Superior Court

By _____
Deputy Clerk

[Attach addendum sheet for additional parties, if needed. You must make a notation on this sheet if used.]

Petitioner, vs. Respondent.	Civil Action Case Number _____
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My name is _____ and I am representing myself in this petition. In support of my case, I state the following:

[Check only one of the following, either (a) or (b).]

2. **Service of Process:** The Respondent shall be served as provided under OCGA§ 9-11-4, in the following manner:

[Check only one of the following, either (a) or (b).]

- (a) The Respondent has acknowledged service of process. I am filing the *Acknowledgment of Service* (which has been signed by the Respondent) with this Petition.
- (b) The Respondent may be served by the Sheriff's Department at the Respondent's G home G work address, which is

- ☐ (b-1) *[Check only if the Respondent resides outside of Gwinnett County.]* The Respondent resides outside of Gwinnett County, and shall therefore be served by second original, as provided under OCGA § 9-10-72. Service shall be made by the Sheriff's Department in the county where the Respondent resides.

3. **Prior Order for Child Support:** On _____, the _____ Court of _____, County in the State of _____, Civil Action File Number _____ issued an order awarding child support to the ☐G Petitioner ☐G Respondent in the amount of \$ _____ per _____. See attached two copies, including one certified copy, of the order marked Exhibit A and Exhibit B.
4. As of the date of this filing, Petitioner seeks to register/domesticate this foreign child support order and further swears that Respondent has not paid child support as ordered.
5. Petitioner further swears and shows that to date, Respondent owes a child support arrearage of: \$ _____. *[If you do not know the arrears and/or a separate agency is handling child support, you may attach a certified statement of custodian of records documenting the amount of child support owed instead].*
6. The Respondent has failed to do what the Court ordered.
7. The Respondent is able to do what the Court ordered, but has willfully refused to do so.

THEREFORE, I request the following relief:
[Check all that apply.]

- ☐ (a) That the attached Support Order be registered and filed as a foreign judgment;
- ☐ (b) That the Court serve notice upon the Respondent and provide him/her with an opportunity to contest the validity of the registered order;
- ☐ (c) That a Rule Nisi be scheduled by the Court to decide on the relief I have requested;

▮ (d) That the Respondent be held in contempt for his/her failure to comply with the Court's order;

▮ (e) That the Respondent be ordered to: _____;
_____;

▮ (f) That _____

- _____;
- [-] (g) That the Court order the parties to participate in mediation to try to resolve this matter;
 - [-] (h) That the Respondent be required to pay all costs of this action; and
 - [-] (i) That the Court order any and all other relief that the Court finds appropriate.

Dated: _____

Petitioner *Pro se*

Name: _____

Address: _____

City, State ZIP

Phone: _____

Email: _____

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

_____, Petitioner, vs. _____, Respondent.	Civil Action Case Number _____
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VERIFICATION

PERSONALLY APPEARED BEFORE ME, the undersigned officer authorized to administer oaths, the above-named Petitioner, who after having been duly sworn, on oath depose and states that the facts contained in the foregoing *Petition for Registration and Contempt of Support* are true and correct.

Dated: _____
Petitioner *Pro se* (Signature) _____

Subscribed and sworn before me on
_____, 20____.

Notary Public

General Civil and Domestic Relations Case Disposition Information Form

☐ Superior or ☐ State Court of _____ County

For Clerk Use Only

Date Disposed _____
MM-DD-YYYY

Case Number _____

Case Style _____

Plaintiff(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Defendant(s)

Last	First	Middle I.	Suffix	Prefix
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____
____	____	____	____	____

Reporting Party _____

Plaintiff's Attorney _____

Bar Number _____

Self-Represented ☐

Defendant's Attorney _____

Bar Number _____

Self-Represented ☐

Manner of Disposition Check Only One

- ☐ Jury Trial
☐ Bench/Non-Jury Trial
☐ Non-Trial Disposition
☐ Alternative Dispute Resolution

- ☐ Check if any party was self-represented at any point during the life of the case.
- ☐ Check if the court ordered an interpreter for any party, witness, or other involved individual.
- ☐ Was the case referred/ordered to a court-annexed alternative dispute resolution (ADR) process?

NEXT STEPS...

Step #1: Download all current administrative court forms at:

<http://gwinnettflc.atlantalegalaid.org/administrative-court-forms/>

Step #2: Serve the other Party

Depending on your situation you will need to have the other party acknowledge your case, or you will have to arrange to have them served. Download your filing instructions by visiting:

<http://gwinnettflc.atlantalegalaid.org/filing-and-service-instructions/>