Toolkit for Incarcerated Mothers in Georgia

Barton Child Law & Policy Center
EMORY | LAW

The Georgia Child Welfare Collaboratory

Motherhood Beyond Bars
Care . Support . Reunify

Barton Child Law & Policy Center promotes and protects the legal rights and interests of children who are involved with the juvenile court, child welfare, and youth justice systems. The Center's work is directed by Emory Law faculty and performed by law students and other graduate students who work to improve outcomes for children, youth, and families. Students impact the design and performance of Georgia's child-serving systems by conducting research, developing and leading legislative and other policy advocacy strategies, and promoting public awareness and education.

The Georgia Child Welfare Collaboratory is a purpose-driven, exploratory process designed to strengthen strategic partnerships, develop "upstream" strategies to prevent unnecessary family separation, and inform policy with research, evidence, and the expertise of leaders in Georgia's child welfare system. Launched by the Barton Child Law & Policy Center in 2022 with support from the Joseph B. Whitehead Child Well-Being Fund, the Collaboratory is designed to be a co-creative stakeholder engagement process for solving complex problems. It is driven by an intention to support experimenting across sectors and systems to prevent the unnecessary placement of children in foster care.

Motherhood Beyond Bars (MBB) is 501(c)(3) organization dedicated to ensuring a healthy start for infants born to incarcerated women by providing a network of comprehensive support for mothers and caregivers. MBB supports and strengthens families with the goal of long-term, healthy reunification and a permanent end to cycles of incarceration in families. MBB believes pregnancy and birth should be a time of transformation, not trauma and that every woman should have access to quality care and compassionate childbirth support. MBB works to ensure every child born to incarcerated mothers is bonded from birth and supported by a community of care and that women moving beyond prison are prepared to parent with confidence.

Disclaimer: This toolkit is provided for informational purposes only and does not constitute legal advice. The materials included herein are not a substitute for professional legal counsel. You should not rely on this toolkit as the basis for any legal decisions or actions. For advice regarding your specific legal situation, you are strongly encouraged to consult with a licensed attorney.

Table of Contents

Introduction 1

Section 1: What Are My Rights as a Parent in Georgia? 2

Key Parental Rights in Georgia 2

How Are Parental Rights Established? 2

Section 2: Understanding Custody and Visitation 2

Legal Custody vs. Physical Custody 3

What happens to custody when a parent is incarcerated? 3

Visitation Rights 3

The Importance of Staying Connected 4

Section 3: How Does Incarceration Impact My Parental Rights? 4

Physical Custody While Incarcerated 4

Legal Custody While Incarcerated 4

Visitation While Incarcerated 5

Protecting Your Rights While in Prison 5

Section 4: How Can I Delegate Responsibility for My Child? 6

Caregiving Plan Checklist 6

Kinship Caregiving (Informal Arrangement) 6

Kinship Caregiver Affidavit 7

Power of Attorney (POA) for the Care of a Minor Child 7

What happens after you sign a power of attorney? 8

Temporary Guardianship 9

What happens when a Petition for Temporary Guardianship is filed? 9

Permanent Guardianship 9

What rights do you keep and lose in a Permanent Guardianship 10

Choosing the Right Legal Tool: A Quick Comparison 10

Section 5: What Happens If I Don't Delegate Responsibility? 11

Risk of Foster Care Placement 12

Delay in Reunification 12

Impact on Your Relationship with Your Child 12

The Importance of Delegating Responsibility 12

Section 6: Do I Need the Biological Father's Consent? 12

If the Father Has Legal Custody or Parental Rights 12

If the Father Has Not Legitimated the Child 13

Determining the Legal Rights of the Father 13

When in Doubt, Seek Legal Advice 13

Section 7: What If the State Gets Involved? 13

When might DFCS step in? 13

Protecting Against DFCS Involvement 14

What happens in a DFCS Investigation? 14

When can DFCS request custody of a child? 14

If the Court Removes Your Child 14

Navigating a Dependency Case 15

DFCS Case Involvement: What to Expect 15

Why It's Important to Plan Ahead 16

Termination of Parental Rights 16

Voluntary Surrender of Parental Rights 17

Involuntary Termination of Parental Rights 17

When Can DFCS or the Court Seek to Terminate My Parental Rights? 18

Protecting Your Parental Rights 19

Section 8: What If I'm Being Denied Visits and Contact with My Child? 20

If You Have a Court-Ordered Visitation Plan 20

What if I'm not getting my court-ordered visitation? 20

If There Is No Court Ordered Visitation Plan 20

Enforcing Your Rights 21

Section 9: What If I Want to Change the Person in Charge of My Child? 21

Changing a Power of Attorney Arrangement 21

What happens when I revoke a POA? 22

Changing Temporary Guardianship 22

Changing Permanent Guardianship 22

Section 10: How Do I Reestablish Custody? 23

Revoking a Power of Attorney 23

Terminating Temporary Guardianship 24

What happens after you file a Petition to Terminate Temporary Guardianship? 24

Challenging Permanent Guardianship 25

Reinstating Parental Rights 25

Petitioning for Reinstatement ofParental Rights 25

Summary of Options to Reestablish Custody 25

Section 11: Other Resources for Incarcerated Mothers 26

Resources for Legal Assistance and Support 26

Parenting Assistance Programs 27

Appendix 1 - Legal Forms, Quick Reference 28

Form 1: Caregiver Contact Log 29

Form 2: Child Visitation / Contact Log 32
Form 3: DFCS Caseworker Contact Log 35
Form 4: Kinship Caregiver Affidavit 38
Form 5: Power of Attorney (POA) 41
Form 6: Revocation of POA 48
Form 7: Petition for Temporary Guardianship 50
Form 8: Consent of Mother to Temporary Guardianship 69
Form 9: Objection to Petition for Temporary Guardianship 71
Form 10: Petition to Terminate Temporary Guardianship 76
Form 11: Poverty Affidavit 87

Appendix 2 - Sample Letters, Quick Reference 90
Sample Letter 1: Letter to Caregiver 91
Sample Letter 2: Letter to the Court 92
Sample Letter 3: Request to Attorney 93
Sample Letter 4: Court Filing Cover Letter 94
Sample Letter 5: Request to DFCS 95
Sample Letter 6: Request for Records or Documents 96
Sample Letter 7: Follow-up Request 97
Sample Letter 8: Request to Caregiver 98

Appendix 3 - Key Legal Terms Defined 99

Appendix 4 - Dependency Case Roadmap 103

Appendix 5 - Contact Information for Courts and DFCS, Quick Reference 105
Probate Court Contact Information by County 106
Juvenile Court Mailing Addresses by County 115
County DFCS Office Mailing Addresses 129

Introduction

According to the most recent federal AFCARS data, approximately 12% of children entering foster care in Georgia are removed from their homes due to parental incarceration.[1] But parenting doesn't end when you enter a jail or prison. Whether you're an expectant mother or a parent serving time in a Georgia correctional facility, you likely have questions about your child's well-being, your legal rights, and how to maintain or rebuild your relationship with your children and their caregivers.

This toolkit is designed to help. It offers clear, accessible information about your parental rights, answers to common questions about custody, visitation, and foster care, and guidance on how to stay connected with your children during your incarceration. It also includes resources to help you plan for the future and prepare for reunification with your child upon your release.

Throughout this toolkit, we've included boxed summaries that explain what happens after certain legal steps are taken, and practical tools designed to help you advocate for yourself and your children, including:

- **Appendix 1 - Legal Forms**, forms you may need to complete important steps related to caregiving and court processes;
- **Appendix 2 – Sample Letters**, sample letters intended to help you communicate clearly with caregivers, courts, Division of Family and Children's Services (DFCS) offices;
- **Appendix 3 – Key Legal Terms Defined**, definitions of common legal terms to help you better understand the documents you may receive;
- **Appendix 4 – Dependency Case Roadmap**, an explanation of the dependency case process to help you better understand what happens at each stage of the case;
- **Appendix 5 – Contact Information for Courts & DFCS County Offices**, mailing addresses and other contact information for Georgia Probate Courts, Georgia Juvenile Courts, and Georgia DFCS County Offices to assist you in sending important forms and letters.

The Toolkit for Incarcerated Mothers in Georgia reflects state law and practice as of May 2025. Because laws can change, this resource is not a substitute for legal advice or representation. We encourage you to reach out to your facility's legal services, family case workers, trusted legal aid organizations, or community-based groups like Motherhood Beyond Bars for help specific to your case. We hope this resource empowers you to stay connected to your children, protect your rights, and take active steps toward your family's future.

1. Fostering Court Improvement, Removals Summary: Georgia, https://www.fosteringcourtimprovement.org/ga/County/removals_summary.html (last visited May 8, 2025). This statistic reflects only those children who enter foster care following a parent's incarceration and does not capture the broader number of children separated from incarcerated parents through informal arrangements. Reliable data on these informal forms of separation is limited.

Section 1: What Are My Rights as a Parent in Georgia?

Under both the U.S. Constitution and Georgia law, O.C.G.A. § 19-7-1, parents have a fundamental right to direct the care, custody, and control of their children. This includes the right to make decisions about their child's education, healthcare, religious upbringing, and day-to-day needs. These rights continue until they are limited or terminated by court order, or until the child turns 18 or is emancipated through a process where the child will become legally independent from their parents (for example through marriage, military services, or court order).

Key Parental Rights in Georgia:

- Making decisions about education, healthcare, religion, and other important matters
- Deciding where and with whom your child lives, and delegating caregiving
- Accessing school and medical records
- Scheduling and attending medical appointments
- Enrolling the child in school or daycare

These rights can only be limited by a court order, in a custody or dependency proceeding.

How Are Parental Rights Established?

If a child is born during a marriage, both spouses automatically have legal parental rights to the child, even if the husband is not the biological father. If a child is born to an unmarried mother, only the mother has legal rights at birth. A biological father who is not married to the mother at the time of birth must establish both paternity and legal recognition of his parental relationship to the child (legitimation) through the courts.

Even if the father's name is on the birth certificate, he does not automatically have parental rights unless he has been legitimated through the courts. This legal distinction is especially important when it comes to decisions about custody or visitation.

Parental rights may also be granted through adoption or court-ordered guardianship, but these rights are not automatic and must be established through legal proceedings.

Section 2: Understanding Custody and Visitation

Before making decisions about your child's care, it's important to understand what custody and visitation mean under Georgia law. Custody has two parts: legal custody is about who has the legal right to make decisions for a child and physical custody is about where the child lives. Visitation is about a noncustodial parent's right to spend time with their child, even if someone else has custody. This section explains the different types of custody and visitation and how they may apply while you are incarcerated.

Legal Custody vs. Physical Custody

Georgia law recognizes two types of custody:

- **Physical Custody** refers to where the child lives and who is responsible for daily care.
- **Legal Custody** refers to who has the authority to make major decisions about the child's life (education, healthcare, religion, etc.).

Both types of custody can be shared (joint) or awarded solely to one parent.

What happens to custody when a parent is incarcerated?

Incarceration impacts physical custody—an incarcerated parent cannot provide day-to-day care. Legal custody, however, may remain in place unless a court intervenes. Courts may modify custody arrangements if doing so is in the child's best interest, but incarceration alone does not automatically terminate legal custody rights.

A child needs to have an available parent to meet their needs and make decisions on their behalf. If a custody order is already in place and the custodial parent becomes incarcerated, the non-incarcerated parent or another party can file for a **modification** of the custody arrangement. If there is no custody order, the person caring for the child may need to seek guardianship or another legal arrangement.

Visitation Rights

Incarcerated parents do not automatically lose the right to maintain a relationship with their children. Visitation can be court-ordered or informal, depending on the circumstances. Factors affecting visitation include:

- Whether there is a court order for visitation
- Whether the child's caregiver is willing to facilitate visits
- Facility rules (which may allow in-person visits, video calls, phone calls, or letters)

If there is a court-ordered visitation schedule, it must be followed unless formally modified by a court. If you are being denied visitation that was previously court-ordered, you may be able to bring an action in court to enforce your rights.

Without a formal custody or visitation order in place, contact with your child is left to the discretion of the caregiver.

The Importance of Staying Connected

Staying connected—even through phone calls, letters, or video calls—can help preserve your parental relationship and demonstrate your ongoing commitment to your child's well-being. Maintaining a connection and bond with your child is also important for their healthy growth and development.

Section 3: How Does Incarceration Impact My Parental Rights?

Being incarcerated changes how you can care for your child, but it does not mean you automatically lose your rights as a parent. Courts recognize that incarceration can be a temporary circumstance, and they consider the best interests[2] of your child when making decisions about custody and visitation.

Physical Custody While Incarcerated

You cannot have physical custody of your child while you are incarcerated. Physical custody refers to where the child lives and who provides their day-to-day care. If you are the custodial parent and become incarcerated, the following may happen:

- The non-custodial parent may assume physical custody, if appropriate.
- You may designate a relative or trusted person to care for your child by establishing guardianship or granting power of attorney (POA).
- If no suitable caregiver is available, your child may enter foster care through the Georgia Division of Family and Children Services (DFCS).

The more proactive you are in making arrangements for your child's care, the more likely it is that you will be able to maintain your parental rights.

Legal Custody While Incarcerated

Incarceration does not automatically strip you of legal custody. Legal custody refers to the authority to make important decisions about your child's life. However, legal custody can be modified or terminated if another parent or DFCS files a petition with the court.

2. Under Georgia law, O.C.G.A. § 15-11-26, when a court is required to determine a child's best interests, it must consider a broad range of factors, including the child's safety, emotional ties, need for stability, preferences, family and community connections, and the capacity of caregivers to meet the child's needs. The law emphasizes the uniqueness of each child and family situation.

If you and the father were never married and he has not legitimated the child, he does not yet have legal custody rights. He cannot independently seek a custody change unless he first files a legitimation petition. In that case, the court can consider both his request to be legally recognized as the father and any request for custody or visitation.

If a custody case is filed while you are incarcerated, the court will consider:

- The best interests of your child
- Your efforts to remain involved in your child's life
- Whether suitable caregivers are in place
- Your expected release date and plans for reunification

Visitation While Incarcerated

Being in jail or prison does not eliminate your right to see or contact your child. Courts favor maintaining family bonds when it is safe and appropriate. Visitation can include:

- In-person visits (if allowed by the facility)
- Phone calls
- Video calls
- Letters, cards, and drawings

If you have a court-ordered visitation schedule, it remains in effect unless the court changes it. If you do not have a court order, you may still be able to maintain contact—especially if you are the custodial parent—based on the facility's rules and the caregiver's cooperation. If you are the non-custodial parent and want to ensure visitation, you may need to file a petition asking the court to establish or modify visitation.

Protecting Your Rights While in Prison

It's important to stay connected and show the court that you are trying to maintain a relationship with your child, even while incarcerated. Here are ways to do that:

- Keep records of your communication with your child (letters, calls, etc.)
- Participate in available parenting or reunification programs
- Maintain regular contact with your child's caregiver or DFCS caseworker
- Send birthday or holiday cards to your child, when possible

Showing that you are engaged—even in small ways—can make a big difference in protecting your rights and supporting your child's well-being.

