

Filed in Clerks Office
Chattooga County, Georgia

NOV 04 2025

Kim Whitt Jones, Clerk

**IN THE SUPERIOR COURT
LOOKOUT MOUNTAIN JUDICIAL CIRCUIT
STATE OF GEORGIA**

FILED IN OFFICE
NOV 04 2025
Carole Thomas
CLERK OF COURT

STANDING ORDER IN DOMESTIC RELATIONS CASES

Pursuant to O.C.G.A. § 19-1-1(b) this Standing Order binds the parties in all domestic relations cases, their attorneys, agents, servants, employees, and all other persons acting in concert with the parties. This Standing Order shall apply to all domestic relations cases filed in the Lookout Mountain Judicial Circuit on or after January 1, 2026, and shall be the Standing Order until further order or action by the Judges of this Court. It is ordered that all parties shall be subject to and comply with this Standing Order in its entirety. The terms and conditions hereof may be modified or amended by subsequent order of any Judge of this Court or any Judge sitting in the Court in any individual case.

RESTRAINING ORDER

When an action for divorce or separate maintenance is pending, neither party shall sell, mortgage, create a lien upon, increase the amount of debt secured by, trade, damage, destroy, contract to sell, or otherwise dispose of or remove from the jurisdiction of this court any property or assets in which either party has an interest. Parties are not prohibited from transactions in the ordinary course of business for fair value (for example, payment of routine household expenses or reasonable attorney's fees). Neither party shall disconnect any utility providing service to the home of the other party. Neither party shall make any change to any insurance presently in effect which protects the parties, or children or property of the parties.

Except in an emergency affecting the health or welfare of the child(ren) neither party shall permit the minor child(ren) of the parties to be removed from this State for more than eight days. Neither party shall remove the child(ren) from the school in which the child(ren) is enrolled at the time of filing. The forgoing shall not apply where an order providing for custody/visitation is in effect prior to the filing of the action.

SUPERIOR COURT
CATOOSA COUNTY, GA
FILED IN OFFICE
Nov. 4 2025
Jerry Moran
CLERK/DEPUTY CLERK

FILED IN SUPERIOR COURT CLERK'S
OFFICE-DADE COUNTY, GEORGIA
11:10 AM 11-4 2025
BY *Jerry D. Page*
CLERK OF SUPERIOR COURT

The Parties are prohibited from doing, or attempting to do, or threatening to do, any act which injures, vilifies, molests, or harasses the adverse party.

DOMESTIC RELATIONS FINANCIAL AFFIDAVIT

In any contested action for temporary or permanent child support, alimony, equitable division of property, modification of child support or alimony or attorney's fees, each party shall complete, and serve upon the other party or parties a Domestic Relations Financial Affidavit, and file a certificate of service of the same with the clerk at least (5) days before any temporary hearing, final hearing, or mediation. Failure to furnish the DRFA as directed in Uniform Superior Court Rule 24.2 may subject the offending party to the penalties of contempt and/or continuance of any scheduled hearing, and, as to mediation, shall authorize the offended party to reschedule mediation: provided that the offended party shall provide notice to reschedule no later than 48 hours prior to the schedule mediation date.

CHILD SUPPORT WORKSHEET(S) AND ADDENDUM

In cases involving child support, each party shall complete a Child Support Worksheet(s) and serve the other party or parties at least five (5) days before any temporary hearing, final hearing, or mediation. Failure to timely furnish the Worksheet(s) and Schedules may subject the offending party to the penalties of contempt or continuance. All final judgements and agreements furnished to the Court for approval and/or entry must comply with the drafting mandates of O.C.G.A § 19-5-12 and 19-6-15.

PARENTING SEMINAR

In all cases involving minor children, all parties shall successfully complete a co-parenting seminar approved by the Court prior to final hearing. The Plaintiff shall successfully complete the co-parenting seminar within thirty-one (31) days following the filing of the Complaint and the Defendant shall successfully complete the co-parenting seminar within thirty-one (31) days following the date of service of the Complaint on the Respondent. Parties must attend the entire co-parenting seminar in order to receive credit for attendance. Upon successful completion of the seminar, each party shall file with the Clerk

of Superior Court written verification of his or her completion of the co-parenting seminar. A certificate of attendance is valid for three years. For good cause shown, the assigned Judge may excuse a party from completing the co-parenting seminar in individual cases. A Motion to Waive Seminar Attendance, stating the reasons therefore must be in writing, filed with the Clerk of Superior Court and a copy delivered to the Judge's office and the opposing party. Information on approved co-parenting seminars, dates, and locations is available at the Seventh Judicial Administrative District's website (www.7jad.com). The following types of cases are exempt from the foregoing requirement: domestic violence, U.R.E.S.A., uncontested visitation modifications, and uncontested child support modifications.

