

## IMPORTANT NOTICE

By filing or answering this case without the assistance of an attorney, you are in fact acting as your own attorney.

If you move you need to update your address with our office.

If a hearing is schedule you will be sent a notice or a calendar, if you do not attend, the Court can file an order at its discretion.

We cannot give you legal advice or assist you by answering question about what you should or should not do or what paperwork you should or should not file.

We strongly recommend that if at all possible you hire an attorney to assist you.

**SUPERIOR COURT OF BIBB COUNTY  
STATE OF GEORGIA**

\_\_\_\_\_  
Plaintiff

VS

Civil Action \_\_\_\_\_

\_\_\_\_\_  
Defendant

**ANSWER**

My name is \_\_\_\_\_ and I am representing myself in this action. In response to each of the numbered paragraphs of the *Plaintiff's Complaint or Petition*, I state as follows:

*(Check only one answer to match each paragraph of the Complaint or Petition: whenever you choose the "partly true" answer, you must explain about what is true and what is false)*

1. The allegations of Paragraph One are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
  
  
  
  
  
  
  
  
  
2. The allegations of Paragraph Two are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
  
  
  
  
  
  
  
  
  
3. The allegations of Paragraph Three are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

4. The allegations of Paragraph Four are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
5. The allegations of Paragraph Five are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
6. The allegations of Paragraph Six are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
7. The allegations of Paragraph Seven are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
8. The allegations of Paragraph Eight are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:
  
9. The allegations of Paragraph Nine are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

10. The allegations of Paragraph Ten are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

11. The allegations of Paragraph Eleven are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

12. The allegations of Paragraph Twelve are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

13. The allegations of Paragraph Thirteen are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

14. The allegations of Paragraph Fourteen are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows

15. The allegations of Paragraph Fifteen are :  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

16. The allegations of Paragraph Sixteen are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

17. The allegations of Paragraph Seventeen are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

18. The allegations of Paragraph Eighteen are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

19. The allegations of Paragraph Nineteen are:  admitted as true  denied as untrue  neither admitted or denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

20. The allegations of Paragraph Twenty are:  admitted as true  denied as untrue  neither admitted nor denied because I do not have enough information to know the truth of the matter  partly true and partly untrue, specifically as follows:

21. Defenses- In addition to my specific responses above, I have the following affirmative defenses to this action:

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**FOR THESE REASONS, I REQUEST THE FOLLOWING RELIEF:**

(Check all that apply.)

(a) That this action be dismissed; but if it is not dismissed, then;

(b) That the parties be ordered to participate in mediation to resolve this matter:

(c)

(d)

(e)

(f) That the Court order any and all other relief that the Court finds appropriate.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Defendant, Pro se (*Signature*)

\_\_\_\_\_  
Name

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary Public (Seal)

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

\_\_\_\_\_  
Phone

**AFFIDAVIT FOR PERSON FILING AN ANSWER WITH NO ATTORNEY**  
**(All questions must be answered.)**

\_\_\_\_\_  
Plaintiff

vs.

Civil Action No. \_\_\_\_\_

\_\_\_\_\_  
Defendant

PERSONALLY appeared before me the undersigned officer, \_\_\_\_\_  
(Defendant)

who after being duly sworn deposes and states under oath the following:

- (1) That affiant has this date filed a suit for divorce or other complaint in this County and does not have an attorney at law representing affiant.
- (2) (a) Defendant further states that the following person prepared the Complaint and/or other papers.

\_\_\_\_\_  
Name of Person (and business name) who prepared papers

\_\_\_\_\_  
Address of such person and business

\_\_\_\_\_  
Telephone number of such person and business

- (b) Defendant state that said person who prepared the paper (was/was not) paid to prepare the papers. The total amount paid \$ \_\_\_\_ .
- (3) Defendant further states that there (is/is not) any further money due anyone for assisting in the preparation of said papers. If affiant owes money to the preparer the amount is \$ \_\_\_\_ .
- (4) Affiant has not paid or given anyone any other consideration of money for helping in preparing the paper, except the following, \_\_\_\_\_.
- (5) Did the preparer of the papers tell you what information, or give you advice regarding the information to put in any of your paper? (YES / NO)
- (6) Did the preparer give you any advice about how to file your papers? (YES / NO)
- (7) Did the preparer give you any advice about how to present your case to the judge? (YES / NO)
- (8) Are you willing to discuss this matter with a State Bar or Georgia investigator? (YES / NO)

I have answered all the about questions truthfully, under criminal penalties of perjury.

Sworn to and subscribed before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary Public  
My Commission Expires \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Phone No. (required): \_\_\_\_\_

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_  
Plaintiff/Petitioner

VS

Civil Action Number \_\_\_\_\_

\_\_\_\_\_  
Defendant/Respondent

**CERTIFICATE OF SERVICE**

This certifies that on \_\_\_\_\_ I sent copies of the following documents: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

to the opposing party by     first class mail     certified mail, return receipt requested  
 electronically filed.

They were addressed as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

\_\_\_\_\_  
 Defendant/Respondent Signature *Pro se*

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Phone: ( \_\_\_\_\_ ) \_\_\_\_\_



# eFile and Serve Registration & Quick Tips

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(PLEASE PRINT CLEARLY)

- Email: \_\_\_\_\_
  - Address: \_\_\_\_\_  
\_\_\_\_\_
  - Phone #: \_\_\_\_\_
  - Security Question? EX: What high school did you attend?  
Q \_\_\_\_\_  
A \_\_\_\_\_
  - Password: Abcd1234
  - Click on link sent to your email to activate your account.
  - Login to [www.efilega.com](http://www.efilega.com) from Kiosk or phone and change your password under manage security.
  - Scan documents
  - File your case
    - Tutorials and user guides are available online. To learn more, visit [www.efilega.com](http://www.efilega.com)
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Case / Envelope #: \_\_\_\_\_

**Cases filed with an agreement: File your Request Letter 46 days after filed date:**

**Cases filed with Sheriff Service: File your Request Letter 46 days after defendant has been served. You will receive notification once the defendant has been served with the email that you have on file.**

**Divorce by Publication: File Request Letter 60 days after 1<sup>st</sup> day of Publication; Publisher's Affidavit must be on file.**

**Adult Name Change: Take filed stamp Notice of Name Change to The Telegraph, File Request Letter 46 days after filing date, Publisher's Affidavit must be on file.**

**Minor Name Change: File Request Letter 46 days after filing date, , Publisher's Affidavit must be on file.**

**YOU MUST NOTIFY THE CLERK'S OFFICE OF ANY ADDRESS CHANGES OR TO UPDATE YOUR EMAIL ADDRESS BY FILING A NOTICE TO CHANGE ADDRESS.**

Clerk Assisted: \_\_\_\_\_