

**INFORMATION ABOUT THE 30-DAY SCHEDULING
CONFERENCE AND 60-DAY SCHEDULING CONFERENCE**

1. **Timeliness:** Do not be late for either conference or you shall be considered as having FAILED TO APPEAR. **YOUR FAILURE TO APPEAR MAY RESULT IN THE FINAL DISPOSITION OF YOUR CASE.**
2. **Postponing or Rescheduling the Conferences:** A conference will only be postponed and rescheduled for specific reasons. Requests for postponement that are received by the case manager at least two (2) weeks before the status conference date are more likely to be granted. *See the attached information about a Request to Postpone or Reschedule a 30-Day Scheduling Conference or 60-Day Scheduling Conference.*
3. **“Families in Transition” Seminar:** If your legal action involves minor children, you must attend and complete the “Families in Transition” Seminar before the 30-Day Scheduling Conference. Information about these seminars is in the Domestic Relations Initiation Packet. Call the Family Division at 404/730-4618, or go to the website at www.fultonfamilydivision.com to obtain information on the Seminar.
4. **What will happen at the 30 Day Scheduling Conference?** The conference officers will talk with both parties about the case, including the areas on which the parties agree and disagree. Then the conference officer will tell the parties what court procedures come next, and **by when** they must be done.
 - A. **Settlement:** If the parties agree about everything in the Court case, the conference officer will confirm the agreement with the parties and a final divorce hearing will be convened or scheduled. If the parties agree to some of the issues, then a Temporary Consent Order may be entered.
 - B. **Set the Case for a Temporary Hearing:** If the parties agree on many things but there are still a few matters to resolve on a temporary basis, for example child custody, the conference officer will inform the case manager that the case is ready for a short hearing in front of the Judge.
 - C. **Mediation:** If it appears that a mediator could help the parties, the conference officer will immediately refer the case to a trained, on-site mediator to work with the parties on the disputed issues. Depending on the case, this referral might result in a full resolution of the case, or the parties might be instructed to return to the conference officer to work on the issues that remain.
 - D. **Future Schedule:** At the conclusion of this conference and/or temporary hearing, a Consolidated Scheduling Order shall be filed with the Court.
5. **What to Bring to The 30-Day Scheduling Conference:** Bring with you the completed Domestic Intake Worksheet and, if applicable, the completed Domestic Relations Financial Affidavit, Answers to Interrogatories and the documents in response to Required Documents To Be Produced. This will help you be prepared for your 30-Day Scheduling Conference and reduce the number of times you will be required to come to court. All these forms are in the Domestic Relation Initiation Packet. Call the Family Division at 404/224-0505, or go to the website at www.fultonfamilydivision.com to obtain a packet. Be prepared for your 30-Day Scheduling Conference, because if you are not, you will have to come back to Court.
6. **What will happen at the 60-Day Scheduling Conference?** At the 60-Day Scheduling Conference, the parties will discuss and attempt to agree upon pertinent issues which have remained unresolved since the 30-Day Scheduling Conference and any hearing that may have occurred at that time or soon thereafter. This does not allow the parties to raise issues which were resolved at the 30-Day Scheduling Conference or the hearing unless they can convince the Judge of the necessity of revisiting an issue which was previously resolved. At the conclusion of the 60-Day Scheduling Conference, a Temporary Order and Consolidated Scheduling Order may be entered. As with the 30-Day Scheduling Conference, the conference officer will talk with both parties about the case and again discuss with the parties what court procedures they must do next, and **by when** they must do them. The same procedures as listed in 4A through D above will also be available for the parties at the 60-Day Scheduling Conference, except that any hearings will likely not include matters which were previously heard by the Court at an earlier hearing.

7. **Requirements for the Conferences:**

- A. **Attendance:** Only parties (and their attorneys, if they have attorneys) are allowed to attend a Conference. This does not mean you must have an attorney, but it does mean that if you have a attorney, that attorney **MUST** attend the Conference. Parties who are represented by an attorney will not be allowed to participate in the conference if their attorney does not show. No children are allowed at the conference. Friends or others will have to wait outside.
- B. **Telephone:** For a good reason (such as very serious illness, incarceration in prison or jail, a party who is a long distance from Court) one, or both parties or attorneys, might be allowed to participate at a Conference by telephone. If you want to ask to do this, **you must write a request to the case manager at the address on the “Notice to Attend 30-Day Scheduling Conference” no later than five (5) Court days from the date you receive the notice.**
- C. **Communication:** No party or attorney can speak with the conference officer or Judge about substantive matters unless the other party or attorneys are present. When parties write to the conference officer, case manager, or Judge, they must send a copy to the other party at the same time, and show that they did this on the document.

8. **Is it possible to cancel a conference?** There are two ways by which a Conference can be canceled.

Sometimes both parties agree to all issues in dispute before, or soon after, the time of the filing of a divorce or other domestic relations matter. The Court calls this an “uncontested divorce” or a “consent order”. If a consent agreement in a divorce or consent order in other matters is sent to the case manager **no less than three (3) days** prior to the scheduled date of the Conference, then the Conference may be canceled upon confirmation by the case manager. However, you must attend if you do not receive this confirmation canceling the Conference by the case manager. If you represent yourself, the Court has the forms and instructions you need if both parties are in agreement about all issues. For more information about these forms, visit the Family Law Information Center, or the website at www.fultonfamilydivision.com

The second way that a Conference can be canceled is if both parties enter into a joint compliance certificate and file it with the Court and submit a copy to the case manager no less than three days before the date of the Conference. The purpose of this certificate is to assure the Court that the Conference is unnecessary because the parties have completed a: 1) Joint Compliance Certificate; 2) Joint Compliance Worksheet; and 3) Domestic Intake Worksheet. A Joint Compliance Certificate will not suspend the Conference unless and until the parties are notified by the case manager that the Joint Compliance Certificate has been accepted by the Court as substitute for the Conference. The Family Division also has the forms and instructions you need. For more information about these forms, visit the Family Law Information Center or the website at www.fultonfamilydivision.com.

9. **Is Any Other Help Available?**

- A. **“Families in Transition” Seminar:** In the Domestic Relations Initiation Packet, there is information regarding the “Families in Transition” Seminar which you must attend if your case involves minor children. Read this information, and attend a seminar **BEFORE THE 30-DAY Status Conference!** This will speed up your case. For more information call: 404/730-4618.
- B. **Family Law Information Center:** The Family Law Information Center is provided through the Fulton County Superior Court Family Division and is designed to help you help yourself in Court. Many court forms and instructions are available at the Family Law Information Center. The Family Law Information Center is located at:
 - **Fulton County Justice Center Tower**
 - 185 Central Avenue, S.W.**
 - Seventh Floor, Room JCT-704**
 - Atlanta, GA 30303**
 - 404/335-2789**