

IMPORTANT NOTICE

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

All communication about your case will come to the email you provide. You must file a **Notice of Address Change** form with the Clerk's Office if you need to update your address or email.

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

The staff of the Bibb County Superior Court Clerk's Office cannot provide any legal advice. If you have any questions or concerns about the language or use of the forms you are filing or your legal rights, it is strongly recommended that you seek legal advice from an attorney licensed to practice law in this state.

**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:

--

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____.

Notary Public
My Commission Expires _____

Defendant

Address

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 Registration & Quick Tips Guide

EMAIL: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: _____

TEMPORARY PASSWORD SETUP: Abcd1234

1. Account Registration & Setup Steps:

Register Your Account: Go to <https://efilega.tylertech.cloud> to create your profile.

Activate Account: Click the verification link sent to your email immediately to activate it.

Add Safe Sender: Add no-reply@efilingmail.tylertech.cloud to your email contacts to prevent notifications from going to spam. All case updates will come to your email.

Case Tracking & Portal: To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

2. Preparing & Filing Your Case:

Document Preparation: Separate, scan, and save each of your documents to your computer as individual PDF files before uploading.

Submit Your Case: Visit efilega.tylertech.cloud to upload your documents and formally submit your case filing.

Need Assistance? For step-by-step Technical Help, visit the official support center at odysseyfileandservecloud.zendesk.com/hc/en-us.

Notice of Address Change: If your physical address or email address changes, you MUST file a formal 'Notice of Address Change' form directly with the Clerk's Office.

3. Important Notice for Poverty Affidavits:

• **If you are filing your case with a Poverty Affidavit:** You must wait until the Judge issues a decision on your Poverty Order *before* your case begins.

- **If Denied:** You must pay the full required filing fee to proceed with your case.

- **If Accepted:** Please follow the specific instructions below that apply to your exact case type.

4. Mandatory Next Steps After Your Case is Accepted (follow the steps that apply to the type of case you filed):

- ☐ **Cases Filed with an Agreement:** File your formal Request Letter 46 days after you receive the automated email notification that your case filings have been ACCEPTED.
- ☐ **Cases Filed with Sheriff Service:** File your Request Letter exactly 46 days after the Defendant has been served. You will receive an automated email notification notifying you of the date of service.
- ☐ **Adult Name Change Cases:** Download the electronic file-stamped 'Notice of Name Change' from your email. Provide this document to The Macon Reporter (478-994-2358) to run in the newspaper for 4 consecutive weeks. After 4 weeks have concluded, request the 'Publisher's Affidavit' from the Macon Reporter; E-File it into your case, and then file your Request Letter.
- ☐ **Minor Name Change Cases:** File your Request Letter only after you receive notification that your 'Publisher's Affidavit' has been accepted into your case.

To view your case details anytime, log into <https://researchga.tylerhost.net> using your eFileGA email and password.

Envelope #: _____

Case #: _____
(Assigned when case has been **accepted**)

Clerk Assisted: _____

Date: _____