General Civil and Domestic Relations Case Filing Instructions

- 1. Provide the class of court and county in which the case is being filed.
- 2. Provide the plaintiff's and defendant's names.
- 3. Provide the plaintiff's attorney's name and State Bar number. If you are representing yourself, provide your own name and check the self-represented box.
- 4. Provide the primary type of case by checking only *one* appropriate box. Cases can be either general civil or domestic relations and only *one* type of primary case within those categories. Check the case type that most accurately describes the primary case. If applicable, check one sub-type under the primary case type. If you are making more than one type of claim, check the case type that involves the largest amount of damages or the one you consider most important. See below for definitions of each case type.
- 5. Provide an answer to the four questions by checking the appropriate boxes and/or filling in the appropriate lines.

Case Type Definitions

General Civil Cases

Automobile Tort: Any tort case involving personal injury, property damage, or wrongful death resulting from alleged negligent operation of a motor vehicle.

Civil Appeal: Any case disputing the finding of a limited jurisdiction trial court, department, or administrative agency.

Contempt/Modification/Other Post-Judgment: Any case alleging failure to comply with a previously existing court order, seeking to change the terms of a previously existing court order, or any other post-judgment activity in a general civil case.

Contract: Any case involving a dispute over an agreement between two or more parties.

Garnishment: Any case where, after a monetary judgment, a third party who has money or other property belonging to the defendant is required to turn over such money or property to the court.

General Tort: Any tort case that is not defined or is not attributable to one of the other types of torts listed.

Habeas Corpus: Any case designed to review the legality of the detention or imprisonment of an individual, but not the question of his or her guilt or innocence.

Injunction/Mandamus/Other Writ: Cases involving a written court order directing a specific person to perform or refrain from performing a specific act.

Landlord/Tenant: Any case involving a landlord/tenant dispute if the landlord removed a tenant and his or her property from the premises or placed a lien on the tenant's property to repay a debt.

Medical Malpractice Tort: Any tort case that alleges misconduct or negligence by a person in the medical profession acting in a professional capacity, such as doctors, nurses, physician's assistants, dentists, etc.

Product Liability Tort: Any tort case that alleges an injury to a person was caused by the manufacturer or seller of an article due to a defect in, or the condition of, the article sold or an alleged breach of duty to provide suitable instructions to prevent injury.

Real Property: Any case involving disputes over the ownership, use, boundaries, or value of land.

Restraining Petition: Any petition for a restraining order that does not result from a domestic altercation or is not between parties in a domestic relationship.

Other General Civil: Any case that does not fit into one of the other defined case categories in which a plaintiff is requesting the enforcement or protection of a right or the redress or prevention of a wrong.

Domestic Relations Cases

Adoption: Cases involving a request for the establishment of a new and permanent parent-child relationship between persons not biologically parent and child.

Contempt: Any case alleging failure to comply with a previously existing court order. If the contempt action deals with the non-payment of child support, medical support, or alimony, also check the corresponding subtype box.

Dissolution/Divorce/Separate Maintenance/Alimony: Any case involving the dissolution of a marriage or the establishment of alimony or separate maintenance.

Family Violence Petition: Any case in which a protective order from a family member or domestic partner is requested.

Modification: Any case seeking to change the terms of a previously existing court order. If the modification deals with custody, parenting time, or visitation, also check the corresponding sub-type box.

Paternity/Legitimation: Cases involving establishment of the identity and/or responsibilities of the father of a minor child or a determination of biological offspring.

Support – IV-D: Cases filed by the Georgia Department of Human Services to request maintenance of a minor child by a person who is required under Title IV-D of the Social Security Act of 1973 (42 USC §§ 651-669b) to provide such maintenance.

Support – Private (non-IV-D): Cases filed to request maintenance of a parent/guardian or a minor child by a person who is required by a law other than Title IV-D of the Social Security Act of 1973 (42 USC §§ 651-669b) to provide such maintenance.

Other Domestic Relations: Domestic relations cases that do not adequately fit into any of the other case types, including name changes.

Please note: This form is for statistical purposes only. It shall have no legal effect in a case. The information collected on this form is used solely for court administration purposes. This form does not supplement or replace the filing and service of pleadings or other papers as required by law or court rules. Information on this form will not be entered into evidence.