Section 4: How Can I Delegate Responsibility for My Child While I'm Incarcerated?

When you're incarcerated, it's important to make a plan for your child's care—both for their well-being and to protect your legal rights. Georgia law provides several ways to delegate caregiving responsibility while you're away and unable to provide daily care.

Choosing the right option depends on your situation, your child's needs, and your relationship with the person who will care for them.

Caregiving Plan Checklist

Use this checklist when creating a caregiving plan. A thoughtful, documented plan can reduce stress for your child and show the court you've acted responsibly. If you're planning for someone else to care for your child:

- Review the materials below to decide which legal arrangement is most appropriate (Kinship Caregiver Affidavit, POA, guardianship).
- Make sure the caregiver understands and agrees to their role.
- Complete necessary forms and have them notarized (see Appendix 1 – Legal Forms).
- Share key documents (birth certificate, insurance info, school records) with the caregiver (see Appendix 2, Sample Letter 1).
- Stay in touch with your child and their caregiver regularly. Track your contact with the caregiver and your child/ren using Appendix 1, Forms 1 and 2.

Kinship Caregiving (Informal Arrangement)

A **kinship caregiver** is usually a relative—like a grandparent, aunt, or older sibling—who steps in to care for your child, usually without going through a court process. Kinship care is the least formal option and can be a helpful short-term solution. In these situations, a Kinship Caregiver Affidavit can give the caregiver limited authority to make important decisions for your child—such as enrolling them in school or consenting to medical care—without needing a court order.

Kinship care can also arise when DFCS arranges for a child to stay with a relative or close family friend through a safety plan--an agreement made outside of court while the agency

assesses concerns about the child's safety. Although no judge is involved, these safety plans are still a form of DFCS involvement and can lead to a formal case if concerns aren't resolved.

In other cases, DFCS may formally place a child with a relative through a foster care arrangement. If DFCS is involved with your child, it's important to ask whether a safety plan or a formal removal has occurred so you can understand your rights and options. In all of these situations, a Kinship Caregiver Affidavit can help prevent problems when a caregiver needs to act on your child's behalf.

Kinship Caregiver Affidavit *

Even though this is an informal arrangement, your kinship caregiver can establish limited legal authority to consent to services that usually require parental consent by using a **Kinship Caregiver Affidavit (see Appendix 1, Form 4)**. This allows them to:

- Enroll your child in school
- Consent to medical treatment related to school enrollment
- Approve participation in extracurricular activities

The affidavit is valid for one year and must be renewed if the child needs to stay with the relative longer. This form does not affect your legal parental rights. It just gives the caregiver the authority to consent to certain decisions related to your child's education and care in your absence.

* See note next page regarding third-party acceptance.

Power of Attorney (POA) for the Care of a Minor Child

Under the Supporting and Strengthening Families Act, O.C.G.A. §§ 19-9-120 through 19-9-132, any parent may grant POA to a relative to care for their child for up to 12 months (see Appendix 1, Form 5).

A **Power of Attorney (POA)** allows you to give another adult family member temporary authority to make decisions for your child. This can include medical care, school decisions, and other day-to-day needs.

- No court involvement is required
- You retain full legal rights as a parent
- Can last up to one year (or indefinitely if granted to a grandparent)
- Can be revoked at any time

Power of Attorney for the Care of a Minor Child *

Use the state-approved "Power of Attorney for the Care of a Minor Child" form and be sure to have it notarized (see Appendix 1, Form 5). The person receiving POA should keep a copy easily accessible in case they need to show proof when making decisions for your child.

What happens after you sign a Power of Attorney?

If you complete and notarize a Power of Attorney for the Care of a Minor Child:

- The caregiver (called the "agent") receives temporary legal authority to make decisions for your child—such as school enrollment, healthcare, and daily care.
- You still retain full legal custody and can revoke the POA at any time (see Appendix 1, Form 6).
- The POA is valid for up to 12 months, unless the caregiver is your child's grandparent, in which case, it can stay in place until you revoke it.
- No court involvement is required, but the caregiver should keep a copy of the signed and notarized form on hand to show when making decisions.
- You should also keep a copy for your records and make sure anyone involved in your child's care (school, doctor, etc.) receives a copy if needed.

***NOTE:** While these documents are recognized under Georgia law, some schools, medical providers, or other institutions may have their own internal policies and may not accept a Power of Attorney or Kinship Caregiver Affidavit. If a caregiver runs into problems using one of these forms, it may be necessary to consult a lawyer or consider a more formal legal arrangement, such as temporary guardianship.

Temporary Guardianship

Temporary guardianship is a formal legal arrangement granted by the **probate court**. It gives a trusted adult the legal right to care for your child during your incarceration.

- Requires court filing and approval
- Requires your notarized consent unless the court finds otherwise
- Ends when you revoke it, or when the court finds you able to care for your child again

Under Georgia law, O.C.G.A. §§ 29-2-5 and 29-2-6, the guardian must file a petition in probate court, and you may be asked to attend a hearing. Temporary guardianship gives the caregiver full legal authority to make decisions about your child's care but does not permanently end your rights.

Temporary Guardianship of a Minor Child

Temporary guardianship may be a better option than informal kinship care if your child's caregiver will need to interact frequently with schools, doctors, or government agencies and your child will be living with them for an extended period of time (more than 12 months).

What happens when a Petition for Temporary Guardianship is filed?

Here's what to expect once a Petition for Temporary Guardianship is filed in probate court:

- **If you sign the Consent form** (see Appendix 1, Form 8), the court may approve the guardianship without a hearing.
- **If you do not consent**, you will be served with a copy of the Petition, and you may then file an objection (see Appendix 1, Form 9).
- If you object and you're the child's legal mother, the court may dismiss the petition outright—or transfer the case to juvenile court for a hearing.
- If the guardianship is approved, the guardian will receive official papers (Temporary Letters of Guardianship) and must share copies with schools, doctors, or others involved in your child's care.
- The guardianship remains in effect until you file to terminate it (see Appendix 1, Form 10) or the court determines it is no longer needed.

NOTE: *Keep a copy of any papers you receive from the court, so you have them to reference later when you're ready to request that the guardianship be terminated.*

Permanent Guardianship

In a permanent guardianship, the caregiver is given the legal responsibility to care for your child until the child turns 18 or becomes emancipated. However, unlike adoption, your parental rights are generally *not* fully terminated — though your ability to regain custody later becomes very limited. Except where a child has no natural guardian due to the death of their parent/s, permanent guardianship is only available as a final outcome in a juvenile court dependency case, not through a private petition.

O.C.G.A. § 15-11-240 outlines when a court may appoint a permanent guardian. The permanent guardian must provide a safe, stable home, and the court must find that

adoption is not appropriate, and that termination of parental rights is either not necessary or has already occurred. Permanent guardianship is usually established when:

- Reunification is no longer the court's goal, and
- Adoption is not in the child's best interests.

Permanent Guardianship of a Minor Child

Permanent guardianship is not the same as adoption—you may still have a chance to reestablish legal rights later, but changing or undoing the permanent guardianship will likely be a difficult court process. You should not consent to a permanent guardianship unless you've had an opportunity to discuss your options with an attorney.

What rights do you keep and lose in Permanent Guardianship?

You Keep	You Lose
The status of being your child's biological parent	The right to physical custody of your child
Some possibility to ask the court to modify guardianship later (difficult)	The ability to make day-to-day decisions about your child's care
Some visitation rights (if ordered)	Legal authority to make major decisions on your child's behalf (such as education, healthcare, or relocation)

Once permanent guardianship is granted:

- The court sets visitation rights — either allowing contact or restricting it.
- The juvenile court case is closed for most purposes; the court no longer regularly reviews the case.
- Guardianship stays in place until your child turns 18, unless you later prove a major change in circumstances (e.g. that you are a fit and proper parent who is now able to assume the responsibilities of full custody, and that return is in the child's best interests).

Choosing the Right Legal Tool: A Quick Comparison

The chart on the next page compares the different caregiving arrangements discussed in this section to help you decide which is best for your situation. If you're unsure, please contact an attorney for assistance.

Legal Option	Who It's For	How It Works	Pros	Considerations
Kinship Caregiver Affidavit (Informal)	Short-term care by relatives	Informal arrangement, no court required, caregiver fills out affidavit	Quick, flexible, low-cost	Caregiver has limited authority; some service providers may not accept it; has to be reissued every 12 months
Power of Attorney (POA)	Temporary care by a trusted family member	Notarized form giving temporary authority for up to 1 year or longer if caregiver is your child's grandparent	No court involvement; easy to revoke	Only valid for 1 year and limited to certain family members. See Appendix 1, Form 5 coversheet for full list of eligible relatives.
Temporary Guardianship	More formal caregiving arrangement	Requires probate court approval and parental consent	Caregiver has full legal authority	Requires court filing and notice; can only be terminated through court
Permanent Guardianship	Long-term caregiving when reunification is unlikely	Ordered by juvenile court, in DFCS-involved cases	Provides stability for child, does not require adoption	Harder to undo; parent loses ability to regain custody easily
Adoption	Permanent transfer of parental rights	Parent's rights are terminated and adoptive parents become the child's new legal parents	Permanent home for child	Ends all parental rights; is not reversible

Section 5: What Happens If I Don't Delegate Responsibility for the Care of my Child?

If you don't make a formal plan for your child's care during your incarceration, there can be serious consequences for both your child and your legal rights.

Without a formal delegation of responsibility (such as power of attorney or guardianship):

- The caregiver may not be able to make medical or educational decisions for your child.
- School enrollment and healthcare access may be delayed.
- The caregiver may be unable to access public benefits for your child.

If no responsible adult steps forward, your child could end up in the custody of the Georgia Division of Family and Children Services (DFCS).

Risk of Foster Care Placement

If no arrangement is made, and DFCS becomes involved, your child may be placed in foster care. This can make it more difficult to reunite with your child after your release and may trigger a legal process that could affect your parental rights.

Delay in Reunification

If you did not have a formal care giving arrangement in place, and the court has to intervene, it may take longer to regain custody after release. Courts and agencies will want to ensure your child's needs were met during your absence and that you're prepared to resume parenting responsibilities.

Impact on Your Relationship with Your Child

Uncertainty, disrupted schooling or healthcare, and separation from familiar caregivers can be emotionally difficult for children. Making a plan demonstrates your commitment to your child and their well-being, even when you cannot be physically present.

The Importance of Delegating Responsibility

By formally giving someone legal authority to care for your child, you reduce the risk of state involvement and help ensure your child is supported while you are away. Planning ahead helps preserve your bond with your child and strengthens your position with the court and DFCS, should they become involved.

Section 6: Do I Need the Biological Father's Consent?

Whether or not you need the biological father's consent to delegate responsibility for your child depends on his legal relationship to the child. Under Georgia law, a biological father does not have legal rights unless he has filed a **Petition for Legitimation** in superior court pursuant to Georgia law, O.C.G.A. § 19-7-22, and the Petition has been granted.

If the Father Has Legal Custody or Parental Rights

If the mother was married at the time of birth, or if the biological father has gone through the court process to legitimate the child:

- You will likely need the legal father's consent to transfer custody or establish guardianship.

- Courts typically require consent from all legal parents before approving a guardianship arrangement.

* Remember that a man who is married to the mother when a child is born is automatically considered that child's legal father until paternity is disproven.

If the Father Has Not Legitimated the Child

If the father was not married to the mother at the time of birth and has not established paternity or gone through the legitimation process:

- He does not have legal parental rights under Georgia law.
- You generally do not need his consent to make caregiving arrangements.

Determining the Legal Rights of the Father

If you're not sure whether the father has legal rights, ask:

- Was the child born during a marriage?
- Has the father filed for and completed the legitimation process?
- Is there a court order giving him custody or visitation?

If the answer is no to all of these, you likely do not need his consent to execute a power of attorney or temporary guardianship.

When in Doubt, Seek Legal Advice

Parental rights and responsibilities can be complicated, especially if there's an informal custody arrangement in place or there was a previous court case involving your child. If you're unsure, talk to a lawyer, a legal aid clinic, or your facility's legal resources to help determine whether the father's consent is legally required.

Section 7: What If the State Gets Involved?

If you are incarcerated and no formal plan is in place for your child's care, DFCS may become involved. DFCS is responsible for investigating reports of child abuse, neglect, or abandonment and may step in if your child is without a safe and stable caregiver.

When Might DFCS Step In?

- If your child is left with someone who is not legally authorized to care for them
- If your child's caregiver is reported for abuse or neglect
- If no one comes forward to care for your child after your incarceration

Protecting Against DFCS Involvement

You can reduce the chances of DFCS involvement by putting a clear, legal care giving plan in place before you are incarcerated. Power of attorney or temporary guardianship arrangements (see Appendix 1, Forms 5, 7 & 8) can show that your child is being cared for appropriately in your absence.

What Happens in a DFCS Investigation?

If DFCS receives a report, they will open an investigation and may:

- Visit the caregiver's home to assess the child's safety
- Interview the caregiver and your child (if age-appropriate)
- Check for prior reports or concerns
- Decide whether the child can remain safely in the home or must be removed

When can DFCS request custody of a child?

- Under O.C.G.A. § 15-11-133, a child may be removed without parental consent if they are in imminent danger of abuse or neglect, or if a law enforcement officer or DFCS worker determines removal is necessary for the child's immediate safety.
- O.C.G.A. § 15-11-2 defines child abuse and neglect, including failure to maintain contact and provide adequate supervision, support, or care.

In circumstances where removal is based on parental incarceration, typically DFCS requests custody when they find the child has no available caregiver.

If the Court Removes Your Child

If your child is removed from their caregiver's home, DFCS may place them in foster care or with a relative. You will be notified and a court hearing (called a **dependency proceeding**) will be scheduled. See Appendix 4 – Dependency Case Roadmap for more information. You have the right to:

- Be notified of the hearing
- Be represented by an attorney
- Participate in the hearing (even if incarcerated)
- Recommend relatives and friends you would like DFCS to consider for placement of your child

Navigating a Dependency Case

If your child enters foster care while you are incarcerated, it is critical that you make contact with your attorney and stay in touch with your DFCS caseworker so you can participate in any court-ordered case plans. Document your efforts to stay involved—letters, phone calls, program participation, etc. (See Appendix 1, Forms 1, 2 & 3)

Even if DFCS gets involved, you can still protect your rights. Ask for updates on your case, attend court hearings, and follow your case plan. Showing that you are committed to your child's well-being—even from prison—can help you maintain your rights and work toward reunification. See Appendix 2 - Sample Letters for help communicating with people about your case.

For more information about dependency cases, see Appendix 4 – Dependency Case Roadmap.

DFCS Case Involvement: What to Expect

If DFCS becomes involved with your child's care, the case typically moves through several stages—from investigation to a final permanency decision. The chart below highlights key milestones in this process and introduces some of the rights you may have along the way. See Appendix 4 – Dependency Case Roadmap for more details.

