

## **PRO SE INSTRUCTIONS**

(Self-represented Parties)

Pro Se forms can be found on our website:

- [www.camdensuperiorclerk.com](http://www.camdensuperiorclerk.com)
- Click on **Forms & Misc** tab.
- This is a list of all Pro Se forms made available by the Court. If you do not find an appropriate set of forms for your situation, you will need to seek the advice of an attorney.
- All filings need to be printed FRONT SIDE ONLY. Double-sided documents will not be accepted.
- Complete the forms and bring them to the Clerk's Office to be filed. You will need 2 additional copies of all forms – one set for each party involved in the case. The Court will retain the Original filing. *Copies made by the Clerk's Office will be charged at \$.50 per page.*
- The filing fee is \$209.50.
- If the opposing party is a Camden County resident and service is needed, an additional fee of \$50.00 is required.
- All filings involving Child Support, must include the Child Support Worksheet found at the Georgia Child Support Online Calculator:  
  
<https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>
- Acting as your own attorney, you will be required to present your case to the Court on the date and time provided to you.

**State law prohibits anyone in this office from answering questions regarding what forms need to be filed (O.C.G.A. 15-19-51(A)(4)). This includes reviewing your documents for accuracy and/or effectiveness.**

**If you have legal questions, you will need to contact an attorney.**

Georgialegalaid.org – 877-808-0553

- Other resources – free legal answers

GA Bar Association – 912-576-2668

**NOTICE TO PRO SE LITIGANTS**  
**(UNCONTESTED ONLY)**

You are about to file a petition pro se, that is, representing yourself without the benefit of an attorney's training and experience. These procedures are not a simple matter. The law requires certain steps be followed, certain papers be filed and certain evidence be presented for the court to grant a judgment. Although you have the right to represent yourself, *you are strongly urged to consult with an attorney in this matter.*

If you represent yourself, *you alone are responsible for knowing and following the correct procedures.* If you fail to follow the correct procedures, your case may be dismissed by the Court. In that event, the fees you paid to file the papers will be forfeited. The Office of the Clerk of Superior Court is an administrative office charged with the duties of receiving and filing papers required to be filed with the Clerk. No member of this office is qualified or licensed to practice law. State law forbids any person, other than a duly licensed attorney at law, to render or furnish legal services or advice. **Therefore, no one in this office will be able to answer any questions you may have regarding the correct forms to be filed or correct procedures to follow.**

The Judges of the Superior Court must remain impartial and may not practice law. Therefore, neither the Judges nor any member of their staff, are permitted by law to answer any questions you may have seeking legal advice. **You should not file your papers until you learn the correct procedures.**

I acknowledge that I have read and understand the contents of this Notice.

PLAINTIFF NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DEFENDANT NAME: \_\_\_\_\_

DEFENDANT ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

DEFENDANT EMAIL: \_\_\_\_\_

A HEARING HAS BEEN SCHEDULED FOR: (UNCONTESTED MATTERS ONLY)

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## NOTICE TO PRO SE LITIGANTS

### I. FILING PARTIES REPRESENTING THEMSELVES

You are about to file a petition pro se, that is, representing yourself without the benefit of an attorney's training and experience. These procedures are not a simple matter. The law requires certain steps be followed, certain papers to be filed and certain evidence be presented for the court to grant a judgment. Although you have the right to represent yourself, you are strongly urged to consult with an attorney in this matter.

If you represent yourself, *you alone are responsible for knowing and following the correct procedures*. If you fail to follow the correct procedures, your case may be dismissed by the Court. In that event, the fees you paid to file the papers will be forfeited. The Office of the Clerk of Superior Court is an administrative office charged with the duties of receiving and filing papers required to be filed with the Clerk. No member of this office is qualified or licensed to practice law. State law forbids any person, other than a duly licensed attorney at law, to render or furnish legal services or advice. **Therefore, no one in this office will be able to answer any questions you may have regarding the correct forms to be filed or correct procedures to follow.**

The Judges of the Superior Court must remain impartial and may not practice law. Therefore, neither the Judges nor any member of their staff, are permitted by law to answer any questions you may have seeking legal advice. **You should not file your papers until you learn the correct procedures.**

### II. MANDATORY SUBMISSION OF DOMESTIC RELATIONS SCREENING FORM (TIER I)

If your petition is a petition for divorce, custody, alimony or child support, or a petition for modification of custody, alimony or child support, or a petition for legitimation you must within seven (7) days of filing your petition, complete and submit to the Brunswick Circuit ADR Office a completed Tier I Screening Form (form attached hereto as Exhibit A page1 and 2).

The Screening Form may be submitted online by completing the pdf fillable form which can be accessed by using the link to the online screening tool in the menu bar at the top of the GODR website ([www.godr.org](http://www.godr.org)), or

**NOTICE TO PRO SE LITIGANTS**

Page 2

May be submitted by email ([domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)), mail or hand delivery to the ADR office located in the Historic Glynn County Courthouse, 701 "G" Street, Brunswick, GA 31520.

I acknowledge that I have read and understand the contents of this Notice.

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Defendant's Name: \_\_\_\_\_

Defendant's Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

AT YOUR REQUEST, A HEARING HAS BEEN SCHEDULED FOR:

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

**DOMESTIC RELATIONS SCREENING FORM (TIER I)**

Name:

County:

Case No:

Contact phone number:

Email address:

1. Have you ever applied for or been granted a protective order, restraining order or stalking order against the other party? Yes  No
2. Is the Division of Family and Children Services (DFCS) and/or Adult Protective Services (APS) involved in this case? (Does not include requests for financial assistance) Yes  No
3. Has the other party ever been arrested for an act of violence or making threats against another person? Yes  No
4. Are you afraid of the other party? Yes  No
5. Do you have any concerns for your safety when the other party does not get his/her/their way? Yes  No
6. Has the other party ever tried or threatened to: (Check all that apply)
  - Harm You
  - Harm the children
  - Harm other family members
  - Harm family pets
  - Use a weapon to harm or intimidate you or others
  - Harm self
  - None of these apply
7. A. Are you currently living in the same home with the other party? Yes  No
- B. If "yes", do you think you would feel safe in returning home after discussing the issues in your case in mediation? Yes  No

8. Are there any other concerns about safety? Yes  No   
If yes, please explain:

---

---

9. Mediation is a process in which the parties (and usually their attorneys) meet with a neutral third person (called a mediator) to discuss and hopefully resolve or settle the issues in the case. Do you believe that you would be able to speak freely about your feelings, needs and desires in a mediation session with the other party present?  
Yes  No

---

---

**Please note that the information provided herein is strictly confidential and will not be shared by this Office with anyone, including the Court or the other party, without your express permission.**

**YOU MAY SUBMIT THE FORM BY ANY ONE OF THE FOLLOWING OPTIONS:**

**VIA U.S. Mail to:**

Office of Dispute Resolution  
Brunswick Judicial Circuit  
Historic Glynn County Courthouse  
701 "G" Street  
Brunswick, GA 31520

or

**VIA Online Fillable Form:**

Accessed by clicking the link to the  
"online screening tool" in the menu  
bar at the top of the GODR website  
([www.godr.org](http://www.godr.org))

**VIA Email to:**

[domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)