

## **PRO SE INSTRUCTIONS**

(Self-represented Parties)

Pro Se forms can be found on our website:

- [www.camdensuperiorclerk.com](http://www.camdensuperiorclerk.com)
- Click on **Forms & Misc** tab.
- This is a list of all Pro Se forms made available by the Court. If you do not find an appropriate set of forms for your situation, you will need to seek the advice of an attorney.
- All filings need to be printed FRONT SIDE ONLY. Double-sided documents will not be accepted.
- Complete the forms and bring them to the Clerk's Office to be filed. You will need 2 additional copies of all forms – one set for each party involved in the case. The Court will retain the Original filing. *Copies made by the Clerk's Office will be charged at \$.50 per page.*
- The filing fee is \$209.50.
- If the opposing party is a Camden County resident and service is needed, an additional fee of \$50.00 is required.
- All filings involving Child Support, must include the Child Support Worksheet found at the Georgia Child Support Online Calculator:  
  
<https://csconlinecalc.georgiacourts.gov/frontend/web/index.php>
- Acting as your own attorney, you will be required to present your case to the Court on the date and time provided to you.

**State law prohibits anyone in this office from answering questions regarding what forms need to be filed (O.C.G.A. 15-19-51(A)(4)). This includes reviewing your documents for accuracy and/or effectiveness.**

**If you have legal questions, you will need to contact an attorney.**