General Civil and Domestic Relations Case Filing Information Form

		☐ Superior o	or 🗆 Sta	te Court	rt of County						
	For Clerk Use O	nly									
	Date Filed	MM-DD-YYYY			Case Number						
Plain	tiff(s)				Defenda	nt(s)					
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix		
 Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix		
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix		
 Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix		
Plain	tiff's Attorney				_ State Bar	Number	Sel	f-Repres	ented 🗆		
	□ Automo □ Civil Ap □ Contem □ Post-Jue □ Contrac □ Garnish □ General □ Habeas □ Injunctie □ Landlore □ Medical □ Product □ Real Pro □ Restrain □ Other G	□ Civil Appeal □ Contempt/Modification/Other Post-Judgment □ Contract □ Garnishment □ General Tort □ Habeas Corpus □ Injunction/Mandamus/Other Writ □ Landlord/Tenant □ Medical Malpractice Tort □ Product Liability Tort □ Real Property			Domestic Relations Cases Adoption Contempt Non-payment of child support, medical support, or alimony Dissolution/Divorce/Separate Maintenance/Alimony Family Violence Petition Modification Custody/Parenting Time/Visitation Paternity/Legitimation Support – IV-D Support – Private (non-IV-D) Other Domestic Relations						
	the same: parties	s, subject matte				ide a case numb	•	ivolving :	some or an c		
	I hereby certify the redaction of pers			_	_		exhibits, satisfy t	the requi	rements for		
	Is a foreign lang	uage or sign-la	nguage i	nterprete	er needed in	this case? If so,	provide the lan	guage(s)	required.		
			Language	e(s) Requir	ed						
	Do you or your o	Do you or your client need any disability accommodations? If so, please describe the accommodation request.									

General Civil and Domestic Relations Case Disposition Form Instructions

- 1. Provide the class of court and county in which the case is being disposed.
- 2. Provide the plaintiff's and defendant's names.
- 3. Provide the reporting party (the individual completing the form).
- 4. Provide the attorneys' names and State Bar numbers. If parties represented themselves, provide their names and check the self-represented box.
- 5. Provide the manner of disposition by checking the appropriate box. See below for definitions.
- 6. Provide an answer to the three questions by checking the appropriate boxes.

Manner of Disposition Definitions

Jury Trial: Cases in which a jury is impaneled to determine the issues of fact in the case. A jury trial should be counted when the jury has been sworn, regardless of whether a verdict is reached.

Bench/Non-Jury Trial: Cases in which a judge or judicial officer is assigned to determine both the issues of fact and law in the case. A bench/non-jury trial should be counted when the first evidence is introduced, regardless of whether a judgment is reached.

Non-Trial Disposition: Cases in which the disposition does not involve either a jury trial or a bench trial.

Alternative Dispute Resolution: If a case was disposed of via a non-trial disposition and the method of disposition was alternative dispute resolution. If this box is checked, then the Non-Trial Disposition box must also be checked. Only check if the whole case was resolved via alternative dispute resolution.

General Civil and Domestic Relations Case Disposition Information Form

		☐ Superior o	or ⊔ Stat	e Court	of		County			
	For Clerk Use O	nly								
	Date Disposed				Case Numb	er			_	
	•	MM-DD-Y	YYY							
				-	Case Style ₋				_	
Plainti	ff(s)				Defendar	nt(s)				
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Last	First	Middle I.	Suffix	Prefix	Last	First	Middle I.	Suffix	Prefix	
Report	ing Party									
Plaintiff's Attorney			State Bar Number			Self-Represented \square				
Defendant's Attorney				State Bar Number			Self-Represented			
	r of Disposition									
Cneck	Only One									
	ıry Trial									
	ench/Non-Jury 1 on-Trial Disposi									
	Alternative Dis		n							
		-								
	Check if any par	ty was self-repr	esented a	at any po	int during th	ne life of the case	2.			
	Check if the cou	rt ordered an ir	nterpreter	for any _l	party, witnes	ss, or other involv	ved individual.			
	Check if the case was referred/ordered to a court-annexed alternative dispute resolution process.									