DFCS Step	What Happens	Your Rights
Investigation	DFCS visits caregiver and interviews child	Provide contact info and names of relatives
Removal	Child may be placed with a relative or in foster care	Right to notice and court hearing
Dependency Proceeding	Court decides if your child is legally dependent based on DFCS's concerns. If so, the judge can place your child in foster care, with a relative, or under DFCS supervision.	Right to an attorney, right to attend hearings (even if incarcerated)
Case Plan	You are assigned services or reunification steps	Right to participate and work toward reunification
Permanency Hearing	Court decides if child should be returned to you, stay in care, enter a guardianship, or be adopted	Right to present evidence and contest decision
IT IS EXTREMELY IMPORTANT THAT YOU MAKE CONTACT WITH YOUR ATTORNEY!		

If your child is involved in a DFCS court case, you have the right to an attorney. Your attorney should be assigned to your case at the Preliminary Protective Hearing and should make every effort to contact you as soon as possible so that they can advocate for your wishes. If you have not received information about the case and/or have not heard from your attorney, you should immediately call the juvenile court in the county where the case is pending and request contact information for your court appointed attorney. You should also make sure that the court has your mailing address and contact information on file.

If you are not able to call the court, use Appendix 2 – Sample Letters to write the court a letter identifying your child and explaining that you want to be involved in the case. Be sure to include your address and all necessary contact information in the letter and keep a copy of it for your records.

Why It's Important to Plan Ahead

When DFCS is involved, your efforts to protect and plan for your child will be closely reviewed.

- If you made arrangements for care and stayed engaged, your case for reunification after release will be stronger.
- If you didn't attempt to make plans for your child's care and there are concerns about your parenting, DFCS may ultimately seek to limit or terminate your parental rights.

Most parents involved in a dependency case work with DFCS and the court on a reunification plan aimed at addressing the concerns that led to their child's removal. **Even while incarcerated, you still have the right to be involved in your case and to make progress toward reunifying with your child.** In some rare situations, if the court finds that reunification is no longer possible, it may consider terminating a parent's rights. The section below explains what that means and when it might happen.

Termination of Parental Rights

In Georgia, termination of parental rights (TPR) is a serious legal process that permanently ends the legal relationship between a parent and their child. Once your rights are terminated, you no longer have the ability to:

- Have custody of your child
- Visit your child
- Make decisions about your child's care or upbringing

What happens if my Parental Rights are terminated?

If the court orders termination, you permanently lose all parental rights to your child. The court may then:

- Place your child for adoption
- Place your child in permanent guardianship

Allow another person (such as a foster parent or relative) to seek full legal You will no longer have the legal right to ask for contact, visitation, or decision-making rights concerning your child.

Important: If your parental rights are terminated, you also lose the right to be notified of future court proceedings involving your child.

Termination can occur in two main ways:

1. **Voluntary Surrender of Parental Rights -** when a parent gives up their rights by consent, usually in connection with a permanent guardianship or an adoption; and
2. **Involuntary Termination of Parental Rights** - when a court finds that the parent has abandoned their child or is unable or unwilling to care for the child and that termination is in the child's best interest.

Voluntary Surrender of Parental Rights

In Georgia, voluntary termination of parental rights means that a parent willingly gives up their legal rights to raise their child. This can happen if the parent agrees that they no longer want to have any legal responsibilities for the child, such as custody, visitation, or making decisions for the child. This process is done through a court procedure where the parent signs a document to give up their rights. It is important to know that this is a serious decision and can't be undone easily.

Involuntary Termination of Parental Rights

O.C.G.A. § 15-11-310 outlines the legal grounds for involuntary termination, including abandonment, failure to support, abuse or neglect, or circumstances showing that reunification is not likely to be successful.

In many cases, termination of parental rights (TPR) happens when a court believes a parent cannot properly care for their child and that staying connected to the parent is not in the child's best interest. For example, if your child is in foster care, the court might look at whether you've been able to stay in touch with your child and work on a plan to reunite. If the court feels you haven't made progress—or if they think you won't be able to parent in a reasonable amount of time—they might consider termination.

When can DFCS or the court seek to terminate my parental rights?

Under Georgia law, the court can terminate parental rights if there is proof of one or more of the following:

- **Abandonment** — Failing to maintain regular communication, support, or involvement with your child without good reason.
- **Neglect or Abuse** — A history of abuse or neglect that poses ongoing risk to the child's safety or well-being.
- **Failure to Complete Case Plan** — Not making sufficient progress toward the goals outlined in the court-approved case plan (particularly important once child has been in care for more than 15 months).
- **Parental Misconduct or Inability** — Situations where the parent is unable to care for the child and that's unlikely to change within a reasonable time (extended prison sentences without the possibility of parole may cause the court to find inability to care for your child).
- **Long-Term Foster Care** — When a child has been in foster care for an extended period (typically 15 of the last 22 months) without sufficient progress by the parent.
- **Severe Conditions (e.g., Conviction for Certain Crimes)** —Serious criminal convictions against the child or another child of the parent.

The court must find a) that one of the above grounds for termination exists, and b) that termination is in the child's best interests.

Protecting Your Parental Rights

Being incarcerated does not automatically mean your rights will be terminated, but it can make things more challenging. If your child enters foster care and the court believes you are not working toward reunification, the risk increases. The court might look at factors like:

- How long you're expected to be incarcerated
- Whether you've made efforts to stay involved in your child's life by writing letters, calling, sending gifts, or meeting your obligation to provide financial support
- Whether you've made efforts to stay involved in the case
- If there are family members or trusted people who can care for your child while you're incarcerated
- Whether you've been working on improving yourself, like attending parenting classes or programs offered in prison

It is important that you stay involved with your child and their case as much as possible! There are a number of ways to stay engaged with children while incarcerated:

- If your child is old enough to talk to you on the phone, reach out and keep a log of your phone calls to them.
- Take time to write them letters and try to make copies of the letters before you send them.
- If your child isn't old enough to communicate directly with you yet, then try to call and write to their caregiver regularly.
- Keep a log of all of these contacts so that you can show the court that you've been trying to maintain a connection with your child.
- If your facility allows video calls, ask family to help you set those up so that you can have video contact with your child.
- Make a plan with the person caring for your children to schedule regular visits if that is geographically and financially possible.
- Have family members send money in your name or ask them to help you send your child gifts in your name for birthdays and the holidays.

See Appendix 1, Forms 1, 2 & 3 for help keeping track of your contacts with the caregiver, your child and the DFCS caseworker.

Section 8: What If I'm Being Denied Visits and Contact with My Child?

Even if you're incarcerated, you still have the right to maintain a relationship with your child. Whether or not visitation is happening depends on several factors—like whether there's a court order in place, the cooperation of the child's caregiver, and the policies of the jail or prison where you're housed.

If You Have a Court-Ordered Visitation Plan

If there is a court order that grants you visitation rights:

- That order remains valid unless formally modified by the court.
- Denial of court-ordered visits may be a violation of the law.

If visits are being denied, you may be able to file a court action to enforce the order.

What if I'm not getting my court-ordered visitation?

If you're not receiving your court-ordered visitation, document each missed visit and contact an attorney as soon as possible. Enforcing the visitation order will require assistance from legal counsel or a legal aid organization.

If There Is No Court Ordered Visitation Plan

If you do not have a formal visitation order in place, your ability to maintain contact with your child depends on:

- The willingness of your child's caregiver to allow visits or communication
- Whether the jail or prison permits in-person, phone, or video contact

You may be able to request assistance from the court to create a formal visitation schedule. This can help prevent future disputes or refusals. You will need an attorney to help you with this.

Facility Rules and Contact Options

Visitation may be limited by institutional rules. Most Georgia correctional facilities offer alternatives like:

- **Phone calls** (inbound or scheduled)

- **Video visits** (via approved systems)
- **Letters, cards, and artwork**

Check your facility's visitation policies or ask your case manager or counselor for help setting up contact.

Documenting Contact

Even if in-person visits aren't allowed, regular letters and phone calls can help preserve your bond with your child. Keep copies of your correspondence and a log of your efforts to stay in touch. See Appendix 1, Forms 1 & 2 for help documenting contact, and Appendix 2, Sample Letters 5 & 8 for requesting contact.

Enforcing Your Rights

If you believe your visitation rights are being denied unfairly:

- Talk to your attorney or a legal aid organization.
- Ask the court to clarify or enforce your visitation rights.
- Stay calm and document everything—it can help support your case.

Maintaining a connection with your child can support their emotional well-being and strengthen your chances for reunification later. Courts generally view continued involvement as a sign that you're committed to your child's future. You can use Appendix 2 – Sample Letter 8 to make a formal request for contact with your child.

Section 9: What If I Want to Change the Person in Charge of My Child?

If you've already delegated caregiving responsibility—whether through power of attorney or guardianship—but need to change the person responsible, the steps you'll take depend on how the original arrangement was made.

Changing a Power of Attorney Arrangement

If you granted someone power of attorney (POA) for your child and now want to assign that authority to someone else:

1. **Revoke the current POA in writing**
    - Create a written revocation notice (see Appendix 1, Form 6).

- Send it to the current caregiver using certified mail or overnight delivery (see Appendix 2, Sample Letter 1).

2. **Complete a new POA form**
    - Fill out and notarize a new Power of Attorney for the Care of a Minor Child form naming the new caregiver (see Appendix 1, Form 5).

What happens when I revoke a POA?

Once the revocation is delivered, the current caregiver no longer has legal authority to act on your behalf. Keep a copy of the revocation and proof of delivery for your records.

Changing Temporary Guardianship

To change a temporary guardian, you have two options:

- **If the guardian agrees to resign:**
  They can file a petition to resign, and you or the new guardian can petition for a replacement.
- **If the guardian does not agree to resign:**
  You can file a Petition to Terminate the Guardianship (see Appendix 1, Form 10) in probate court and then ask the new proposed guardian to file a new Petition.

Changing a Temporary Guardianship

It is easier to change a temporary guardianship if you have a suitable replacement ready and if you can show that circumstances have changed such that the original guardian is no longer appropriate. This is not a simple process. You should carefully consider your options before attempting to change a guardianship.

Changing Permanent Guardianship

Permanent guardianship is harder to change. Under O.C.G.A. § 15-11-244, courts can modify or revoke permanent guardianship if there is clear and convincing evidence of a material change in the circumstances of the child orguardian.

To change this arrangement:

- You (or another interested party) must file a petition with the court.
- You must show a material change in circumstances and that appointing a new guardian is in the child's best interest.

Changing a Permanent Guardianship

Changing a permanent guardianship can be very difficult. You will need to consult an attorney or legal aid program as early as possible to discuss the best path forward.

Section 10: How Do I Reestablish Custody?

If you've been separated from your child due to incarceration and want to regain custody, the steps depend on the type of arrangement that was in place. Different legal processes apply depending on whether you used a power of attorney or temporary guardianship, or whether custody was altered through a juvenile court dependency proceeding.

Revoking a Power of Attorney

If you previously gave someone power of attorney (POA for your child and now want to revoke it:

1. **Prepare a written revocation (see Appendix 1, Form 6).**
    - Include your name, your child's name, the name of the caregiver, and the date.
    - Clearly state that you are revoking the POA.
2. **Deliver it to the caregiver (see Appendix 2, Sample Letter 1)**
    - Send it by certified mail or overnight delivery with return receipt.
    - Once received, their authority ends immediately.

Under O.C.G.A. § 19-9-130, revocation is effective upon receipt of a written notice by the caregiver. The caregiver should also notify any school, medical provider, or agency relying on the POA.

Keep a copy of your revocation letter and the proof of delivery. You may need this if questions arise about your authority to resume care.

Terminating Temporary Guardianship

If temporary guardianship was granted by the probate court:

- File a **Petition to Terminate Guardianship** in the same court (see Appendix 1, Form 10).
- Provide notice to the current guardian.
- If the guardian does not object within 10 days, the court may terminate the guardianship.
- If the guardian objects, the case may be transferred to juvenile court for a hearing.

Filing a Petition to Terminate Temporary Guardianship

When filing a Petition to Terminate Temporary Guardianship, be prepared to show proof that you are now able to care for your child (e.g., stable housing, income, support plan). This documentation will be necessary if the court schedules a hearing on your petition.

What happens after you file a Petition to Terminate Temporary Guardianship?

If you file a Petition to Terminate Temporary Guardianship (see Appendix 1, Form 10), the process depends on whether the guardian agrees:

- If the guardian signs the Consent form, the court can end the guardianship without a hearing.
- If the guardian objects, the court will either:
    - hold a hearing in probate court, or
    - transfer the case to juvenile court for a more detailed review.
- In either court, you'll need to show you're ready to resume care—by providing proof of housing, income, and your relationship with your child.
- If your child has been with the guardian for a long time, the court may want to set a transition schedule rather than ordering an immediate return.
- Always keep a copy of your Petition and any court orders you receive.

Challenging Permanent Guardianship

Under O.C.G.A. § 15-11-244, permanent guardianship may be modified or revoked with clear and convincing evidence of change and benefit to the child. If permanent guardianship was granted and you believe it should be revoked:

- You must file a Petition in the juvenile court where the guardianship was created.
- You must prove a material change in circumstances and that reinstating your rights is in your child's best interest.
- This can be a complex and difficult legal process, and you will need the assistance of an attorney.

Reinstating Parental Rights

O.C.G.A. § 15-11-323 outlines the very limited circumstances in which a child may petition to have their parent's rights reinstated, including requirements for best interest findings and evidence of parental fitness. If your rights were formally surrendered or terminated, it may still be possible to have those rights reinstated, but this is an extraordinary remedy and requires that the following conditions be met:

- Your child must not have been adopted;
- At least three years must have passed since surrender or termination (unless DFCS and the child agree earlier); and
- The court must find that reinstatement is in the child's best interest.

Petitioning for Reinstatement of Parental Rights

Successfully reinstating parental rights after they have been surrendered or terminated is very rare, but there is a legal process for your child and their attorney to make this request. You will need an attorney to guide you and your child through this process. Your case will depend on your ability to demonstrate how your circumstances have changed—factors like completing parenting programs, securing stable housing, and building a support system will be extremely important to your case.

Summary of Options to Reestablish Custody

The table on the next page summarizes what is needed to reestablish custody depending on the type of caregiving arrangement that is in place. This chart includes information about how difficult each option is and what steps are typically required. Use this chart to understand your path forward based on your situation:

Type of Arrangement	Can You Regain Custody?	What You Need to Do	How Difficult Is It?	Key Considerations
Kinship Caregiver Affidavit	Yes	Revoke the affidavit in writing and resume care	Not difficult	Affidavit expires after 1 year unless renewed; must notify caregiver if revoking before expiration
Power of Attorney	Yes	Revoke in writing	Not difficult	Must notify caregiver; takes effect upon delivery
Temporary Guardianship	Yes	File petition in probate court	Somewhat difficult	Guardian can object; may require a court hearing
Permanent Guardianship	Possibly	Petition juvenile court	Very difficult	Must show material change; court weighs best interest
Terminated Parental Rights	Very Rare	Petition for reinstatement	Very difficult	Child must not be adopted; court must find reinstatement is best for child

Section 11: Other Resources for Incarcerated Mothers

Unfortunately, support programs for incarcerated parents are relatively limited in Georgia. While a few organizations provide critical services, many families must rely on informal networks and individual case workers to find help. This toolkit was created in part because these gaps exist and to help parents protect their relationships with their children even when formal resources are hard to access.