MEDIATION

Prior to a final hearing or trial, the parties in all contested cases (except for Child Support Enforcement and Contempt) shall participate in mediation unless otherwise waived by the Court. Furthermore, the parties shall attend and complete mediation within ninety (90) days of service of the Complaint on the Defender. However, the parties may agree in writing to attend mediation between ninety (90) day and six (6) months after service. If, for any reason, the case is not ripe for mediation within the six (6) months following service, such as a case where the discovery period has been extended, then the parties shall be scheduled for a status hearing. Mediation is NOT required in cases in which domestic violence is alleged unless the case is specifically assigned by the Court to a qualified mediator. Prior to the final hearing and as soon as possible after the completion of mediation, the parties, through counsel if represented, shall file notice with the Clerk of Court that the parties have complied with the mediation requirement of this order.

PARENTING PLAN

Except when a parent seeks emergency relief for family violence, in all cases in which custody of a child is at issue between the parents, each party is required to prepare a proposed Parenting Plan and submit it to the Court and to the opposing party at least five (5) days prior to commencement of any hearing involving custody or parenting time.

CONFLICTS

Attorneys shall attend calendars and be on time. If any attorney has a conflict, the attorney shall notify both the Court and the opposing counsel in accordance with Uniform Superior Court Rule 17.1. Upon completion of the case, calendar call, or hearing creating the conflict, the attorney shall immediately report by telephone to the Court and opposing counsel and shall then report in person to the Court, unless otherwise specifically instructed by the Court. Failure to advise the Court of a conflict or to report as required by this rule may result in an assessment of attorney's fees against the attorney failing to give notice or report and may result in a finding of contempt.

HEARINGS

Hearings are not automatically scheduled in the Lookout Mountain Judicial Circuit. The party desiring a hearing shall submit a Rule Nisi to the assigned Judge's office and shall provide a time estimate for hearing. Prior to scheduling, attorneys shall advise the Court if they anticipate any domestic hearing will take more than two (2) hours to try. Such cases will be specially set for a hearing. Contact the assigned Judge's Judicial Assistant for scheduling specially set hearings.

A. TEMPORARY HEARINGS

1. Scheduling: Temporary hearings will be set by Rule Nisi pursuant to judicial assignment.
2. Failure to timely supply a Domestic Relations Financial Affidavit, Child Support Worksheet(s) and/or Parenting Plan, as applicable, may result in the continuance of temporary hearings and sanctions being imposed upon the offending party.
3. Witness Affidavits shall be served at least twenty-four (24) hours in advance of the scheduled time for the temporary hearing in a case as provided in the Rule Nisi or Order Scheduling Temporary Hearing.
4. Service of Witness Affidavits, Financial Affidavit, Child Support Worksheets, and Parenting Plans shall be made by legally recognized service methods, including Statutory Electronic Service.

5. Pursuant to *Pace v. Pace*, 287 Ga. 889 (2010), parties are hereby on notice that any evidence presented at an interlocutory or temporary hearing in a domestic relations case may be considered by the court at subsequent hearings in the same case, including at the final hearing.
6. If a party requests a temporary hearing in a modification case, then the party shall file a separate Motion for Temporary Hearing and shall include specific grounds which justify consideration of a temporary change in compliance with the appropriate authority. A Motion for Temporary Hearing is not necessary in an original action. A Motion for Temporary Hearing shall be accompanied by an Affidavit of the requesting party averring facts supporting the Motion.
7. The Court may grant emergency relief pursuant to O.C.G.A. § 9-11-65(e) under limited circumstances which threaten the health or welfare of a party or party's child or children. Any request for such relief shall be by written motion filed in the action, accompanied by an Affidavit of the requesting party averring facts supporting the motion.
8. The Court may, in its discretion, schedule pretrial hearings, pretrial conferences, scheduling conferences, or any other conferences at which the attorneys and/or the parties shall appear as directed by the Judge. The parties may also request a pretrial hearing, pretrial conferences, scheduling conferences, or any other conference they deem necessary with the Court.

