

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY, GEORGIA

Civil Action File No. \_\_\_\_\_

\_\_\_\_\_  
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 )  
**Plaintiff,** )  
 v. ) **JUDGE:** \_\_\_\_\_  
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 )  
 )  
 )  
 )  
 \_\_\_\_\_ **Defendant.** )

**AUTOMATIC DOMESTIC STANDING ORDER  
AND NOTICE OF CONFERENCE OR HEARING**

**TO THE PARTIES TO THIS ACTION:**

*If you are a party to this legal action, this order is binding upon you. This is an important court order that affects your rights. Please read ALL OF this order carefully. If you do not understand this order, contact an attorney for legal advice.*

**All parties and their counsel are required to attend the following:**

\_\_\_\_\_ Initial Conference; \_\_\_\_\_ Hearing

Date and Time: \_\_\_\_\_

Place: \_\_\_\_\_ **Richmond County Judicial Center** Room: \_\_\_\_\_  
735 James Brown Boulevard  
Augusta, Georgia 30901

\_\_\_\_\_ **Burke County Courthouse** Room: \_\_\_\_\_  
200 East Sixth Street  
Waynesboro, Georgia 30830

\_\_\_\_\_ **UNCONTESTED**

\_\_\_\_\_ **NO HEARING AT THIS TIME**

Party/Attorney filing action: \_\_\_\_\_; E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_; Fax: \_\_\_\_\_

***To Parties Without Attorneys:*** If you have filed this action without an attorney, or if you plan to defend this action without an attorney, you have full responsibility for complying with all procedural and substantive requirements of the law. The court will not act as your attorney, nor will the court help you prove or defend your case. This action involves important legal rights and **you are strongly urged by the court to hire an attorney.**

All forms and instructions may be found at [www.augustafamilybar.com](http://www.augustafamilybar.com) or the Richmond County or Burke County law library.

Please be prepared to pay the court reporter on the day of your hearing. Each party is responsible for payment of one-half of the takedown fee. Each party shall be prepared to pay \$21.66. You may pay the court reporter in cash, credit card, or debit card on the day of the hearing.

1. This order shall bind the parties to this action, their agents, servants, employees, and all other persons acting on behalf of the parties, during the pendency of this action unless otherwise ordered by the court.

2. You may NOT:

- Injure or attempt to injure the other party;
- Harass or attempt to harass the other party;
- Abuse or attempt to abuse the other party;
- Threaten or attempt to threaten the other party;
- Remove any minor child(ren) from Richmond County or Burke County, Georgia for more than one week unless specifically ordered by the court or agreed to in writing by both parties or legal guardians;
- Sell, mortgage, create a lien upon, or increase the amount of debt on any property of either party;
- Sell, mortgage, damage, or remove pets of either party;
- Make substantial changes in the assets of either party;
- Damage, destroy, contract to sell, remove, or dispose of any property or pets of either party;
- Disconnect or have disconnected any utilities providing service to the home of either party;
- Change, cancel, or have cancelled any motor vehicle, health, property, life, or any other insurance presently in effect;
- Interfere with mail of either party;

3. **Documentation Required.**

A. The parties to this action are ***required*** to file with the Court and provide the following documentation to the other party at least 5 (five) days before the initial conference or hearing:

- Financial Affidavits;
- Any prior order(s) involving the parties;

- In the event of any changes in your financial circumstances, you must file with the Court an updated Financial Affidavit, **AND** provide the updated documentation to the other party.

**B. In a Case involving child(ren) you must bring the following documents to Court:**

- Parenting Plan;
- Child Support Worksheet(s);
- Child Support Addendum;
- Information about health insurance;
- Proof of completion of the “Children of Divorce” Seminar. Failure to complete the seminar **MAY** result in suspension of visitation or custody rights.

**C. Documentation that Both Parties may be Required to Bring to Court:**

- Paystubs;
- Tax Returns;
- W-2;
- 1099;
- Any other relevant documents that contain financial information;
- **Please be sure to remove social security numbers and account information from ALL documents filed with the court.**

**D.** Failure to comply with the rule requiring the filing and service of financial information **MAY** result in cancellation of your hearing. The court may require the non-compliant party to show why he/she should not be sanctioned for contempt.