That said, there are some resources available to help. In addition to contacting the organizations listed below, you should check with your counselor or facility resource officer for help locating local organizations that work to support family connections. Many counties have nonprofits or faith-based groups that offer help.

Resources for Legal Assistance and Support

- **Georgia Legal Aid** – www.georgialegalaid.org
  - Information about guardianship, custody, and parental rights
  - Downloadable court forms and legal guides
- **Probate Court Standard Forms** – www.gasupreme.us/probate-court-standard-forms
  - Additional forms for guardianship, revocation, and related matters

- **Your Facility's Legal Services Office**
    - Ask your counselor or case manager about any legal support that might be available inside your facility.

Parenting Assistance Programs

- **P.A.V.E. Program (Parental Access, Visitation, and Education)**
    - Offered in Georgia's Transitional Centers
    - Helps parents prepare for reunification and maintain contact during incarceration
    - Contact your facility's case manager to apply
- **Motherhood Beyond Bars** – www.motherhoodbeyondbars.org

  Motherhood Beyond Bars 678-404-1397
  799 Briarcliff Rd NE Box 15276
  Atlanta, GA 30333
    - Supports incarcerated and formerly incarcerated mothers
    - Offers caregiver support, supplies for infants, and advocacy tools
- **Foreverfamily** – www.foreverfam.org

  Foreverfamily Program Site 404-223-1200
  352 University Avenue, West 104 ffprograms@foreverfam.org
  Atlanta, GA 30310
    - Arranges transportation and visitation support for children visiting incarcerated parents
    - Focuses on women's prisons in Georgia

Appendix 1 – Legal Forms

This appendix contains sample forms and templates to help you complete important steps in caring for your child while you are incarcerated. Not all forms are required in every situation. You should read through the coversheet for each form and only use the forms that match your caregiving plan and current needs.

The legal proceedings detailed in these forms can be very complicated. If at all possible, you should consult with an attorney before using these forms.

Appendix 1 – Quick Reference:

Form #	Form Name	What It's For	Where to File or Send
Form 1	Caregiver Contact Log	Write down names, addresses, and contact info for your child's caregiver	Keep for your records
Form 2	Child Visitation / Contact Log	Track your communication and visits with your child	Keep for your records; may be shared with the court or your attorney
Form 3	DFCS Caseworker Contact Log	Track all of your contacts with your DFCS caseworker	Give a copy to your attorney
Form 4	Kinship Caregiver Affidavit	Let a relative make school and medical decisions without going to court	Give a copy to caregiver, child's school, and doctor (if needed)
Form 5	Power of Attorney for the Care of a Minor Child	Give a trusted adult temporary legal authority to care for your child	Give to caregiver and anyone making decisions for your child
Form 6	Revocation of Power of Attorney	Cancel a previously granted power of attorney	Deliver to caregiver; keep copy with proof of delivery
Form 7	Petition for Temporary Guardianship of a Minor	Form the caregiver will use to request that the court give them legal authority to care for your child	File with probate court
Form 8	Consent of Mother to Temporary Guardianship	Agree to someone else being appointed as temporary guardian	Return to the person filing the petition; they will submit it to the court
Form 9	Objection to Temporary Guardianship	Tell the court you do NOT agree with a temporary guardianship	File with probate court (must be notarized)
Form 10	Petition to Terminate Temporary Guardianship	Ask the court to end an existing temporary guardianship	File with probate court
Form 11	Poverty Affidavit	Ask the court to waive filing fees if you cannot afford them	File with the same court where your petition will be filed

Form 1

Caregiver Contact Log

What This Form Is For:
This form helps you keep track of important information about the person caring for your child while you are incarcerated and your communications with them. It includes their contact information and space for notes about your communication or any concerns.

When to Use It:
Use this form as soon as you make a caregiving plan. Keep it with your legal paperwork and update it as needed. If you use this form regularly and commit to keeping it updated, you'll have a complete log of all contact you've had with the caregiver. This log will be helpful to you if you ever need to prove the attempts you've made to stay in contact with your child and their caregiver.

Who Should Fill It Out:
You (the parent) should complete this form. You can ask the caregiver for any information you don't already have.

Where to Keep It:
Keep a copy in your legal paperwork folder. If your facility allows, send a copy to your attorney or caseworker and keep another copy with your letters or communication log.

Important Notes:

- This form does not give the caregiver legal authority. This form is just a log to help you keep an organized list of your communications with the caregiver.
- Keep this sheet updated if the caregiver's phone number, address, or contact preferences change.
- You should log all attempts to contact your child's caregiver, even if you aren't able to talk to them. The goal is to keep track of all efforts to reach out to your child's caregiver, even if those attempts are unsuccessful.
- If you run out of space and need additional pages, you can make extra copies of the second page or you can just use a piece of notebook paper and attach it to the form.

Caregiver Contact Log

You Full Name:_____

Caregiver's Full Name:_____

Relationship to Child: _____

Caregiver's Phone Number(s): _____

Caregiver's Email Address: _____

Caregiver's Mailing Address:

_____

_____

Child's Full Name:_____

Child's Date of Birth:_____

Child's Current School or Daycare (if any):

Dates/Notes of Contact with Caregiver:
(Use this space to log calls, letters, visits, or other communication you have with the caregiver)

Date of Contact	**Type of Contact** (phone call, letter, e-mail, in-person visit)	**Notes** (Did they answer? What was discussed? When will you talk to them again?)

Date of Contact	**Type of Contact** (phone call, letter, e-mail, in-person visit)	**Notes** (Did they respond/answer? What was discussed? When will you talk to them again?)

Form 2

Child Visitation / Contact Log

What This Form Is For:
This form helps you keep track of all communication and visits with your child while you are incarcerated. It can be useful in court or with DFCS to show that you are staying involved and trying to maintain your relationship.

When to Use It:
Use this form any time you send a letter, make a phone or video call, have an in-person visit, or otherwise communicate with your child. Keep it updated regularly.

Who Should Fill It Out:
You (the parent) should complete this form.

Where to Keep It:
Keep this log with your legal paperwork, letters from your child, or your other communication logs. If you are working with an attorney or DFCS caseworker, bring this log to any meetings or court hearings and show them your records.

Important Notes:

- You should log all attempts to contact your child/children. The goal is to keep track of all of your efforts to reach out to your children, even if those efforts aren't successful.
- If you run out of space and need additional pages, you can make extra copies of the second page or you can use a piece of notebook paper and attach it to the form.
- If you have more than one child that you are visiting/contacting, you can keep a separate log for each child or if your children are all living with the same caregiver, you can use a single form to track contact with all of your children. If your children live with different caregivers, you're likely contacting your children separately, so a separate form for each child or each sibling group who lives together will be best.

Child Visitation / Contact Log

You Full Name:_____

Caregiver's Full Name:_____

Child's Full Name:_____

(if more than 1 living together, use additional lines) _____

_____

Child's Date of Birth: _____

(if more than 1 living together, use additional lines) _____

_____

Dates/Notes of Contact with Child/Children:
(Use this space to log calls, letters, visits, or other communication you have with your child/ren. Don't forget to log all of your attempts to communicate, even if they aren't successful.)

Date of Contact	**Type of Contact** (phone call, letter, in-person visit)	**Length of Visit**	**Notes** (Were you able to talk to or see your child/ren? If not, why? How are they? When will you see them / talk to them again?)

Date of Contact	**Type of Contact** (phone call, letter, in-person visit)	**Length of Visit**	**Notes** (Were you able to talk to or see your child/ren? If not, why? How are they? When will you see them / talk to them again?)

Form 3

DFCS Caseworker Contact Log

What This Form Is For:
This form helps you keep track of your DFCS Caseworker's contact information and each interaction you have with them.

When to Use It:
Use this form as soon as you are contacted by a DFCS caseworker about anything having to do with your child(ren). Keep it with your legal paperwork and keep it updated. If you keep this form updated, you'll have a complete log of all contact you've had with the caseworker. This log will be extremely important if you ever need to prove the attempts you've made to stay involved in your child's case.

Who Should Fill It Out:
You (the parent) should complete this form. You should ask the caseworker to provide you with all of their contact information so you can fill out this form completely. If your caseworker changes, start a new form with the new caseworker's information, note the date of the change, and begin tracking your interactions with the new caseworker. Do not get rid of logs for prior caseworkers. It's important that you keep track of everyone you have contact with about your case.

Where to Keep It:
Keep your logs in your legal paperwork folder and keep them updated. Tell your attorney about your log and try to send them copies of it before any hearings.

Important Notes:

- You should log all attempts to contact your caseworker, even if you aren't able to talk to them. The goal is to keep track of all efforts to reach out to DFCS, even if those attempts are unsuccessful.
- If you run out of space and need additional pages, you can make extra copies of the second page or you can just use a piece of notebook paper and attach it to the form.

DFCS Caseworker Contact Log

Your Full Name: _____

Caseworker's Full Name:_____

Caseworker's Phone Number(s): _____

Caseworker's Email Address: _____

Caseworker's Mailing Address:

_____ **County**:_____

_____

Child(ren)'s Name(s) and Case Numbers:_____

Dates/Notes of Contact with Caseworker:
(Use this space to log calls, letters, visits, or other communication you have with the DFCS Caseworker)

Date of Contact	**Type of Contact** (phone call, letter, e-mail, in-person visit)	**Notes** (What did you discuss? What did they tell you about the case? What are the next steps?)

Date of Contact	**Type of Contact** (phone call, letter, e-mail, in-person visit)	**Notes** (What did you discuss? What did they tell you about the case? What are the next steps?)

Form 4

Kinship Caregiver Affidavit

What This Form Is For:
This form allows a relative or close family friend (known as a "kinship caregiver") to enroll your child in school and consent to certain services without having legal custody or guardianship. It helps the caregiver take care of the child's everyday needs—especially school-related needs—while you're away.

When to Use It:
Use this form if your child is living with a relative or trusted adult while you are incarcerated and there is no formal custody or guardianship arrangement in place. The form allows the caregiver to:

- Enroll your child in school
- Approve medical care related to school enrollment
- Consent to your child's participation in school activities

Who Should Fill It Out:
The caregiver should complete and sign this form. It must be signed in front of a notary public. You (the parent) do not have to sign it.

Where to Use It:
The caregiver should provide this form to the child's school and keep a copy for their records. It can also be shared with healthcare providers as needed.

Important Notes:

- This form does **not** give the caregiver legal custody. You still have full parental rights.
- If possible, ask for a copy of the executed affidavit for your records and keep it with your legal paperwork.
- The form is valid for **one year** from the date it is signed. If your child/ren will be with the caregiver for more than 12 months, the caregiver will need to fill out a new affidavit each year.
- If the child stops living with the caregiver for more than 30 days, the caregiver must notify the school and anyone else who received the affidavit that they are no longer caring for your child.

KINSHIP CAREGIVER AFFIDAVIT

Under O.C.G.A. § 20-2-690.1, a person who is caring for a child in their home is required to enroll that child in school. Under Georgia State Department of Education Rule 160-5-1-.28(b), *any person* who is caring for a child in their home is allowed to enroll the child in school, even if the caregiver does not have any formal custody or guardianship order. If the school district has any questions about the child's eligibility to enroll, the school district is required to provisionally enroll the child for 30 days, pursuant to Rule 160-5-1-.28(c), to allow the caregiver time to resolve the problem without having the child miss school. The use of the Kinship Caregiver Affidavit is *not* required to enroll a child in school, but it will allow a caregiver to consent to services which usually require parental consent. Those services are:

(1) Educational services;
(2) Medical services directly related to academic enrollment; and
(3) Curricular or extracurricular activities.

NOTICES UNDER O.C.G.A. § 20-1-16:

☐ This declaration does not affect the rights of the named child's parent or legal guardian regarding the care, custody, and control of the child and it does not mean that the kinship caregiver has legal custody of the child.
☐ A person that relies on this affidavit has no obligation to make any further inquiry or investigation.
☐ This affidavit is not valid for more than one year after the date on which it is executed.

ADDITIONAL INFORMATION:

TO KINSHIP CAREGIVERS:

☐ If the child stops living with you for a period of more than 30 days, you are required to provide notice not later than 30 days after such period to anyone to whom you have given this affidavit as well as anyone of whom you have actual knowledge who received the affidavit from a third party.
☐ If you do not have the information in item 11 of the affidavit (State of Georgia driver's license or identification card), you must provide another form of identification.

TO SCHOOL OFFICIALS:

☐ The school system may require additional reasonable evidence that the kinship caregiver resides at the address provided in item 4 of the affidavit.

TO HEALTH CARE PROVIDERS AND HEALTH CARE SERVICE PLANS:

☐ No person that acts in good faith reliance upon a kinship caregiver's affidavit to render educational services or medical services directly related to academic enrollment or any curricular or extracurricular activities, without actual knowledge of facts contrary to those stated in the affidavit, shall be subject to criminal prosecution or civil liability to any person, or subject to any professional disciplinary action, for such reliance if the applicable portions of the form are completed.
☐ This affidavit does not confer dependency for health care coverage purposes.

AFFIDAVIT

I, the undersigned, am over eighteen (18) years of age and competent to testify to the facts and matters set forth herein.

My Name (kinship caregiver giving authorization):_____

1. The student whose legal name is_____, date of birth _____

is living with me at the following address: _____

---

2. I am a kinship caregiver as defined by O.C.G.A. § 2-1-15 (grandparent, great-grandparent, aunt, uncle, great aunt, great uncle, cousin, sibling, or fictive kin who has assumed responsibility for raising a child in an informal, noncustodial, or guardianship capacity).
3. I have assumed kinship caregiver status because of one or more of the following circumstances:

   ☐ A parent being unable to provide care due to the death of the other parent;

   ☐ A serious illness or terminal illness of a parent;

☐ The physical or mental condition of the parent or the child such that proper care and supervision of the child cannot be provided by the parent;

☐ The incarceration of the parent;

☐ The loss or inhabitability of the child's home as the result of a natural disaster; or

☐ A period of active military duty of a parent exceeding 24 months.

4. Name(s) of the parents or legal custodian(s): _____

_____

5. Address of parent(s) or legal custodian(s): _____

_____

OR

☐ I have made the following attempts to try to obtain the addresses of the parents (explain): _____

_____

_____

_____

6. My date of birth is: _____

7. Description of kinship caregiver's identification: _____

WARNING: DO NOT SIGN THIS FORM IF ANY OF THE STATEMENTS ABOVE ARE INCORRECT OR YOU WILL BE COMMITTING A CRIME PUNISHABLE BY A FINE, IMPRISONMENT, OR BOTH.

