

IN THE SUPERIOR COURT OF DEKALB COUNTY  
STATE OF GEORGIA

\_\_\_\_\_  
PLAINTIFF

Vs.

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DEFENDANT

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CIVIL ACTION FILE NUMBER  
  
\_\_\_\_\_

STANDING ORDER GOVERNING ALL DOMESTIC CASES<sup>1</sup>

This Order binds the parties in the above-styled action, their employees and all other persons acting in concert with such parties:

1.

*Domestic Relations Financial Affidavit.* In any domestic relations case pending as of January 1, 2025 or filed thereafter in which temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony, or attorney’s fees is an issue, either contested or uncontested, both parties must file a sworn Financial Affidavit in the form required by Uniform Superior Court Rule 24.2. The Department of Child Support Services is exempt from filing financial affidavits pursuant to the revised Uniform Superior Court Rule 24.2. At least ten (10) days before any temporary or final hearing or mediation session, each party shall file with the Clerk of Court and serve upon the opposing party the Financial Affidavit.

2.

*Child Support Worksheet.* When child support is at issue, the parties must also file the Worksheet and schedules in the form required by O.C.G.A. § 19-6-15 and as promulgated by the Georgia Child Support Commission. The Worksheet shall be completed and served upon the opposing party contemporaneously with the filing of the Financial Affidavit required above. Uniform Superior Court Rule 24.2. The parties shall comply with the responsibilities that are enumerated in the attached “Exhibit A” to this document to be served with the pleadings.

3.

*Parenting Seminar.* In any domestic relations case in which the care, custody or support of a child under the age of 18 years of age is involved, whether contested or uncontested, all parties

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<sup>1</sup> This is the first Standing Order under this Chief Judge Administration.

are required to successfully complete the Families in Transition seminar within thirty-one (31) days of service of the original complaint upon the original defendant. Failure to successfully complete the seminar as required shall subject the party to contempt or other sanctions, unless excused by the Court for good cause shown.

4.

*Parenting Plan.* In any domestic relations case in which the care, custody or parenting time of a child under the age of 18 years of age is involved, whether contested or uncontested, all parties are required to either individually or jointly file a Parenting Plan pursuant to Uniform Superior Court Rule 24.10. The Parenting Plan shall be completed and served upon the opposing party contemporaneously with the filing of the Financial Affidavit and Worksheet required above. The Parenting Plan should be tailored to fit the needs of each individual family but must at a minimum contain the information required by O.C.G.A. § 19-9-1. All plans shall be submitted in appropriate forms as set forth in Uniform Superior Court Rule 24.10.

5.

*Contesting custody of minor child(ren).* Attorneys or self-represented litigants shall promptly advise the appropriate calendar clerk whenever it is apparent that physical placement of the child(ren) of the parties is contested.

6.

*Mediating custody of minor child(ren).* Where physical placement of the parties' child(ren) is contested, the parties shall make a good faith effort to mediate these differences prior to any court hearing on custody or visitation issues. The purpose of mediation is to reduce the tension between the parties and to craft an agreement assuring the child(ren) have a proper amount of contact with each parent. The parties and the mediator shall use their best efforts to reach a settlement of physical placement issues. With the consent of the parties, mediation may be expanded to include any contested issues. The judge in a specific matter may waive or expand this provision of the order when, in the exercise of his or her discretion, it is appropriate to do so.

7.

*Mediation.* One (1) hour of mediation services are available to the parties at the DeKalb County Courts Dispute Resolution Center, (404) 370-8194, at no charge. The rates and fees for mediation services at the Dispute Resolution Center after the first free hour are disclosed prior to the mediation session. The mediator shall be a qualified person or agency designated or approved

by the Court or by the Director of the DeKalb Courts Multi-Door Courthouse project. The mediation shall be conducted in accordance with the local Program Rule of Procedures for the DeKalb County Courts Multi-Door Courthouse Project.

8.

*Civil and peaceable conduct of the parties.* Each party is hereby enjoined and restrained from doing, or attempting to do, or threatening to do, any act injuring, maltreating, vilifying, molesting or harassing the adverse party or the child(ren) of the parties.

9.

*Prohibition on removal of child(ren) from Court's jurisdiction.* Each party is hereby enjoined and restrained from causing or permitting the minor child(ren) of the parties to be removed from the jurisdiction of this Court.

10.

*Prohibition on transfer of assets.* Each party is hereby enjoined and restrained from selling, encumbering, trading, contracting to sell or otherwise disposing of or removing from the jurisdiction of the Court any of the property belonging to the parties jointly or individually except in the ordinary course of business.

11.


*Prohibition on disconnecting utilities.* Each party is hereby prohibited from disconnecting, or causing the disconnection of water, gas, electricity or any other utility service from the marital residence.

12.

*Prohibition on changing insurance.* Each party is hereby enjoined and restrained from altering, suspending or terminating any insurance coverage in effect as of the date of the filing of this action, including, but not limited to, health insurance, supplemental health insurance, dental insurance, vision insurance, automobile insurance, long term disability insurance, short term disability insurance, life insurance (whole life and/or term) and/or changing any beneficiary designations on any life insurance policy(ies).

**This Order shall apply to all domestic cases as defined by Uniform Superior Court Rule 24.1 and shall be a standing order until further action of this Court.**

IT IS SO ORDERED this 1st day of January, 2025.

  
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Honorable Shondeana C. Morris  
Chief and Administrative Judge  
DeKalb County Superior Court  
DeKalb Judicial Circuit

**Exhibit A to  
Standing Order Governing All Domestic Cases**

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

**NOTICE OF CHILD SUPPORT REQUIREMENTS**

You are hereby notified that in accordance with O.C.G.A. § 19-6-15 and Uniform Superior Court Rule 24.2, as amended, and the Standing Orders of the DeKalb Judicial Circuit, you must comply with the following requirements:

The Domestic Relations Financial Affidavit (in substantially the form provided in U.S.C.R. 24.2, as amended), child support worksheets and child support schedules, in the form promulgated by the Georgia Child Support Commission<sup>1</sup> shall be filed and served on the opposing party:

- (a) at least fifteen (15) days prior to any temporary or final hearing;
- (b) at least ten (10) 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 a temporary award is made and the parties do not attend mediation.

In any case in which a party has previously filed and served the affidavit, worksheets, or schedules and thereafter amends, any such amendments shall be served upon the opposing party at least ten (10) days prior to the final hearing or trial and shall be filed with the Clerk of Court at or before trial. No social security numbers or account numbers shall be included in any document filed with the Court. Each account shall be specified by financial institution and a partial account number.

Failure of any party to furnish financial information may subject a party to the penalties of contempt and may result in continuance of the hearing or other penalties.

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

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Attorney for Petitioner for Support or  
Petitioning Party, (if a self-represented litigant)

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<sup>1</sup> The requisite forms are available at <https://www.dekalbsuperiorcourt.com/family-law2/forms/> and <https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>.