B. FINAL HEARINGS

1. The Court may allow in its discretion, an uncontested final order to be entered upon filing of a Motion for Judgment on the Pleadings, the party's affidavit supporting the Motion for Judgment on the Pleadings, presentation of a Settlement Agreement, Proposed Order or Consent Order, and all attachments (Child Support Worksheet(s), Addendum, and Parenting Plan) in the

form prescribed. The Court may, upon review of said Motion for Judgment on the Pleadings, schedule a hearing. Motion for Judgment on the Pleadings shall not be granted absent written Agreement.

2. All other matters shall be scheduled by Rule Nisi submitted to the Court by the party.
3. With the Courts approval, any hearing or any portion of a hearing may be conducted via videoconferencing, such as WebEx. Videoconference hearings may be physically facilitated by the Court from any location, and the parties shall be deemed to have waived venue considerations related to conducting the hearing via videoconference. If the party desires to use courtroom technology for evidence presentation, the party shall arrange with the Court Administrator for instructions on how to use courtroom equipment. Contact information for the Court Administrator is located at www.lmjc.net.

COURT REPORTERS

Court Reporters are not automatically available in domestic matters. The party desiring a Court Reporter shall secure a Court Reporter for any domestic relations matter for which a party desires takedown, and shall coordinate with the opposing party as to sharing takedown.

ORDERS

All Orders announced by the Court being prepared by attorneys at the direction of the Court and ALL announced agreements/orders, SHALL be submitted to the Court within thirty (10) days of hearing or announcement. Failure to comply with this provision without leave of the court, upon motion of a party/attorney, may subject the at fault party/attorney to civil penalty and or attorney's fees.

APPOINTMENT OF GUARDIAN AD LITEM

On its own motion, the Court may appoint a Guardian Ad Litem, or a party may make a motion for the appointment of a Guardian Ad Litem. All requests for appointment of a Guardian Ad Litem shall be in accordance with Superior Court Uniform Rules.

JURY DEMAND

In the event either party files a Demand for Jury Trial, then the parties and their attorneys shall prepare a formal Consolidated Pretrial Order and shall attend any scheduled pretrial conference to review said Pretrial Order. The case shall be placed on the next available jury trial calendar. Attorneys and parties should be aware that domestic cases may be placed to the front of trial calendars to expedite trial. Once a Demand for Jury Trial is filed, the Demand may not be withdrawn except by written consent of both parties and approval of the Court.

CIVIL INITIATION AND CIVIL DISPOSITION FORMS

In accordance with Uniform Superior Court Rule 39, the parties shall file appropriate Civil Initiation Form and Civil Disposition Forms.

SERVICE OF DOMESTIC RELATIONS STANDING ORDER

At the time of filing of any Petition or Complaint for relief in a domestic relations matter, except an adoption action, the Petitioner shall file Certificate of Service or Inclusion, which attaches this Standing Order as an exhibit. The Clerk of Superior Court shall reject any initial filing in a domestic relations matter which does not contain both the Certificate of Service and this Order as an exhibit.

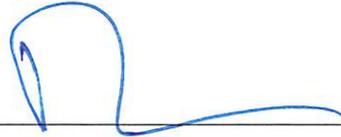
The Judges of the Lookout Mountain Judicial Circuit recommend that all parties seek the advice of a lawyer who is familiar with domestic relations law. All parties shall review and comply the applicable Uniform Superior Court Rules and the Lookout Mountain Judicial Circuit's Local Rules.

The Clerk of Court shall spread a copy of this order upon the minutes.

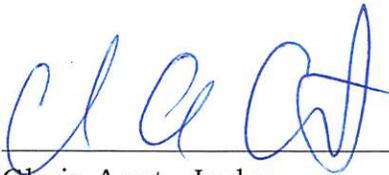
IT IS SO ORDERED, this 4th day of November, 2025.



Brian M. House, Chief Judge
Superior Court
Lookout Mountain Judicial Circuit



Don Thompson, Judge
Superior Court
Lookout Mountain Judicial Circuit



Chris Arnt, Judge
Superior Court
Lookout Mountain Judicial Circuit



Melissa Gifford Hise, Judge
Superior Court
Lookout Mountain Judicial Circuit