_____ _____

Signature of kinship caregiver with whom the child is living | Kinship caregiver's printed name

PLEASE NOTARIZE

Sworn to and subscribed before me this_____day of_____, 20____.

Notary Public (SEAL)
My commission expires: _____

Form 5

Power of Attorney for the Care of a Minor Child

What This Form Is For:
This form allows you (the parent) to give an adult family member temporary authority to make decisions for your child while you are incarcerated. That caregiver (called the "agent") can make school decisions, arrange medical care, arrange services, and handle other day-to-day responsibilities for your child. You do not lose your parental rights by signing this form.

When to Use It:
Use this form if you want to formally give a family member the authority to care for your child while you are incarcerated. It's especially helpful if the family member caring for your child needs to make decisions on your behalf and will have ongoing contact with services providers and other third parties.

Who Should Fill It Out:
You (the parent) and the caregiver (the agent) must both complete and sign the form. Both signatures must be notarized.

For this form to be valid, your child's caregiver must be 1) an adult, 2) a Georgia resident, and 3) your child's:

grandparent,	step-grandparent,	great uncle,
great-grandparent,	aunt,	cousin, or
stepparent,	uncle,	adult sibling
former stepparent,	great aunt,	

Where to Use It:
The caregiver should keep a copy of the signed form and provide copies to your child's school, doctor, or any other provider who needs proof of their authority. The caregiver must also file a copy of the executed Power of Attorney with their local probate court. If possible, you should also keep a copy of the executed form with your legal files.

Important Notes:

- This form does **not** give the caregiver the right to consent to adoption or termination of your parental rights.
- You can cancel (revoke) this form at any time by giving the caregiver a written notice of revocation (see Form 6).

- If you have multiple children living with the same family member (agent), you should list each child on the lines provided. Only list the names of the children who are living with the agent. If you have other children who are not living with the family member you are giving this power of attorney to, you do not need to include those children on this form.
- This form is only valid for 1 year (12 months from the date of signing), UNLESS the caregiver (agent) is your child's grandparent, in which case, you may choose the option that says it is valid until you revoke it.
- It is important that you and the caregiver note the date that you sign this form. Except for grandparent caregivers, the form will only be valid for 12 months from the date of signing. You and your family member can execute a new power of attorney form if the first one expires while your family member is still caring for your child(ren).
- The attached Power of Attorney form is 5 pages total.
    - Page 1 is just a notice. You do not need to do anything on page 1.
    - You will fill out and sign pages 2 – 4 (notary required page 4)
    - Your family member (agent) will fill out and sign page 5 (notary required page 5).
    - Your family member (agent) will need the original copy of all pages so that they can file the final document with the probate court.

  If possible, you should keep a copy of the executed document for your legal files.

FORM FOR POWER OF ATTORNEY TO DELEGATE THE POWER AND AUTHORITY FOR THE CARE OF A CHILD

NOTICE:

(1) THE PURPOSE OF THIS POWER OF ATTORNEY IS TO GIVE THE INDIVIDUAL WHOM YOU DESIGNATE (THE AGENT) POWERS TO CARE FOR YOUR CHILD, INCLUDING THE POWER TO: HAVE ACCESS TO EDUCATIONAL RECORDS AND DISCLOSE THE CONTENTS TO OTHERS; ARRANGE FOR AND CONSENT TO MEDICAL, DENTAL, AND MENTAL HEALTH TREATMENT FOR THE CHILD; HAVE ACCESS TO RECORDS RELATED TO SUCH TREATMENT OF THE CHILD AND DISCLOSE THE CONTENTS OF THOSE RECORDS TO OTHERS; PROVIDE FOR THE CHILD'S FOOD, LODGING, RECREATION, AND TRAVEL; AND HAVE ANY ADDITIONAL POWERS AS SPECIFIED BY THE INDIVIDUAL EXECUTING THIS POWER OF ATTORNEY.

(2) THE AGENT IS REQUIRED TO EXERCISE DUE CARE TO ACT IN THE CHILD'S BEST INTERESTS AND IN ACCORDANCE WITH THE GRANT OF AUTHORITY SPECIFIED IN THIS FORM.

(3) A COURT OF COMPETENT JURISDICTION MAY REVOKE THE POWERS OF THE AGENT.

(4) THE AGENT MAY EXERCISE THE POWERS GIVEN IN THIS POWER OF ATTORNEY FOR THE CARE OF A CHILD FOR THE PERIOD SET FORTH IN THIS FORM UNLESS THE INDIVIDUAL EXECUTING THIS POWER OF ATTORNEY REVOKES THIS POWER OF ATTORNEY AND PROVIDES NOTICE OF THE REVOCATION TO THE AGENT OR A COURT OF COMPETENT JURISDICTION TERMINATES THIS POWER OF ATTORNEY.

(5) THE AGENT MAY RESIGN AS AGENT AND MUST IMMEDIATELY COMMUNICATE SUCH RESIGNATION TO THE INDIVIDUAL EXECUTING THIS POWER OF ATTORNEY AND TO SCHOOLS, HEALTH CARE PROVIDERS, AND OTHERS KNOWN TO THE AGENT TO HAVE RELIED UPON SUCH POWER OF ATTORNEY.

(6) THIS POWER OF ATTORNEY MAY BE REVOKED IN WRITING. IF THIS POWER OF ATTORNEY IS REVOKED, THE REVOKING INDIVIDUAL SHALL NOTIFY THE AGENT, SCHOOLS, HEALTH CARE PROVIDERS, AND OTHERS KNOWN TO THE INDIVIDUAL EXECUTING THIS POWER OF ATTORNEY TO HAVE RELIED UPON SUCH POWER OF ATTORNEY.

(7) IF THERE IS ANYTHING ABOUT THIS FORM THAT YOU DO NOT UNDERSTAND, YOU SHOULD ASK AN ATTORNEY TO EXPLAIN IT TO YOU.

STATE OF GEORGIA

COUNTY OF _____

POWER OF ATTORNEY FOR THE CARE OF A MINOR CHILD

Personally appeared before me, the undersigned officer duly authorized to administer oaths,_____(name of parent) who, after having been sworn, deposes and says as follows:

1. I certify that I am the parent of:

   _____ _____,
   (Full name of child) (Date of birth)

   _____ _____,
   (Full name of child) (Date of birth)

   _____ _____,
   (Full name of child) (Date of birth)

   _____ _____,
   (Full name of child) (Date of birth)

   who are siblings.

2. I designate:_____, (Full name of agent),

   _____(agent street address),

   _____(agent city, state, zip)

   _____ (agent telephone number/s)

   as the agent of the child(ren) named above.

3. The agent named above is related or known to me as follows (*write in your relationship to the agent; for example, aunt of the child, maternal grandparent of the child, sibling of the child, godparent of the child(ren)*):_____

   _____

4. _____(Signature) The agent named above is related to me by blood or marriage and I have elected not to have him or her obtain a criminal background check.

5. Sign by the statement you wish to choose (you may only choose one):

   (A) _____(Signature) I delegate to the agent all my power and authority regarding the care and custody of the child named above, including but not limited to the right to inspect and obtain copies of educational records and other records concerning the child, attend school activities and other functions concerning the child, and give or withhold any consent or waiver with respect to school activities, medical and dental treatment, and any other activity, function, or treatment that may concern the child. This delegation shall not include the power or authority to consent to the marriage or adoption of the child, the performance or inducement of an abortion on or for the child, or the termination of parental rights to the child.

   OR

   (B) _____(Signature) I delegate to the agent the following specific powers and responsibilities (write in):

   _____

   _____

   _____

   This delegation shall not include the power or authority to consent to the marriage or adoption of the child, the performance of inducement of an abortion on or for the child, or the termination of parental rights to the child.

6. Initial by the statement you wish to choose (*you may only choose one of the two options*) and complete the information in the paragraph:

   (A) _____(Initials) This power of attorney is effective for a period not to exceed one year, beginning_____(date), and ending _____(date). I reserve the right to revoke this power and authority at any time.

   OR

   (B) _____(Initials) This power of attorney is being given to a grandparent of my child and is effective until I revoke this power of attorney.

<SIGNATURE ON FOLLOWING PAGE>

7. Any person, including my agent, may rely upon the validity of this power of attorney or a copy of it unless that person has actual knowledge it has terminated or is invalid.

8. By my signature below, I do hereby swear or affirm that I will provide notice of the execution of this Power of Attorney to any non-custodial parent as required by O.C.G.A. § 19-9-125.

_____ _____

(Parent signature) (Date)

_____

(Printed name)

_____

(Street Address)

_____

_____

(city, state, and ZIP Code of parent)

Sworn to and subscribed before me

this_____day of_____, 20_____.

_____

Notary Public (Seal)

My Commission Exp. _____

STATE OF GEORGIA

COUNTY OF _____

Personally appeared before me, the undersigned officer duly authorized to administer oaths, _____ (name of agent) who, after having been sworn, deposes and says as follows:

9. I hereby accept my designation as agent for the child(ren) specified in this power of attorney and by doing so acknowledge my acceptance of the responsibility for caring for such child(ren) for the duration of this power of attorney. Furthermore, I hereby certify that:

   (A) I am related to the individual giving me this power of attorney by blood or marriage as follows (write in your relationship to the individual designating you as agent; for example, sister, mother, father, etc.)_____;

   (B) I am not currently on the state sexual offender registry or child abuse registry of this state or the sexual offender registry or child abuse registry for any other state, a United States territory, the District of Columbia, or any American Indian tribe nor have I ever been required to register for any such registry;

   (C) I understand that I have the authority to act on behalf of the child:

   - For the period of time set forth in this form;
   - Until the power of attorney is revoked in writing and notice is provided to me as required by O.C.G.A. § 19-9-130; or
   - Until the power of attorney is terminated by order of a court;

   (D) I understand that if I am made aware of the death of the individual who executed the power of attorney, I must notify the surviving parent of the child, if know, as soon as practicable; and

   (E) I understand that I may resign as agent by notifying the individual who executed the power of attorney in writing by certified mail, return receipt requested, or statutory overnight delivery and I must also notify any schools, health care providers, and other to whom I give a copy of this power of attorney.

_____ _____

(Agent Signature) (Agent Printed Name)

Sworn to and subscribed before me

this_____day of_____, 20_____.

_____

Notary Public (Seal)

My Commission Exp. _____

Form 6

Revocation of Power of Attorney for the Care of a Minor Child

What This Form Is For:
This form officially cancels a Power of Attorney (POA) that you previously signed. The POA you signed gave someone else temporary legal authority to care for your child; if you no longer want that person to have that authority, this form lets you end it.

When to Use It:
Use this form if you already filled out a Power of Attorney for someone to care for your child, and you now want to cancel or revoke that document. You can revoke a POA at any time, for any reason.

Who Should Fill It Out:
You (the parent) should complete and sign this form.

Where to Keep It:
You must give a signed copy of this Revocation to the caregiver listed in the original POA. If the original was filed with the court, you should send the court a copy of your Revocation. You should also give copies to any school, doctor, caseworker, or other person who had a copy of the original POA. Keep a copy for your legal paperwork folder.

Important Notes:

- This form takes effect as soon as you sign it.
- Georgia law does not require the form to be notarized, but having it notarized can help avoid confusion or disputes.
- If you want to name a different caregiver after revoking the POA, you'll need to fill out a new Power of Attorney form (see Appendix 1, Form 5).
- If the caregiver previously filed the POA you signed with the probate court, then you should also send the same probate court a copy of the signed Revocation.

REVOCATION
OF POWER OF ATTORNEY FOR THE CARE OF A MINOR CHILD

I,_____(name of parent), am the parent

of_____(name of first child listed on POA), born on

_____ (child's DOB).

On_____(date POA was signed), I signed a Power of Attorney

for the care of my minor child(ren), giving _____

(caregiver's full name) the authority to care for my minor child(ren).

I am now revoking that Power of Attorney and ending all authority granted under that document. This Revocation takes effect immediately.

Signed this_____day of_____, 20_____.

_____
(Parent signature)

_____
(Printed name)

_____
(Street Address)

_____

_____

_____
(city, state, and ZIP Code of parent)

NOTARY:

Sworn to and subscribed before me on

_____(date)

_____
SEAL

My Commission Exp. _____

Form 7

Petition for Temporary Guardianship of a Minor

What This Form Is For:
This is the official set of court forms used to ask the probate court to appoint someone as the temporary legal guardian of a child. If approved, this Petition gives the named person (called the "petitioner") legal authority to care for the child and make important decisions —like where the child lives, attends school, or receives medical care.

When to Use It:
This form is used when a caregiver wants to be appointed by the court as the child's legal guardian while the parent is unavailable, such as during a period of incarceration. This type of guardianship can help caregivers access services and make legal decisions on behalf of the child.

Who Should Fill It Out:
The caregiver (called the "Petitioner") is responsible for completing and filing these forms in the probate court in the county where they reside. However, as the child's parent, you should review this Petition so you can decide whether to **consent** to the guardianship. Only one page of this Petition requires your signature (page labeled "Consent of Mother"). That page must be signed in front of a notary. We've included the Consent of Mother form (Appendix 1, Form 8) as a separate document here in the Appendix.

Where to Keep It:
This Petition is included in the Toolkit so that you can understand what is being filed. You should read through the full Petition carefully. The caregiver may need your help collecting information that is requested in the Petition. If you decide to sign the "Consent of Mother" page, you will complete and notarize that page (see Form 8) and return it to the person who is filing the petition, along with a copy of your state issued ID.

Important Notes:

- Different county probate courts may have slightly different filing requirements. Some probate courts require additional forms, such as a background check consent form and a minor guardianship checklist. The court will give the caregiver any additional documents that they may require. The caregiver will need to check with the local probate court where the Petition is being filed to make sure they've completed all necessary paperwork.

PETITION FOR TEMPORARY LETTERS OF GUARDIANSHIP OF MINOR

INSTRUCTIONS

I. Specific Instructions

1. This form is to be used for filing a Petition for Temporary Letters of Guardianship of a Minor pursuant to O.C.G.A. § 29-2-5.

2. Notice of the Petition must be given to the "parents" of the Minor. If an objection to the establishment of the temporary guardianship is filed by a parent who is also a "natural guardian," the Court will dismiss the Petition without a hearing. If a parent who is not a natural guardian objects, a hearing on the matter will be scheduled.

   A "parent" is defined as the biological or adoptive father or mother whose parental rights have not been surrendered or terminated. However, in the case of a child born out of wedlock, the Father shall be considered a "parent" only if he has legitimated the Minor.

   A father of a child born out of wedlock has legitimated the Minor if he married the Mother after the child's birth or obtained an order of legitimation from a court of competent jurisdiction.

   A "natural guardian" is defined as each parent, unless the parents are divorced. If one parent has sole legal custody, that parent is the sole "natural guardian." If both parents have joint legal custody, then both parents are the "natural guardians."

