

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

INTERNAL OPERATING PROCEDURE 98-8

IN RE: ORDER FOR FAMILY VIOLENCE FORMS (LAY ASSISTANCE)

Pursuant to O.C.G.A. § 19-13-3(d) "...Family Violence Shelter or social service agency staff members designated by the court may explain to all victims not represented by counsel the procedures for filling out and filing all forms and pleadings necessary for the presentation of their petition [for relief from family violence] to the court....without cost....The performance of such assistance shall not constitute the practice of law...."(Emphasis added)

This court has authorized staff members of Forsyth County Family Haven to carry out the above duties for some time. However, no order formally granting such authorization can be found in the files of the Judge or Clerk of Superior Court.

Therefore, in order to formalize such authorization and to clarify the parameters of such authorization, it is hereby ordered and adjudged as follows:

1. That staff members in good and current standing of the Forsyth County Family Haven, as designated by the director of Family Haven, are authorized to carry out the duties specified in O.C.G.A. § 19-13-3(d).
2. The forms authorized by this order include and are limited to:
 - a. Petition for Temporary Protective Order
 - b. Temporary Protective Order
 - c. Final Protective Order
 - d. The following incidental forms:
 1. Affidavit required under O.C.G.A. § 19-9-49 (where custody is an issue)
 2. Dismissal of Temporary or Final Protective Order
 3. Continuance of Hearing
 4. Extension of Order pending hearing
 5. Financial Affidavit under U.S.C.R. 24.2

SO ORDERED, this 9th day of July, 1998.

Richard S. Gault, Chief Judge
Forsyth County Superior Court
Bell-Forsyth Judicial Circuit