

## NEW CHILD SUPPORT GUIDELINES EFFECTIVE JANUARY 1, 2007 FOR ALL PENDING CASES

Georgia's new child support guidelines require new paperwork in all pending cases involving child support issues. Both parties must file completed Child Support Worksheets and Schedules as a part of their case in addition to the Domestic Relations Financial Affidavit. Most DeKalb County Superior Court Judicial Divisions will require the filing of completed Child Support Worksheets and Schedules, and Financial Affidavit prior to being placed on a calendar.

### **Where can I get help completing the Worksheet & Schedules?**

The DeKalb Family Law Information Center is open to the public and can help you complete the Child Support Worksheets and Schedules. The Center also has lawyer consultation appointments available if you would like to get legal advice about child support issues. The Center is located in the Callaway Building at 120 W. Trinity Place, Suite 412 in Decatur. It is open Monday through Friday, 8:30 a.m. to 5:00 p.m. An appointment is not required for help, but highly suggested. An appointment is required for a lawyer consultation. To schedule either kind of appointment, please call (404) 687-3990.

### **What if I just want to complete them on my own? Where can I get the Worksheet & Schedules?**

A Guided Electronic Worksheet is available on-line over the Internet through Child Support Services at <https://services.georgia.gov/dhr/cspp/do/public/SupportCalc>. You will answer a series of questions about the household income and child rearing expenses for both parents. The Electronic Worksheet will automatically figure out the child support obligation of both parents. It will also fill out the Worksheet and Schedules for you. As the Worksheet is long and complicated, you may need to work on it several times. If this is the case, you may save the Worksheet online to work on it later. You will be given a confirmation number that you will enter every time you work on the Worksheet. Once the Worksheet is completed, you will be given the option to submit the information for access by the Judge. In order to submit the Worksheet to the Judge electronically, you will be asked to input your civil action number. Your civil action number will be assigned when your case is filed.

### **Where can I go to get on the Internet?**

The DeKalb County Public Libraries have free public Internet access. They also allow printing at a small cost. The Library does impose time restraints for Internet access. To locate the DeKalb County Public Library nearest you, please call (404) 370-3070.

### **I'm a lawyer. Where can I find appropriate software for the Worksheet and Schedules?**

Attorneys may prefer to use the Practitioner's Electronic Worksheet or the downloadable Excel version, rather than the Guided version. Both of these versions are available on-line at [www.georgiacourts.org/csc](http://www.georgiacourts.org/csc) and at the Child Support Services website above. The Practitioner's Electronic version can also be submitted electronically for access by the Judge. A civil action number is required prior to submitting the Worksheet electronically. This is not the same as filing or answering a petition.

### **IMPORTANT INFORMATION TO KNOW:**

1. Both parents are required to file a Child Support Worksheet and Schedules.
2. There is a difference between filing and electronically submitting the Worksheet and Schedules. The original Worksheet and Schedules are filed with the Superior Court Clerk's Office. Submitting them electronically for access by the Judge is optional.
3. Your confirmation number is unique to your Worksheet and Schedules. If you lose your confirmation number, you will not have access to your saved Worksheet. So, you will have to start over again if you need to print it or make changes.
4. After the Worksheet is submitted electronically, it cannot be retrieved to print. Please remember to print out the original Worksheet before submitting it for access by the Judge.
5. Documents used to complete your Worksheet will also be needed in Court.

Appropriate documentation is needed to complete the Worksheets and Schedules. Below is a list of examples of types of documents that may be needed. Please note this is not to be interpreted as a complete list. Documents used to complete your Worksheet will also be needed in Court. Parties are to contact the Judicial Division assigned to your case for information as to any requirements or documents required by that Division.

**Income Information:**

You will need documentation of all your income from every source. You will also need any documentation you may have about the other parent's income.

*Employment Records for both parties:*

1. Three most recent pay check stubs from all employers
2. Most recent W-2 and 1099 Tax Return forms

*Self-employment Records for both parties:*

1. Gross Income (ex: Income from business operations)
2. Net Expenses (ex: Rent expenses for office space)
3. Work as an independent contractor or consultant (ex: home repair contractor or cosmetic representative)
4. Sale of goods, services, or rental properties (ex: lawn care provider or in-home child care provider)

*Unemployment Records for both parties:*

1. Severance pay
2. Worker's Compensation benefits
3. Unemployment Insurance benefits
4. Disability benefits from Social Security

*Other Records for both parties:*

1. Income from pension/retirement plans
2. Retirement benefits from Social Security

**Current Child Support:**

1. Signed Court Orders for Child Support payments
2. Proof of all child support payments made over the past 12 months (ex: cancelled checks, payment history from Office of Child Support Services)

**Health and Medical Expenses:**

1. Insurance premiums (This information may be found on pay check stubs.)
2. Proof of coverage for child (This information may be found on pay check stubs.)
3. Medical expenses incurred but not covered by insurance

**Other:**

1. Child care expenses for last 12 months, including daycare or babysitter expenses, after-school care, and child care for summer school breaks (ex: cancelled checks)
2. Savings and Checking Account Statements for last 3 months
3. Mortgage payments for last 3 months (ex: cancelled checks)
4. Educational expenses
5. Extraordinary expenses (ex: summer camp, school extracurricular activities, clothing due to age level of child – i.e. diapers)