**E.** Plaintiff is required to serve the other party with a copy of this order, and the Summons and Complaint. See O.C.G.A. §9-11-4.

**4. Attending Court:**

- Unless otherwise ordered by the presiding judge, **ALL** conferences, hearings, and trials will be taken down and recorded by the court reporter. Each party is responsible for payment of one-half of the takedown fee. Each party shall be prepared to pay \$21.66. You may pay the court reporter in cash, credit card, or debit card on the day of the hearing.
- If you request a transcript of any proceeding, you are responsible for notifying the court reporter. You must pay the court reporter’s fees in advance.
- Prior to the hearing, each party or counsel shall make a good faith effort to speak with the other party or counsel in an attempt to resolve any and all pending issues.
- **No child(ren) shall be brought to or appear in court without the prior approval of the presiding judge.**
- If you are represented by an attorney, your attorney must attend all hearings.

- If this matter has been scheduled as an Initial Conference, only the parties, counsel, and any guardian ad litem will be allowed to participate.
- If this matter is scheduled as a hearing, only the parties, counsel, any guardian ad litem, and witnesses determined by the judge at the Initial Conference or the time of scheduling may participate.
- Unless otherwise ordered, all evidence presented in an Initial Conference, or subsequent hearing may be relied upon by the Court in reaching its final determination.
- Orders of the court shall be reduced to writing and prepared by the attorney identified by the Court as responsible for the preparation of the order.
- The written order shall be prepared within 15 (fifteen) working days of the hearing unless such time is extended or shortened by the court.
- The opposing party shall review the written order within 7 (seven) working days of the order being received from the responsible attorney. If no response is received within 7 (seven) working days, the order shall be submitted to the Court with an explanation as to why the order has not been approved.
- If the parties are able to agree on all matters in the case, the judge will order that a consent order be prepared. No further hearings will be held, and a final order will be entered.
- All final orders establishing or modifying child support must comply with the Georgia Child Support Guidelines contained in O.C.G.A. §19-6-15. Child Support Worksheet(s) and Child Support Addendum must be filed with the final order. If child support is being determined for more than one child, a completed Child Support Worksheet must be submitted for each child.
- When the case is concluded, the Plaintiff/Petitioner is responsible for filing a Civil and Domestic Relations Case Disposition Information Form.

**A. Mediation.** Some contested domestic matters filed in the Augusta Judicial Circuit may be referred to the Alternative Dispute Resolution (ADR) Program for mediation or any other ADR process at the **discretion of the presiding judge.**

- Cases may be referred upon motion, by consent of all parties, or sua sponte by the court.
- The referring judge will enter an Order Referring the Case to ADR. This order will be filed with the Clerk of Court, and a copy of the order will be provided to ADR, the parties, and the attorneys of record.
- The neutral mediator or any observers present in the court-annexed or court-referred ADR may **NOT** be subpoenaed or required to testify concerning the mediation in any subsequent proceeding.
- Cases **MUST** be screened by the ADR program to determine:

- Whether the case is appropriate for mediation;
- Whether a party is able to compensate the mediator or is eligible for a fee waiver or fee reduction;

5. Neither you nor anyone on your behalf may communicate or meet with the judge about substantive matters in this case unless opposing counsel or the other party is present or participates in such meeting.

6. If you fail to abide by this court order, you may be subject to the imposition of appropriate sanctions or penalties as provided by statute, rule or authority of the court, including contempt of court, taxation of costs and attorney's fees, fines, and/or confinement in the county jail.

**7. Jury Demands:**

- In order for the case to be placed on the trial calendar, counsel must request, via letter to the assigned judge, that the case be placed on the calendar. Counsel must certify that discovery and mediation have been completed.
- Jury demands interposed for delay or harassment may subject the offending party to the imposition of sanctions and for attorney's fees pursuant to O.C.G.A. §9-15-14(b).

**SO ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Judge, Superior Court  
Augusta Judicial Circuit  
Domestic Relations Division