

**IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA**

\_\_\_\_\_, )  
 )  
 **Plaintiff,** )  
 )  
 vs. ) **Civil Action No.: DR \_\_\_\_\_**  
 )  
 \_\_\_\_\_, )  
 )  
 **Defendant.** )

**RESPONSE TO THE STANDING ORDER FOR PRODUCTION OF DOCUMENTS**

At least five (5) days before any mediation, temporary or final hearing, whichever shall first occur, each party shall be required to serve the following documents to the other party in any proceeding for a request for temporary relief or permanent financial relief including, but not limited to, a request for child support, alimony, equitable division of property, attorney's fees or other financial payments and to file a certificate indicating the required documents were served on the other party, the date of service, and the persons served:

1. Completed Domestic Relations Financial Affidavit as provided in the mandatory discovery provisions and pursuant to U.S.C.R. 24.2.

I \_\_\_\_\_ my completed financial affidavit to The Mediation Center on \_\_\_\_\_.

I will bring my financial affidavit to the in-person mediation.

Other: \_\_\_\_\_

2. All federal and state income tax returns, gift tax returns, and intangible and personal property tax returns filed by the party or on the party's behalf for the past three (3) years. All tax returns shall include all schedules filed with such return and any IRS forms W-2, 1099, or K-1 filed with such return.

I have \_\_\_\_\_ my tax returns for years \_\_\_\_\_ to  
The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

3. IRS forms W-2, 1099, and K-1 forms for any of the past three (3) years, if the income tax return for that year has not been filed. Also, if such income tax return has not been prepared, a year-ending pay stub received from the party's employer should be provided.

I have \_\_\_\_\_ my W-2s for years \_\_\_\_\_  
to The Mediation Center on the following date: \_\_\_\_\_.

I have \_\_\_\_\_ my 1099 for years \_\_\_\_\_  
to The Mediation Center on the following date: \_\_\_\_\_.

I have \_\_\_\_\_ my year-end paycheck stub for years \_\_\_\_\_  
to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

4. Pay stubs or other evidence of earned income for the twelve (12) months prior to the filing of the action, the date of the mediation, or the date of the hearing, whichever is the latest date.

I have \_\_\_\_\_ my paycheck stubs for the following months \_\_\_\_\_  
\_\_\_\_\_ to The Mediation Center on the  
following date: \_\_\_\_\_.

I have \_\_\_\_\_ the following documents showing my income over the last 12  
months: \_\_\_\_\_  
\_\_\_\_\_ to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

5. A statement by the producing party identifying the amount and source of all income received from all sources during the twelve (12) months preceding the filing of this action if same is not reflected on the pay stubs produced.

I have \_\_\_\_\_ the following documents showing the amount of source of all my income over the last 12 months:

\_\_\_\_\_ to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

6. All loan applications and financial statements prepared or used within the three (3) years preceding the filing date of this action, whether used for the purpose of obtaining or attempting to obtain credit for any other purpose.

I have emailed/mailed the following loan applications and financial statements documents (Name the creditor and date submitted): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

7. The most recent statement for any liquid fund assets, including, but not limited to, profit-sharing, 401(k), money market, stocks and securities, bonds, accounts, retirement and pension plans.

I have emailed/mailed the most recent statement for the following:

Profit Sharing	401(k)
Money Market	Stocks and securities
Bonds	IRA account
Pension plan	Military Retirement
Any other liquid fund or retirement accounts	

to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

8. Corporate, partnership and trust tax returns for the last three (3) tax years, if the producing party has an interest in a corporation, partnership, or trust greater than or equal to thirty (30%) percent.

I have emailed/mailed the following documents to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

9. All written pre-marital or marital agreements entered into at any time between the parties to this marriage, whether before or during the marriage.

There are no pre-marital or marital agreements between us.

I have emailed/mailed the following documents to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

10. Any court orders directing a party to pay or receive spousal or child support, even if received from a third party.

I have emailed/mailed the following documents to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

11. The last two (2) statements for any debts owed by either party.

I have emailed/mailed the following debt statements (Name of Creditor and Date on Statement): \_\_\_\_\_  
\_\_\_\_\_

to The Mediation Center on the following date: \_\_\_\_\_.

I will bring the following documents to the in-person mediation: \_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

I AM AWARE THAT ANY MATERIALLY FALSE STATEMENT KNOWINGLY MADE HEREIN BY ME WITH THE INTENT TO DEFRAUD OR MISLEAD SHALL SUBJECT ME TO THE PENALTY FOR PERJURY AND MAY BE CONSIDERED A FRAUD UPON THE COURT.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name,  
pro se

**Email documents to:** domestic@mediationsavannah.com or  
**Mail documents to:** The Mediation Center Attn: Domestic Mediations,  
5105 Paulsen Street, Suite 125-D, Savannah, GA 31411  
Phone: 912-354-6686; website: www.mediationsavannah.com