

STEP-BY-STEP INSTRUCTIONS FOR FILING A DIVORCE.

In an uncontested divorce both the Plaintiff (the person who initiates the divorce) and the Defendant (the person who the complaint is filed against) represent themselves. When a person represents themselves in a legal action it is called acting Pro Se. The process for filing and obtaining a divorce is almost the same for both a couple who has children and those that don't. The following is the general process for filing a divorce. Where differences occur because the parties have children, they are denoted in the steps.

1. Decide who is going to be the Plaintiff and who is going to be the Defendant. And begin to complete the Complaint for Divorce document.
2. Complete the **Complaint for Divorce** document using the instructions provided with the document. The Plaintiff needs to make sure that they sign the Complaint for divorce at the end of the document.
3. Complete the **Financial Affidavit Form** using the instructions provided. The Affiant is the person completing the form. The person completing the form needs to sign the form in front of a notary public.
4. Complete the **Child Support Worksheet** if there are children involved. You will need to and include the child support payment amount in the **Separation Agreement**.
5. Complete the **Separation Agreement** using the instructions provided. Both parties need to initial each page of the Separation Agreement and sign the last page of the document in front of a notary public.
6. Complete the **Parenting Plan** if there are children involved using the information from the **Separation Agreement**.
7. The Plaintiff must complete the **Verification** form using the instructions and sign it in front of a notary public.
8. The Plaintiff needs to complete the **Acknowledgement of Service** form using the instructions provided. The Defendant needs to sign the document in front of a notary public.
9. If the Defendant does not live in the same state as the Plaintiff, the Plaintiff needs to complete an **Acknowledgment of Venue** form using the instructions and the Defendant needs to sign the document in front of a notary public.
10. Complete the **Case Filing** Form and the **Case Completion** Form.
11. Complete the **Final Judgment of Divorce** Form using the instructions provided with the form.
12. In Georgia the parties are typically required to attend a Parenting Class for Divorcing Parents. This is usually a four hour class and when completed the certificate is sent to the Clerk of the Court in the County where the divorce is being done.