3. Although a mother or father may not be a "legal parent," the Court may require service on such person.

4. A temporary guardianship will be deemed to be a permanent guardianship for the purposes of obtaining medical insurance coverage for the Minor if the guardian assumes in writing the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.

5. Unless otherwise permitted by the probate court in which the Petition is filed, a separate Petition must be filed for each minor. Contact the probate court in which the Petition will be filed for its policy. If the filing of one Petition for more than one minor is permitted by the probate court, modify the Petition accordingly.

6. According to Uniform Probate Court Rule 5.6 (A), unless the Court specifically assumes the responsibility, it is the responsibility of the moving party to prepare the proper citation and deliver it properly so it can be served according to law. All pages after the Notice regarding Uniform Probate Court Rule 5.6 (A) are to be completed by the moving party, unless otherwise directed by the Court.

7. O.C.G.A. § 53-11-2 provides that a party to a probate proceeding who is not sui juris must be represented by a guardian provided that the Court may appoint a guardian ad litem or determine that the natural guardian, guardian, conservator or testamentary guardian has no conflict and may serve. Should a guardian ad litem be necessary because a party is not sui juris, use Supplement 1.

8. Use Supplement 2 if the Court determines it is necessary to appoint a special process server.

9. Use Supplement 3 when an additional certificate of service is necessary.

10. Exhibits should be labeled at the bottom of each exhibit as Exhibit "A," Exhibit "B," etc. in consecutive order. The corresponding letter of each said exhibit should be inserted into the appropriate place in the form.

11. An oath must be administered by a Probate Judge or Clerk (the oath cannot be administered by a notary public). Use Georgia Probate Court Supplement 4 for the oath. The oath is not included in this form. Georgia Probate Court Standard Form 53, Commission to Administer Oath, can be used if the oath is to be administered by a court outside the State of Georgia.

II. General Instructions

General instructions applicable to all Georgia Probate Court Standard Forms are available in each probate court or at www.gaprobate.gov, labeled GPCSF 1.

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

PETITION FOR TEMPORARY GUARDIANSHIP OF A MINOR

The Petition of_____,
[Full name(s) of Petitioner(s)] First Middle Last

who is/are domiciled in _____County and reside(s) at the following address(es):_____,
Street City County State Zip Code

who has/have actual physical custody of the Minor named above and whose mailing address(es) is/are:_____,
Street City County State Zip Code

show(s):

1.

_____,
[Full name of Minor] First Middle Last

age _____, whose date of birth is _____, is found at:

_____,
Street City County State Zip Code

2.

A copy of the Minor's birth certificate is attached as Exhibit "_____."

3.

Said Minor is in need of a temporary guardian. The Petitioner(s) has/have the following relationship(s) with the Minor:_____.

4.

The Minor's Mother is:

_____ _____ _____ _____,
[Full name of Mother] *First* *Middle* *Last*

_____
Street *City* *County* *State* *Zip Code*

a. Is the Mother deceased? *[Select One]* ☐ Yes ☐ No
If yes, attach death certificate as Exhibit "_____" and skip b-g

b. Has the Mother signed a consent for the creation of this temporary guardianship? *[Select One]* ☐ Yes ☐ No

c. Is the Mother's address known and listed above? *[Select One]* ☐ Yes ☐ No

d. Have the Mother's rights been terminated via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

e. Has the Mother lost custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

f. Does the Mother have joint legal custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

g. Does the Mother have sole legal custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

h. Was the Mother married to the Father of the child during or after the conception of the Child? *[Select One]* ☐ Yes ☐ No

i. Was the Mother married to another during the conception, gestation or birth of the Child? *[Select One]* ☐ Yes ☐ No
If yes, list that man's name below:

_____,
[Full name of Mother's Husband] First Middle Last

_____
Street City County State Zip Code

5.

The Minor's Father is:

_____,
[Full name of Father] First Middle Last

_____
Street City County State Zip Code

a. Is the Father deceased? *[Select One]* ☐ Yes ☐ No
If yes, attach death certificate as Exhibit "_____" and skip b-g.

b. Has the Father signed a consent for the creation of this temporary guardianship? *[Select One]* ☐ Yes ☐ No

c. Is the Father's address known and listed above? *[Select One]* ☐ Yes ☐ No

d. Have the Father's rights been terminated via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

e. Has the Father lost custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

f. Does the Father have joint legal custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

g. Does the Father have sole legal custody via Court Order? *[Select One]* ☐ Yes ☐ No
If yes, attach the Order as Exhibit "_____."

6.

Is the Minor fourteen years of age or older? *[Select One]* ☐ Yes ☐ No

If you answer "Yes," and the Minor made a selection, attach the Minor's Selection for the Petitioner(s) to act as temporary guardian(s) as Exhibit "_____."

7.

The temporary guardianship is needed because:

_____

_____

8.

Additional Data: *[Where full particulars are lacking, state here the reasons for any such omission. Also, state here all pertinent facts that may govern the method of giving notice to any party and that may determine whether or not a guardian ad litem should be appointed for any party.]*

_____

_____

_____

_____

_____

WHEREFORE, Petitioner(s) pray(s) that:

1. Service be perfected as provided by law; and
2. Petitioner(s) be appointed temporary guardian(s) of the Minor named above.

_____	_____
Signature of First Petitioner	Signature of Second Petitioner, if any
_____	_____
Printed Name	Printed Name
_____	_____
_____	_____
Mailing Address	Mailing Address
_____	_____
Telephone Number	Telephone Number

VERIFICATION

GEORGIA,_____COUNTY

Personally appeared before me the undersigned Petitioner(s) who, after being duly sworn, state(s) that the facts set forth in the foregoing Petition for Temporary Letters of Guardianship of Minor (and the attached Exhibit(s)) are true and correct.

Sworn to and subscribed before me this

_____day of _____, 20_____

_____
Signature of First Petitioner

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of First Petitioner

My Commission Expires _____

Sworn to and subscribed before me this

_____day of _____, 20_____

_____
Signature of Second Petitioner, if any

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of Second Petitioner, if any

My Commission Expires _____

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

SELECTION BY MINOR IF AGE 14 OR OLDER

I, the undersigned Minor, being 14 years of age or older and a resident of _____ _____County, select _____ to be appointed my guardian(s).

This_____day of_____, 20____.

Sworn to and subscribed before me this

_____day of _____, 20_____ _____
Signature of Minor if age 14 or over

_____ _____
NOTARY/CLERK OF PROBATE COURT Printed Name
My Commission Expires _____

Exhibit "_____"

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

CONSENT OF MOTHER

I,_____,
[Full name of Mother] First Middle Last

_____
Street City County State Zip Code

Mother of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]:*

_____,
[Full name of first Temporary Guardian] First Middle Last

_____,
[Full name of second Temporary Guardian] First Middle Last

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this
_____day of _____, 20_____.

_____
Signature of Mother

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of Mother

My Commission Expires _____

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

CONSENT OF FATHER

I,_____,
[Full name of Father] First Middle Last

_____
Street City County State Zip Code

Father of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]:*

_____,
[Full name of first Temporary Guardian] First Middle Last

_____,
[Full name of second Temporary Guardian] First Middle Last

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this
_____day of _____, 20_____.

_____
Signature of Father

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of Father

My Commission Expires _____

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

ASSUMPTION OF OBLIGATION TO SUPPORT (OPTIONAL)

The undersigned, if appointed temporary guardian(s) of the above named Minor, assume(s) the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.

Sworn to and subscribed before me this

_____day of _____, 20_____.

_____
Signature of First Petitioner

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of First Petitioner

My Commission Expires _____

Sworn to and subscribed before me this

_____day of _____, 20_____.

_____
Signature of Second Petitioner, if any

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of Second Petitioner, if any

My Commission Expires _____

Exhibit "_____"

NOTICE

THE FOLLOWING PAGES ARE TO BE COMPLETED BY THE PETITIONER (MOVING PARTY) UNLESS OTHERWISE DIRECTED BY THE COURT.

SEE PROBATE COURT RULE 5.6 (A).

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

ORDER FOR SERVICE

It appearing that the Mother of the Minor named in the Petition has not acknowledged and consented to the Petition and that:

[Initial all that apply]

_____(a) she resides at a known address in the State of Georgia and she must, therefore, be served by personal service.

_____(b) she resides at a known address outside the State of Georgia and she must, therefore, be served by first class mail.

_____(c) her current address is unknown and she must, therefore, be served by publication once a week for two weeks.

It appearing that the Father of the Minor named in the Petition has not acknowledged and consented to the Petition and that:

[Initial all that apply]

_____(a) he resides at a known address in the State of Georgia and he must, therefore, be served by personal service.

_____(b) he resides at a known address outside the State of Georgia and he must, therefore, be served by first class mail.

_____(c) his current address is unknown and he must, therefore, be served by publication once a week for two weeks.

THEREFORE, IT IS ORDERED that notice issue and be served as indicated above and in accordance with law.

SO ORDERED this_____day of_____, 20____.

_____
Judge of the Probate Court

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

NOTICE

Date of mailing, if any _____ Date of second publication, if any _____

TO: _____

You are hereby notified that _____ has filed a Petition seeking to be appointed temporary guardian(s) of the above-named Minor. All objections to the Petition to the appointment of a temporary guardian or the appointment of the Petitioner(s) as temporary guardian(s), must be in writing, setting forth the grounds of any such objections, and be filed with this Court no later than fourteen (14) days after this notice is mailed, or ten (10) days after this notice is personally served upon you, or ten (10) days after the second publication of this notice if you are served by publication. All objections should be sworn to before a notary public or Georgia probate court clerk and filing fees must be tendered with your objections, unless you qualify to file as an indigent party. Contact Probate Court personnel for the required amount of filing fees.

NOTE: If a natural guardian files a timely objection to the creation of the temporary guardianship, the Petition will be dismissed. If a natural guardian files an objection to the appointment of the Petitioner(s) as guardian(s), or if a parent who is not a natural guardian files an objection to the Petition, a hearing on the matter shall be (held in the Probate Court of_____County, courtroom_____, address_____, Georgia on _____at_____o'clock_.m.) (scheduled at a later date). If no objection is filed, the Petition may be granted without a hearing.

_____
Judge of the Probate Court

By:_____
Clerk of the Probate Court

_____

_____
Address

_____
Telephone Number

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

CERTIFICATE OF SERVICE

I do hereby certify that I have this day mailed a copy of the above Notice, Petition, and Order for Service to each party to whom the Notice is directed who resides outside the State of Georgia at a known current address, in a properly addressed and stamped envelope, by first class mail, unless otherwise noted below.

This_____day of _____, 20_____.

_____
Clerk of the Probate Court

_____

_____
Address

_____
Telephone Number

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

ORDER ESTABLISHING TEMPORARY GUARDIANSHIP OF MINOR

Upon reading and considering the foregoing Petition (and Selection) and it appearing that each parent has acknowledged and consented to the Petition or been properly served with notice of this proceeding, and no objection having been filed,

IT IS ORDERED that _____, Petitioner(s), be, and hereby is/are, appointed Temporary Guardian(s) of the above Minor and that Temporary Letters of Guardianship issue to said Petitioner(s) upon taking the oath as required by law.

_____IT IS FURTHER ORDERED that the Temporary Guardian(s) shall file a Personal Status Report with the Court sixty (60) days from the date of this Order and on the anniversary date of this Order each year thereafter. *[If this paragraph is initialed, a personal status report is required. If this paragraph is not initialed, the Court in its discretion and in accordance with O.C.G.A. § 29-2-7 (a) expressly waives the requirement to file a personal status report.]*

[Initial if applicable]

_____IT IS FURTHER ORDERED that this guardianship shall be deemed to be a permanent guardianship for the purposes of the Guardian(s) obtaining medical insurance coverage for the Minor because the Guardian(s) has/have assumed in writing the obligation to support the Minor while the guardianship is in effect to the extent that no other sources of support are available.

SO ORDERED this_____day of_____, 20____.

_____
Judge of the Probate Court

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

CERTIFICATE OF SERVICE

I do hereby certify that I have this day mailed a copy of the above Final Order to each Petitioner at a known current address, in a properly addressed and stamped envelope, by first class mail, unless otherwise noted below.

This_____day of _____, 20_____.

_____
Clerk of the Probate Court

_____

_____
Address

_____
Telephone Number

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	
_____,	)	
DATE OF BIRTH	)	

TEMPORARY LETTERS OF GUARDIANSHIP OF MINOR

TO:_____, Temporary Guardian(s)

The above-named Minor has been found by this Court to be in need of a guardian and this Court has entered an Order appointing the above named individual(s) as such Guardian(s), who has/have assented to this appointment by taking the oath. In general, the duties of the Guardian(s) are to protect and maintain the person of the Minor.

Special Instructions:

1. It is your duty to see that the Minor is adequately fed, clothed, sheltered, educated, and cared for and that the Minor receives all necessary medical attention;
2. You must keep the Court informed of any change in your name and/or address;
3. You should inform the Court of any change of address of the Minor;
4. If the Order appointing you requires, you must file an annual Personal Status Report concerning the Minor; and
5. Your authority to act pursuant to these Letters is subject to applicable statutes and to any special orders entered in this case.

[Initial if applicable]

_____ If initialed, the guardianship shall be deemed a permanent guardianship for the purposes of the Guardian(s) obtaining medical insurance coverage for the Minor.

Given under my hand and official seal, the_____day of_____, 20___.

_____
Judge of the Probate Court

NOTE: The following must be signed if the Judge does not sign the original of this document:

Issued by: *[Seal]*

_____
Clerk of the Probate Court

Form 8

Consent of Mother
Petition for Temporary Guardianship of a Minor

What This Form Is For:
This form allows you, as the child's mother, to give permission for a caregiver to be appointed as the child's temporary legal guardian through the probate court. By signing this form, you are telling the court that you agree to the guardianship and do not object to the petition that is being filed.

When to Use It:
Use this form only if you agree with the Petition for Temporary Guardianship. Ideally, you should ask the caregiver for the opportunity to review a copy of their completed Petition before you sign this form. **Do not sign this form if you have concerns about the temporary guardianship or do not want the caregiver to be appointed**. If you've been served with a copy of a Petition for Temporary Guardianship and you do not want to agree to it, you can use Form 9 to file an objection.

Who Should Fill It Out:
You (the parent) must complete and sign this form in front of a notary public. You will also need to provide a copy of your state issued ID along with the signed form.

Where to Keep It:
After you sign this form and have it notarized, give the original to the caregiver along with a copy of your ID so they can file it with the completed Petition for Temporary Guardianship (Form 6). Keep a copy of the signed form for your own legal paperwork.

Important Notes:

- Signing the "Consent of Mother" means you are giving permission for the temporary guardianship. **If you do not agree, do not sign.** You have the right to object—Form 9 in this Appendix will explain how.
- Signing this form does not mean your parental rights are terminated. This is a temporary guardianship, and you can ask the court to end it by filing a Petition to Terminate the Temporary Guardianship (Form 10) when you are ready.
- If the court receives a signed consent from you and no objections are filed, the guardianship will usually be granted without a hearing.

