

SIXTH DISTRICT ADR CHECKLIST

Butts, Fayette, Lamar, Henry, Monroe, Pike, Spalding, & Upson Counties

SUPERIOR COURT

❖ DOMESTIC CASES

The Petitioner and Respondent should forward to the ADR Office after the filing of a complaint for a domestic relation case (divorce, modification, contempt, legitimation, separate maintenance, etc.), a completed Domestic Relations Initiation Form, Domestic Relations Screening Form (*both forms available from ADR Office and online at www.adr6th.org*) and a copy of the complaint or answer.

❖ GENERAL CIVIL CASES

All civil cases involving home-building, construction or home-improvement disputes are required to be submitted to the ADR Office. Likewise, for the Flint and Towaliga Circuits, all personal injury shall be referred to the ADR Program for dispute resolution.

Each party should complete and forward a General Civil Initiation Form (*available from the ADR Office and online at www.adr6th.org*) along with a copy of the complaint or answer.

STATE, PROBATE, MAGISTRATE COURTS

Any contested civil matter filed in the Flint, Griffin or Towaliga Judicial Circuit may be referred to the ADR Program by consent of the parties or by court order.

In each case, the assigned Judge issues a scheduling order for when an ADR session must be completed. Once a scheduling order has been issued, each party should complete and forward a General Civil Initiation Form (*available from the ADR Office and online at www.adr6th.org*) along with a copy of the complaint or answer.

SCHEDULING OF AN ADR SESSION

For all cases, parties may either schedule an ADR (mediation, arbitration, or early neutral evaluation) session and select a neutral, or have the ADR Office coordinate a time and date and assign a neutral. If you wish for the ADR Office to coordinate the scheduling of a case, please provide some dates from which a session may be set. For those cases wherein a neutral is assigned, the hourly rate is \$100.00 to be divided equally. Selection of a neutral may obligate parties to a higher rate.

If you have any further questions or concerns, please feel free to contact the Sixth District ADR Office at our Griffin Office at 770-228-3758 or our McDonough Office at 770-288-8448 or email mail@adr6th.org. We are always happy to assist you in any way we can. Thank you.