

## PROCEDURES FOR FILING A MOTION

Under Georgia Law, the majority of circumstances require that a motion for contempt or to modify a temporary protective order be scheduled for a hearing. To have a hearing, the person whom the motion is against, must be notified of the date, time, and location of the hearing.

### **MOTION FOR CONTEMPT, TO MODIFY, OR TO MAKE PERMANENT FOR TEMPORARY PROTECTIVE ORDER:**

- The completed motion must be filed at the Superior Court Clerk's office between the hours of 8:00 A.M. to 5:00 P.M.
- The motion **MUST** provide the full name, complete address, and telephone number (if available) for the Petitioner **AND** the Respondent and the case number.
- The **person filing the motion** has the responsibility to fill out the Sheriff's Entry of Service. Please understand if the information on the Sheriff's Entry is not complete or is inaccurate - the Sheriff will not be able to serve the pleading and no action will take place.
- Under Georgia Law, the employees of Superior Court's judge's office and clerk's office cannot give legal advice. If you have questions about your legal rights or what options are available, you should consult an attorney.
- The court suggest that the motions be printed or typed for legibility.

*I have read and understand the above information about motions in a Temporary Protective Order Case.*

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Signature of Petitioner/Respondent

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Date

**IN THE SUPERIOR COURT OF CLAYTON COUNTY  
STATE OF GEORGIA**

_____	*	TPO CASE NO.: _____
<b>Petitioner,</b>	*	
v.	*	
	*	
	*	
_____	*	
<b>Respondent.</b>	*	

**MOTION TO MODIFY TPO**

(The applicant filing the motion has the responsibility to provide the court with an address for the Respondent)

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Petitioner's address \_\_\_\_\_

Respondent's address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone number ( ) \_\_\_\_\_

Telephone number ( ) \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Name of Petitioner (Print or type)

**IN THE SUPERIOR COURT OF CLAYTON COUNTY  
STATE OF GEORGIA**

	*	<b>Case No.:</b> _____
<b>Petitioner,</b>	*	
<b>v.</b>	*	
	*	
<b>Respondent.</b>	*	

**RULE NISI AND NOTICE OF HEARING**

Petitioner and the Respondent are hereby **ORDERED** to appear in the before Superior Court of Clayton County on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ a.m./p.m. via ZOOM video conference and all parties will need to access to a smart phone, laptop or tablet with video capability to participate in this hearing. The parties must use the following ZOOM Meeting ID number to log in or join the meeting.

ZOOM MEETING ID NUMBER \_\_\_\_\_ MEETING ID \_\_\_\_\_  
PASSWORD: \_\_\_\_\_

- To hear the Petitioner’s Motion for Contempt
- To hear the Respondent’s Motion for Contempt
- To hear the Petitioner’s Motion to Modify
- To hear the Respondent’s Motion to Modify
- To make Permanent

**SO ORDERED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Judge, Superior Court  
Clayton County Circuit