

**IN THE SUPERIOR COURTS
FOR THE SOUTH GEORGIA JUDICIAL CIRCUIT
STATE OF GEORGIA**

NOTICE OF CHILD SUPPORT REQUIREMENTS¹

You are hereby notified that in accordance with O.C.G.A. § 19-6-15 and Uniform Superior Court Rule 24.2 (U.S.C.R. 24.2”), as amended, and Standing Orders of the South Georgia Judicial Circuit (“Circuit”), that you must comply with the following requirements:

The Domestic Relations Financial Affidavit² (substantially conforming to the form provided in U.S.C.R. 24.2, as amended) and child support Schedules, in the form promulgated by the Georgia Child Support Commission,³ shall be filed with the Clerk of Court and shall be served on the opposing party:

- (a) at least five (5) days prior to any temporary hearing;
- (b) at least five (5) days prior to any court-ordered mediation; or
- (c) either with the answer or thirty (30) days after service of the complaint, whichever first occurs, if no application for temporary award is made and the parties do not attend mediation.

Both parties shall exchange any amendments at least ten (10) days prior to a final hearing or trial. A Child Support Order Addendum⁴ shall be submitted with proposed Worksheets with Schedules attached pursuant to O.C.G.A. § 19-6-15 and U.S.C.R. 24.2, as amended. No Social Security Numbers or account numbers shall be included in any document filed with the Court.

Any party who intends to submit a proposed Worksheet and the accompanying Schedules to the Court electronically shall do so in accordance with U.S.C.R. 24.2, as

¹ These requirements apply to any action for temporary or permanent child support or modification of child support/custody on a temporary or permanent basis. Also, these requirements apply to any action for alimony, equitable division of property, modification of alimony or attorney’s fees because child support could be affected during the course of such action when children are a part of the family unit. Also, these requirements may be applicable in actions for legitimation.

² The Domestic Relations Financial Affidavit is available at www.southgeorgiajudicialcircuit.com.

³ The Worksheet and Schedules are available at www.ocsc.dhr.georgia.gov/portal/site/DHR-OCSE/ and www.georgiacourts.org/csc/.

⁴ The Child Support Order Addendum is available at www.southgeorgiajudicialcircuit.com.

amended, and shall provide the opposing party a copy of the submission, either electronically or by a printed hardcopy. Electronic submission is **NOT** a substitute for filing with the Clerk of Court.

Any party who intends to utilize Excel downloadable electronic calculator for the preparation of the Worksheet and Schedules shall e-mail them to the Court and the opposing party at or before any hearing or mediation. The preferred method for submission of the Worksheet and Schedules to the Court in this Circuit is electronic submission via the web-based calculator. Submissions to the web-based calculator shall be labeled with a four-digit year and hyphens in accordance with the following examples:

Decatur County: **2007-CV-001**

Baker, Calhoun, Grady and Mitchell Counties: **2007-V-001**

**FAILURE OF ANY PARTY TO FURNISH ANY DOCUMENTS
REQUIRED ABOVE, IN THE DISCRETION OF THE COURT, MAY
SUBJECT THE OFFENDING PARTY TO PENALTIES OF
CONTEMPT AND/OR SANCTIONS.**

Date: _____
Attorney for Petitioner for Support;
-or- Petitioning Party, if Pro Se