

## INSTRUCTIONS FOR HOW TO FILE A PETITION FOR MODIFICATION OF VISITATION

You would use this package if you have a Visitation Order from a Superior Court in Georgia and the opposing party is a resident of \_\_\_\_\_ County.

- STEP 1:** Fill out the Petition for Modification of Visitation
- STEP 2:** Fill out the Verification form
- STEP 3:** Fill out the Rule Nisi form
- STEP 4:** Fill out two Summons (the blue sheet)
- STEP 5:** Fill out the Sheriff's Entry of Service
- STEP 6:** Make a copy of the original visitation order and attach it to the Petition for Modification of Visitation
- STEP 7:** Put your documents in order
- STEP 8:** Make two copies of each of your documents
- STEP 9:** File the original document with the Clerk of Court
- STEP 10:** Request a Rule Nisi hearing
- STEP 11:** Take one copy to the Sheriff's Office on the ninth floor
- STEP 12:** Come to court on the date and time as indicated on the Rule Nisi form

HERE ARE DETAILED INSTRUCTIONS ON HOW TO FILL OUT THE FORMS:

### Step 1: The Petition for Modification of Visitation

- A. You are the Petitioner. Fill in your full name on the line above **APetitioner@** and on the line after **Al@**.
- B. The Respondent is the opposing side. Fill in that person's full name on the line above **ARespondent@** and before the words **Atthe Respondent@**.
- C. Leave the Civil Action File Number blank. It will be filled in by the Clerk of Court when you file the Petition.
- D. In paragraph 1:
  - 1. Insert the Respondent's address.
- E. In paragraph 2:

Insert the name of the child(ren) at issue and his/her sex, date of birth and with whom the child lives with now.
- F. In paragraph 3.

Insert the information from your original court order granting visitation. In the first blank insert the name of the order. In the second blank insert the **Civil Action File Number** of the case. Next, insert the date the order was signed by the judge and the county where the order was signed. Then check **Aa@** if you have legal custody. Check **Ab@** if the opposing party has legal custody and insert that person's full name in the blank.

If you require materials in alternate format, please notify the Family Law Information Center as soon as possible.

G. In paragraph 4.

In the first blank insert the present address where the child(ren) is/are currently living. In the second blank insert the name of the person with whom the child(ren) is/are currently living. Then list the addresses (street name, city, county and state) where the child(ren) has/have lived for the past five (5) years and the name of the person with whom the child(ren) was/were living.

H. In paragraph 5.

1. Check **Aa** if there are no other custody action pending concerning your minor child(ren).
2. Check **Ab** if there is currently a custody action pending concerning your minor child(ren). Then insert the requested information concerning each case.

I. In paragraph 6.

1. Check **Aa** if there is no other person (other than the Respondent) who has custody or visitation rights to your children.
2. Check **Ab** if someone else **does** have custody/visitation rights to your child(ren). Then insert that person's name and claim.

J. In paragraph 7.

1. Check **Aa** if since the initial visitation order there has been a change in circumstances materially affecting the welfare of the minor children. Then state the change that has occurred since the original order.
2. Check **Ab** if two years has passed since the original order was entered.

K. In paragraph 8.

Circle whose visitation rights you want to have modified. Then state how the visitation should be modified.

L. In line **Aa** circle whose visitation rights you want to have modified.

M. Then put the date of the day you finish the form and sign your name. Then print your name, address, and telephone number. Make sure that your printing is clear.

**Step 2.** The **Verification** form tells the Court that you swear, under oath, that what you wrote or put in the Petition is true and correct.

- A. Print or type your full name next to the word **IPetitioner**.
- B. Print or type the full name of the person who is the opposing side next to the word **IRespondent**.
- C. In the first blank, print or type your name.
- D. On the line above **IPro Se** **sign your name in front of the Notary**. You can find a Notary Public at banks, the post office and the County Law Library.
- E. Print your name and address on the next few lines. Then, fill in your telephone number in the space provided.

**Step 3.** Complete the **Rule Nisi** form. A Rule Nisi is another name for temporary hearing. This is what you would request if you want temporary relief until the judge makes a final ruling.

- A. Fill in your full name as the Petitioner.
- B. Fill in the opposing party's full name as the Respondent.
- C. Insert **IPetition for Modification of Visitation** as the type of action being brought. The Clerk of Court will complete the rest when you file your petition.

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**NOTE: Your case may be assigned to the Family Division. If it is, then you will not need a Rule Nisi. When you file your petition, the Clerk of Court will tell you what you need to do. You will be given a packet of information that explains how your case will be handled.**

**Step 4.** Complete the **Sheriff-s Entry of Service**. This form is used by the sheriff when he/she serves a copy of these papers on the Respondent. You must fill out one of these.

- A. Write your address under **APetitioner-s Address@** on the left side.
- B. Put the opposing party-s name and address under **AName and Address of Party to be Served@**.
- C. On the right side, put your name on the line above **APetitioner@**.
- D. On the right side, put the opposing side-s name on the line above **ARespondent@**.

**Step 5.** Make a copy of your original order and attach it to your **Petition for Modification of Visitation**.

**Step 6.** Put the papers together. Put them in this order, with the first ones on top and the rest behind.

**Petition  
Copy of Original Court Order for Visitation  
Verification  
Rule Nisi**

**Step 7.** Make two copies of all of these papers. Then attach a blue **Summons** to your original papers. Next attach another blue **Summons** to one of your copies along with the Sheriff-s Entry of Service.

**If your case is *not* assigned to the Family Division, follow steps 8-10. If your case *is* assigned to the Family Division, follow steps 9 and 10.**

**Step 8.** File your original papers with the Clerk of Court. Have the clerk fill in the case number and tell the clerk that you want a **Rule Nisi** hearing. Give the clerk the copy with the **Sheriff-s Entry of Service** and **Summons**. Make sure that the clerk writes in the Civil Action Number on both your copies and inserts the Rule Nisi hearing information on your copies. You will have to pay a filing fee and service fee.

**Step 9.** Take the copy with the **Sheriff-s Entry of Service** and **Summons** to the Sheriff-s Office on the 9th floor so that the sheriff can serve the papers on the opposing party.

**Step 10.** Come to court on the date and time as indicated on the Rule Nisi form for your hearing. You should go to the courtroom indicated on the Rule Nisi form, and let the case manager know that you are there. Then wait for your case to be called by the judge.

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