IN THE PROBATE COURT OF_____COUNTY
STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	
_____,	)	**ESTATE NO. _____**
MINOR	)	

CONSENT OF MOTHER

I,_____,
[Full name of Mother] First Middle Last

_____
Street City County State Zip Code

Mother of the above named Minor, do hereby consent to the creation of a temporary guardianship and the appointment of *[list all parties to whom you wish to grant temporary guardianship]:*

_____,
[Full name of first Temporary Guardian] First Middle Last

_____,
[Full name of second Temporary Guardian] First Middle Last

and also acknowledge service of the Petition for Appointment of a Temporary Guardian for said Minor and waive any and all further service and notice concerning said Petition.

I further understand that, pursuant to O.C.G.A. § 29-2-8 (b), upon a petition for termination by a natural guardian as defined in said statute *[see instructions]*, the Court will remove the Temporary Guardian(s) and dissolve the temporary guardianship unless an objection is timely filed by the appointed Temporary Guardian(s). If an objection is timely filed to such petition for termination, the Juvenile Court or the Probate Court shall determine, after notice and hearing, whether a continuation or dissolution of the temporary guardianship is in the best interest of the Minor. I understand that nothing herein, including any optional Assumption by the Guardian(s) of the obligation to support the Minor to the extent that no other sources of support are available, affects my legal obligation to support and maintain said Minor.

Sworn to and subscribed before me this
_____day of _____, 20_____.

_____
Signature of Mother

_____
NOTARY/CLERK OF PROBATE COURT

_____
Printed Name of Mother

My Commission Expires _____

Form 9

Objection to Petition for Temporary Guardianship of a Minor

What This Form Is For:
This form allows you to tell the court that you do not agree with the Petitioner's request to be appointed temporary guardian of your child(ren). It is a formal objection to the Petition, and it gives the court notice that you either A) do not agree with a temporary guardianship being put in place, or B) believe someone else should be appointed.

When to Use It:
Use this form if you've been served with a copy of a Petition for Temporary Guardianship and you do **not** want the court to approve it. Some reasons a parent might object include:

- You are willing and able to care for your child yourself (does not apply if you are incarcerated and will remain in custody).
- You do not believe the person named in the Petition is a safe or appropriate caregiver.
- You were not given the chance to participate in the decision before the Petition was filed and do not agree with it.
- You want a different person to be considered as guardian.
- You believe the information in the petition is incorrect or misleading.

You have two options in objecting to a Petition for Temporary Guardianship of a Minor:

A) you may object to the Petition in its entirety and ask that the Petition be dismissed, or

B) you may object only as to the person being selected to serve as temporary guardian.

- If you do not feel that a temporary guardianship is necessary (because your child is already safely residing with someone else, or because your release from custody is imminent), then you may wish to select option A) on the attached Objection form.

- Alternatively, if you agree that a temporary guardianship is appropriate (due to your unavailability), but you want someone else to be appointed temporary

guardian for your child, then you may wish to select option B). If you select option B on the attached Objection form, you need to provide the full name and contact information for the person you want the court to consider appointing to serve as temporary guardian.

CAUTION: When a Petition for Temporary Guardianship of a Minor is filed in probate court and the natural parent objects to the Petition, the probate court may choose to transfer the case to juvenile court for a hearing. When that happens, the Georgia Department of Family and Children Services (DFCS) may become involved in the case, and the legal proceedings could trigger a child welfare investigation. You should exercise caution in filing an Objection and should consult with an attorney if you have any questions at all about how best to proceed.

Who Should Fill It Out:
You (the parent) must complete and sign this form. Your Objection must also be notarized. You will file the completed Objection with the probate court handling the guardianship case, either in-person, or by mail. (If mailing, try to send additional courtesy copy via fax or email so that the court receives it faster).

Where to Keep It:
Before you file your Objection with the court, make a copy of the document and keep it with your legal files. Bring your copy with you if you have the opportunity to attend any hearings related to the petition for temporary guardianship.

Important Notes:

- **OBJECTIONS MUST BE FILED QUICKLY**—usually within **10 to 14 days** of receiving the petition, depending on how it was delivered to you. **Check the notice you received for the exact deadline.** The probate court will not accept or consider your objection if it is not received by the deadline specified in the notice.
- If you file an Objection to the Petition and select option A) on the attached form, the probate court will likely dismiss the Petition without a hearing, but not necessarily. Alternatively, the probate court could instead decide to transfer the case to juvenile court for a hearing. If the probate court decides to transfer the case to juvenile court, it is possible that DFCS will become involved with the case.
- If you file an Objection to the Petition and select option B) on the attached form, the probate court will either 1) schedule the Petition for a hearing in probate court, or 2) or transfer the case to juvenile court for a hearing. You should make sure that the person you're requesting to be appointed temporary guardian attends that hearing so they can be considered for appointment.

- If a hearing is scheduled in either court, you should receive notice of the hearing date and time, but whether you will have an opportunity to attend that hearing virtually or in person will depend on a number of factors that you may not have much control over while incarcerated.
- You do not have an automatic right to an attorney in probate court, so if you are not able to attend the hearing, it may be difficult for you to ensure that your voice is heard. If you're able to, you should hire an attorney to represent you. If the probate court decides to transfer the case to juvenile court, an attorney will likely be appointed to represent you.
- It's important that you carefully read all legal documents you receive in connection with the pending Petition for Temporary Guardianship of a Minor. You should do your best to stay in contact with the courts and any attorney that may be appointed to represent you in the temporary guardianship proceeding.

IN THE PROBATE COURT OF_____COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	**)**	
	)	**ESTATE NO. _____**
_____,	**)**	
MINOR	**)**	

MOTHER'S OBJECTION TO
PETITION FOR TEMPORARY GUARDIANSHIP OF MINOR

I,_____,
[Full name of Mother] First Middle Last

_____
Street City County State Zip Code

Mother and natural guardian of the above-named Minor, do hereby OBJECT to the appointment of *[list the name of the person seeking temporary guardianship]:*

_____.
[Full name of Petitioner] First Middle Last

to serve as a Temporary Guardian of my minor child(ren).

I am filing this objection to the Petition filed in this case because - *initial next to <u>either</u> A) <u>or</u> B):*

_____ A) I OBJECT to the creation of a temporary guardianship and request that the Petition be DISMISSED pursuant to O.C.G.A. § 29-2-6(d), OR

_____B) I OBJECT to the selection of the Petitioner as temporary guardian and request that the Court instead name the following individual temporary guardian of my minor child(ren):

_____
[Full name of proposed guardian] First Middle Last

_____
Street City County State Zip Code

In nominating the above-named individual to serve as temporary guardian of my minor child(ren), I do hereby attest and affirm that I believe it to be in my child's best interest that this individual be appointed.

By my objection, I request that the Petition be dismissed or that I be provided notice and an opportunity to appear before the Court for any hearings that may be scheduled in this matter.

Signed this_____day of_____, 20_____.

_____
(Parent signature)

_____
(Printed name)

_____
(Street Address)

_____

_____

_____
(city, state, and ZIP Code of parent)

NOTARY:

Sworn to and subscribed before me on

_____(date)

_____
SEAL

My Commission Exp. _____

Form 10

Petition to Terminate Temporary Guardianship of a Minor

What This Form Is For:
This form allows you, as the child's natural parent, to ask the court to end a previously approved temporary guardianship. This is called a "Petition to Terminate." If the court approves your request, the temporary guardian will no longer have legal authority over your child, and you will resume full legal responsibility.

When to Use It:
Use this form when:

- You are the child's biological mother, and
- You believe the temporary guardianship is no longer needed because you are ready and able to resume care of your child.

Georgia law allows either biological parent to file this Petition at any time, but **the current temporary guardian must receive notice of the Petition**.

- If the guardian is in agreement with ending the temporary guardianship, you should ask them to fill out the Acknowledgment and Assent page that's included in the attached Petition to Terminate (p. 4 of 8). They should sign the Assent form in front of a notary (or in front of the probate court clerk if you and the guardian are filing the Petition to Terminate together in-person). The signed assent form should be given back to you so you can file it with the rest of the Petition to Terminate paperwork.
- If the guardian is not willing to consent, then you will file your Petition with the Acknowledgment and Assent page left blank. If you file your Petition without the signed Assent, the probate court will serve the guardian with formal notice of the Petition. The guardian then has 10 days to object to your Petition to terminate the guardianship.
- If the guardian files an objection with the court, the probate court will either schedule a hearing on your Petition, or they will transfer the Petition to juvenile court to be heard there.

If the guardian objects, the court will hold a hearing on your Petition to Terminate. At that hearing, you will need to show the court that you are ready to resume care of your child.

- The court will likely ask you whether you have stable housing, employment, and a plan for childcare; and
- The court will likely inquire about any pending criminal charges that could result in further incarceration, and any other factors that the court thinks might impact your ability to parent.
- You should bring any relevant documents with you to the hearing, including copies of your lease or other proof of stable housing, copies of paystubs from work, paperwork showing any classes or treatment that you've completed, copies of your Child Visitation/ Contact Log or other notes you have showing your efforts to maintain contact with your child.

If the court finds that there is clear and convincing evidence that terminating the guardianship would cause your child physical or significant long-term emotional harm because you are not ready to resume care of your child or because you have not maintained a connection with them, the court is unlikely to grant your Petition to Terminate.

CAUTION: When a parent files a Petition to Terminate Guardianship and the guardian objects to the termination, the probate court is likely to transfer the case to juvenile court for a hearing (this happens automatically in many counties). If the Petition to Terminate is transferred to juvenile court, DFCS may become involved in the case and the legal proceedings could trigger a child welfare investigation. **You should exercise caution when filing to terminate a temporary guardianship and should consult with an attorney if you have any questions at all about how you should proceed, especially if you know the guardian is not in agreement with ending the guardianship.**

Who Should Fill It Out:
You (the Petitioner) must complete pages 1 – 3 of this form.

If you think the guardian is in agreement with terminating the guardianship, you should give them a copy of pages 1 – 3 after you have filled them out and then ask the guardian to fill out and sign page 4. If the guardian does not wish to sign page 4, then you can leave it blank.

The rest of the pages contained in Petition to Terminate form are for the probate court. You do not need to fill out those remaining pages, but you should include them with your Petition when you take it to the probate court to be filed.

You will need to file this Petition with the same probate court that approved the original temporary guardianship. You will need a copy of the original guardianship paperwork to fill out the case information at the top of the form.

- If you do not have a copy of the original Petition or Letters of Guardianship that were issued to the guardian, you should contact the guardian and request a copy.
- If you are not able to request a copy of the prior court documents from the guardian, you can contact the probate court that issued the original guardianship or visit them in-person to ask for a copy (see Appendix 2 - Sample Letter 6)

Where to Keep It:
File the original form with the probate court. Keep a copy of it with your other legal paperwork. If a hearing is scheduled, be sure to bring any other documentation you have that supports your request to terminate the guardianship.

Important Notes:

- Georgia law O.C.G.A. § 29-2-8 says the court must end the guardianship if the guardian does not object within 10 days of receiving notice of your Petition.
- If the temporary guardian agrees with your decision to end the guardianship, you should have them sign and notarize the Assent page (p. 4 of 8) so that you can file it with your Petition to Terminate.
- If the temporary guardian is not in agreement and files a formal objection to your Petition to Terminate in the time required by law, there will be a hearing, either in probate or juvenile court. You will need to be prepared to show the court that you are ready and able to care for your child.
- The longer the temporary guardianship has been in place, the more difficult it may be to have it terminated over the guardian's objection. Evidence of your bond and ongoing connection with your child will be very important to the case. Depending on your child's age and the length of time that they have been with the guardian, the court may find that it is in your child's best interest to have a few visits with you before fully returning to your custody (called a transition period).
- You do not automatically have the right to a court-appointed attorney in probate court. However, if your case is transferred to juvenile court and you cannot afford an attorney, the court will likely appoint someone to represent you.

IN THE PROBATE COURT OF_____COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	**)**	
	)	**ESTATE NO. _____**
_____,	**)**	
MINOR	**)**	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

MOTHER'S PETITION TO TERMINATE TEMPORARY GUARDIANSHIP OF MINOR

I,_____,
[Full name of Mother] First Middle Last

_____,
Street City County State Zip Code

mother and natural guardian of the above-named Minor, do hereby bring this Petition to Terminate Temporary Guardianship of my minor child(ren) and show the Court as follows:

On_____, this Court appointed_____,
Date of Appointment *[Full name of Guardian]*

whose address is:

_____
Street City County State Zip Code

to serve as Temporary Gurdian of my minor child(ren).

I now desire to TERMINATE the temporary guardianship pursuant to O.C.G.A. § 29-2-8(b).

WHEREFORE, I now ask that the Court enter an Order terminating the temporary guardianship: [*initial next to the appropriate option below*]

_____immediately because the temporary guardian has consented in writing as evidenced by the attached signed Acknowledgment of Service and Assent to Petition to Terminate, OR

_____ after notice is given to the temporary guardian pursuant to O.C.G.A. § 29-2-8(b).

< SIGNATURE ON FOLLOWING PAGE >

Signed this_____day of_____, 20_____.

_____
(Petitioner's signature)

_____
(Printed name)

_____
(Street Address)

_____

_____
(city, state, and ZIP Code of parent)

VERIFICATION

GEORGIA,_____County

Personally appeared before me the undersigned petitioner who, after being duly sworn, states that the facts set forth in the foregoing petition (and any attached exhibits) are true.

Sworn to and subscribed before me this

_____ day of_____, 20_____.

_____
Petitioner's signature

_____
Petitioner's printed name

NOTARY:

Sworn to and subscribed before me on

_____(date)

_____
SEAL

My Commission Exp. _____

IN THE PROBATE COURT OF _____ COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	**ESTATE NO. _____**
_____,	)	
MINOR	)	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

ACKNOWLEDGMENT OF SERVICE AND ASSENT TO PETITION TO TERMINATE

I, the undersigned, being the temporary guardian of the above-named Minor, hereby acknowledge service of a copy of the Petition to Terminate Temporary Guardianship, waive further service and notice, and hereby assent to the termination the temporary guardianship.

Signed this_____day of_____, 20_____.

Sworn to and subscribed before me

this_____day of_____, 20____.

_____
NOTARY

My Commission Exp. _____

_____
(Temporary guardian's signature)

_____
(Printed name)

_____
(Street Address)

_____
(City, state, and ZIP Code)

IN THE PROBATE COURT OF_____COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	**ESTATE NO. _____**
_____,	)	
MINOR	)	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

ORDER FOR SERVICE OF NOTICE

The foregoing Petition to Terminate Temporary Guardianship of Minor having been read and considered, and one or more temporary guardians having failed to consent in writing,

IT IS ORDERED that Notice issue and be served upon the temporary guardian(s) who have not consented by:

1) personal service at their address on record if he/she is a resident of or is found in the State of Georgia; or

2) first-class U.S. Mail to their address of record if he/she resides or is found outside of the State of Georgia.

