



Alternative Dispute Resolution (ADR) Program Sixth Judicial District

Griffin Office (Main)

141 West Solomon Street, Suite 200
Griffin, Georgia 30223
Telephone (770) 228-3758
Facsimile (770) 228-3758

Henry County Office

337 Phillips Drive
McDonough, GA 30253
Telephone (770) 288-8448
Facsimile (770) 288-8450

Email: mail@adr6th.org
Website: www.adr6th.org

Abbreviated Outline of Procedures for Domestic Relations Case Filings Flint, Griffin and Towaliga Judicial Circuits

(For more information consult the *Guide to Mediation* for Domestic Relations Case Filings for the 6th Judicial Circuit)

PETITIONER:

1. Completes Domestic Relations Initiation Form (DRIF).
2. Serves the Respondent with:
 - (a) Copy of the Complaint
 - (b) Copy of "Guide to ADR"
3. Sends the ADR Office (within 5 days after service upon Respondent)
 - (a) Petitioner's DRIF (all pages completed)
 - (c) Copy of Complaint
4. Consult opposing counsel regarding selection of a neutral and possible dates for an ADR session.

RESPONDENT:

1. Sends the ADR Office (within 5 days of the answer being due or filed)
 - (a) Respondent's DRIF (all pages completed)
 - (c) Copy of Answer and/or counterclaim (if filed)
2. If the ADR session has not already been scheduled, coordinate the selection of a neutral with opposing counsel and schedule the first session.