

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

IN THE MATTER OF: ORDER FOR FAMILY VIOLENCE FORMS (LAY ASSISTANCE)

ORDER

Pursuant to O.C.G.A. § 9-13-3(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 the Cherokee County Family Violence Shelter to carry out the above duties since at least as early as 1988. The court retains in its files a letter from said shelter in 1988 thanking this judge for such authorization. This judge believes there is a previously existing order formally granting such authorization, but no such order can be found in the files of this judge, the Clerk of Superior Court, nor the files of the Cherokee Family Violence Center.

Therefore, in order to formalize such authorization, and 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 Cherokee County Family Violence Center, Inc. are authorized to carry out the duties specified in O.C.G.A. 19-13-3(d).
2. The forms authorized by this order have been prepared and authorized by this office and include and are limited to:
 - a. Petition for Temporary Protective Order
 1. with children
 2. without children
 - 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. Certification of notice or attempts
3. Dismissal of Temporary/Final Order
4. Continuance of Hearing
5. Extension of Order pending hearing
6. Financial Affidavit under U.S.C.R. 24.2 where child support/alimony are in issue.

SO ORDERED, this 1st day of June, 1998.

**Frank C. Mills, III, Chief Judge
Blue Ridge Judicial Circuit**

**C. Michael Roach, Judge
Blue Ridge Judicial Circuit**