SO ORDERED, this___day of_____, 20_____.

_____
JUDGE

IN THE PROBATE COURT OF _____ COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	**ESTATE NO. _____**
_____,	)	
MINOR	)	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

NOTICE

TO: _____
(Temporary Guardian Name and Address)

_____ has filed a petition to terminate your appointment as temporary guardian of the above-named minor.

YOU ARE HEREBY NOTIFIED that any objection or response you have to the petition must be filed with this Court no later than ten (10) days from the date you are served if you are personally served, or thirteen (13) days from the date of mailing as shown on the attached Certificate of Mailing, if you are served by mail.

All objections must be in writing, setting forth the grounds thereof, must be signed by you before a notary public and must include the required filing fee, unless you qualify to file as an indigent party. Contact probate court personnel at the address/telephone number shown below for the requisite filing fees.

If an objection is timely filed the Probate Court Judge will either set a hearing or will transfer the case to the Juvenile Court of _____ County. The Court will hold a hearing to determine whether a continuation or termination of the temporary guardianship is in the best interest of the minor. You will be notified which court will hear the matter and the date and time the case will be heard.

If no objection is timely filed the temporary guardianship will be terminated without a hearing.

BY: _____
Probate Court Clerk

_____
(Address)

_____

_____
(Telephone)

IN THE PROBATE COURT OF_____COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	**)**	
	)	**ESTATE NO. _____**
_____,	**)**	
MINOR	**)**	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

CERTIFICATE OF MAILING

I hereby certify that I have this date mailed, by first class U. S. Mail, a copy of the above Citation to the temporary guardian(s) to whom the Citation is directed and at the address set forth therein, in a properly addressed and stamped envelope.

This_____day of_____, 20_____.

_____
CLERK

IN THE PROBATE COURT OF_____COUNTY,

STATE OF GEORGIA

IN RE: ESTATE OF	)	
	)	**ESTATE NO. _____**
_____,	)	
MINOR	)	**RE: PETITION TO TERMINATE**
	)	**TEMPORARY GUARDIANSHIP OF**
	)	**MINOR**

ORDER

The foregoing Petition having been filed, read and considered and it appearing to the Court as initialed below by the Judge:

a. _____ that the temporary guardian(s) has/have consented in writing to the termination;

b. _____ that Notice was served upon the temporary guardian(s) and no objection to the termination of the temporary guardianship has been timely filed;

c. _____ that Notice was served upon the temporary guardian(s) and an objection to the termination of the temporary guardianship has been timely filed;

IT IS ORDERED that

a. _____ The temporary guardianship be, and the same is, terminated, the Temporary Letters of Guardianship previously issued are rescinded, and the temporary guardian has no further authority as such.

b. _____ The records relating to the temporary guardianship shall be transferred by the Deputy Clerk of this Court to the Juvenile Court of_____, County which shall determine whether a continuation or termination of the temporary guardianship is in the best interest of the minor.

c. _____ A hearing will be held in this Court on_____at_____, ____.M. All parties shall appear at the_____County Probate Court, _____Georgia, then and there to show cause why the prayers of the Petition should not be granted.

SO ORDERED, this___day of_____, 20_____.

_____

JUDGE

Form 11

Poverty Affidavit

What This Form Is For:
This form helps you ask the court to waive the filing fees for your case because you cannot afford to pay them. It is officially called a "Poverty Affidavit" or "Affidavit of Indigence." If the court approves your request, you can file your court documents without having to pay the required filing fees.

When to Use It:
Use this form if you need to file a court petition—like the Petition to Terminate Temporary Guardianship—but you cannot afford the filing fee. Filing fees vary by county and can be a barrier for many parents. This form gives you a way to ask the court to let you file without paying. Fee waivers are usually left up to the court's discretion.

Who Should Fill It Out:
You (the parent) must complete and sign this form in front of a notary public. You will also need to provide:

- A copy of the petition or other court filing that you're trying to submit.
- Proof of your income (such as recent pay stubs, unemployment checks, or other documentation)
- Information about your monthly expenses (like rent, bills, etc.).

Where to Keep It:
After filling out the form and attaching the required documents, submit it to the probate court at the same time as you submit the court papers you're trying to file. The court will review your Affidavit and decide whether to waive the filing fees.

Important Notes:

- The judge may ask you questions about your income, expenses, and financial situation. Be prepared to explain why you cannot afford the filing fee.
- If your Poverty Affidavit is approved, the court will allow your case to move forward without requiring payment.
- If the judge finds that you can afford the filing fee, your request may be denied, and you'll need to pay the fee before your documents can be filed.
- The court's decision about whether or not you are considered indigent does **not** affect the outcome of your actual case.

_____COURT OF_____COUNTY

STATE OF GEORGIA

_____	**Case No.:** _____
_____	

POVERTY AFFIDAVIT

COMES NOW_____, the Petitioner in the above styled _____*[Enter the name of the Petition]*, being first duly sworn, deposes and says:

1. That I, by reason of my poverty, am unable to pay the cost required to file my case.

2. That I am_____years of age, and my monthly household income before taxes is $_____. I have the following sources of income:_____. Copies of my last two pay stubs/unemployment checks/other proof of income source are attached.

3. That I live at_____, and pay $_____per month as rent.

4. That I ☐ own ☐ lease ☐ do not have a vehicle.

5. That my household consists of_____(number of) people.

6. That I pay the following bills each month:

Name of Bill	Amount

7. That I hereby request to proceed in this action without having to pay filing fees and associated costs.

Signed this_____day of_____.
[month] [year]

_____
(Sign in front of Notary) Petitioner, *Self-represented*

Petitioner's name (print or type): _____
Petitioner's Address: _____

Petitioner's Telephone Number: _____
Petitioner's E-mail Address: _____

Sworn to and affirmed before me, this
_____ day of_____.

_____
NOTARY PUBLIC
My commission expires: _____
(Notary Seal)

Appendix 2 – Sample Letters

This appendix includes sample letters you can use to communicate with courts, caregivers, and others involved in your child's care. These templates are meant to help you explain your situation, request updates, or provide important information while you are incarcerated. See Appendix 5 for lists of court and DFCS County Office addresses.

You can copy these letters by hand or adapt them as needed for your specific circumstances. If you are unsure about how to word something or whether a letter is the right next step, consider asking a trusted family member, caseworker, or legal aid organization for help.

These letters do not take the place of legal forms or formal petitions. If your situation involves a court case, you may also need to complete a legal form from Appendix 1 or consult with an attorney.

Keep a copy of all letters that you send and include your letters in your Contact Logs (see Appendix 1 – Forms 1 & 3).

Appendix 2 – Quick Reference:

Letter #	Title	What It's For	Who to Send It To
Letter 1	Letter to Caregiver – Sending a POA, Affidavit, or Consent Form	To explain enclosed legal documents and express appreciation to the caregiver	Child's current caregiver or guardian
Letter 2	Letter to the Court – Request for information or participation	To request attorney info, case updates, and a chance to participate in court proceedings	Probate or juvenile court
Letter 3	Request to Attorney for case updates and information	To ask your court-appointed attorney for updates or to confirm that they represent you	Appointed attorney
Letter 4	Cover Letter to attach to court filings	To explain a petition, objection, or forms you are mailing to the court	Probate or juvenile court
Letter 5	Request to DFCS for case information and contact with child	To ask DFCS for case updates, contact info for the caregiver, and an opportunity to stay in touch with your child	DFCS County Office or caseworker
Letter 6	General request for records or case documents	To ask for copies of court orders, case plans, or prior filings related to your child's case	Court clerk or DFCS case manager
Letter 7	Follow-up / Status Request to court or DFCS	To follow up on a previous letter or filing that hasn't received a response	Court clerk or DFCS case manager
Letter 8	Request to caregiver for contact and visits with child	To request contact and regular communication with your child, especially after no response from caregiver	Child's current caregiver or guardian

Sample Letter 1

Letter to Caregiver – Sending an Affidavit, POA or Guardianship Form

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

Dear [Caregiver's Name],

I hope this letter finds you well. I am enclosing a [Caregiver Affidavit / Power of Attorney / Consent to Guardianship / Revocation of Power of Attorney] form related to the care of my child.

Please review the form and let me know if you have any questions.

Thank you for stepping in during this time. I appreciate you caring for [Child(ren)'s Name] and doing your best to support them while [I'm not / was not] able to.

I will stay in touch as best I can. Please let me know if anything changes or if there's anything I can do from here.

With gratitude,
[Your Signature]
[Printed Name]

Sample Letter 2

Letter to the Court – Request for Information or Participation

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

[Name of Court]
[Court Address]

Re: [Child(ren)'s Full Name, Date of Birth & Case #s if you have them]
Request for Case Information and Participation

Dear Clerk or Presiding Judge,

I am the parent of [Child(ren)'s Full Name], who I understand may have a case pending before your Court. I am currently incarcerated at [Facility Name], and I have not yet received information about the case or been contacted by my appointed attorney.

I am writing to request:

- Contact information for the attorney assigned to represent me (if any)
- A copy of any court notices or case documents I am entitled to receive
- The opportunity to participate in any scheduled hearings or proceedings

Please update your records to reflect my current address at the facility listed above. I want to be involved in my child's case and want to stay informed about the proceedings.

Thank you for your time and assistance.

Respectfully,
[Your Signature]
[Printed Name]
[Inmate ID]

Sample Letter 3
Request to Attorney for Case Updates and Information

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

[Attorney's Name]
[Law Firm / Public Defender / juvenile court appointed counsel office]
[Attorney's Address]

Re: [Child's Full Name], Date of Birth: [MM/DD/YYYY]

Dear [Attorney's Name],

I am writing to request an update on the status of my case involving my child, [Child's Name]. I understand that you may have been appointed to represent me in connection with a [DFCS dependency / Probate Petition] in [County Name] County.

I have not yet received any communication from you and would like to confirm that you are assigned to my case and have my correct contact information. I am currently incarcerated at the address listed above.

If possible, I would appreciate an update on the following:

- The current status of the case and any upcoming court dates
- Any action items or documents needed from me
- How I can participate in hearings or other parts of the case from custody

Please keep me informed about all developments in the case and include me in all communications related to my rights and responsibilities as a parent. I am committed to staying involved and supporting my child as best I can.

Thank you for your time and representation.

Sincerely,
[Your Signature]
[Printed Name]
[Inmate ID Number]

Sample Letter 4

Cover Letter to Attach to Court Filing

To: [Name of Court]
From: [Your Full Name], Inmate ID [###]
Re: [Name of Child]
[Name of Form Enclosed]
Date: [Insert Date]

Please find the enclosed [Form Name] for your review and filing. I am currently incarcerated at [Facility Name] and am submitting this document by mail.

I am requesting that this filing be processed and that I be notified of any upcoming hearing dates, deadlines, or next steps. My current address is listed below for your records.

Thank you for your time and assistance.

[Your Signature]
[Your Full Name]
[Facility Name and Address]
[Phone or contact info, if applicable]

Sample Letter 5

Request to DFCS for Case Information and Contact with Child

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

Georgia Division of Family & Children Services
[County DFCS Office Address]
[If known: Name of Case Manager or Supervisor]

Re: [Child's Full Name], Date of Birth: [MM/DD/YYYY]

Dear [Case Manager's Name or DFCS Representative],

I am the parent of [Child's Full Name], who I understand is currently involved in a DFCS case in [County Name] County. I am writing to request information about my child's case and to express my strong desire to remain involved in their life while I am incarcerated.

Specifically, I am requesting the following:

- Contact information for my child's current caregiver or placement (if allowed),
- The name and contact information for the DFCS case manager assigned to the case,
- Any court dates, case plans, or services that I am required or encouraged to participate in, and
- A way to stay in regular contact with my child, including letters, phone calls, or video visits (if permitted).

Please update your records with my current mailing address and ensure I receive any future notices related to my child's case. I want to support my child and stay informed about their well-being, even though I cannot be physically present.

Thank you for your time and attention to this request. I look forward to your response.

Respectfully,
[Your Signature]
[Printed Name]
[Inmate ID Number]

Sample Letter 6

General Request for Records or Case Documents

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

[Agency or Court Name]
[Address of DFCS Office or Court Clerk]

Re: Request for Records – [Child's Full Name], Date of Birth: [MM/DD/YYYY]

Dear [Clerk/Case Manager/Records Department],

I am the parent of [Child's Full Name], and I am writing to request records related to a [DFCS case / custody case / guardianship petition] involving my child. I am currently incarcerated at [Facility Name] and do not have access to any paperwork or documents from that case.

I am requesting copies of the following, if available: [list the documents you are seeking -- examples included below]

- Any petitions, court orders, or case plans filed in the case
- The final order or decision made by the court or DFCS
- A summary of the case or timeline, if available
- The names of any assigned case managers, attorneys, or guardians ad litem

I am trying to better understand my current legal status as a parent and to prepare for future steps related to my child's care. Please let me know if there are any forms or fees I must submit in order to receive this information. I would also appreciate confirmation that my request was received.

Thank you for your help.

Respectfully,
[Your Signature]
[Printed Name]
[Inmate ID Number]

Sample Letter 7

Follow-Up / Status Request to Court or DFCS

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

[Name of Court or DFCS Office]
[Address]

Re: [Child's Full Name], Date of Birth: [MM/DD/YYYY]

Dear [Clerk / Case Manager / Judge / Records Office],

I previously submitted a request for information related to my child's case on [date of last letter], but I have not yet received a response or any updates.

I am writing to respectfully request a status update. My child's name is [Child's Full Name], and their date of birth is [DOB].

I would appreciate it if you could please confirm whether my letter was received and if you could provide the following information:

[Identify the documentation/information you are asking for]

I also ask that you note my contact so that I can be kept informed about the status of my child's case.

Thank you for your time and attention.

Sincerely,
[Your Signature]
[Printed Name]
[Inmate ID Number]

Sample Letter 8

Request to Caregiver for Contact and Visits with Child

[Your Full Name]
[Inmate ID Number]
[Facility Name]
[Facility Address]
[Date]

[Caregiver's Name]
[Caregiver's Address]

Dear [Caregiver's Name],

I hope this letter reaches you and that you and [Child(ren's Name] are doing well. I have tried to reach you in recent weeks to ask about my child(ren and to express my desire to stay in contact while I am incarcerated. So far, I have not received a response.

I am writing to request that I be allowed to have regular contact with [Child(ren)'s Name] by phone, letter, or video call. Maintaining a relationship with my child(ren) is incredibly important to me, and I believe it is also important for [Child(ren's Name] to know that I care about them and want to be part of their life.

If you have concerns or questions about contact, I'm open to working together to find a plan that supports [Child(ren's Name]'s well-being. I am including my current mailing address again below and would be grateful for an update or response.

Thank you for taking the time to read this. I look forward to hearing from you and finding a way to stay connected.

Sincerely,
[Your Signature]
[Printed Name]
[Inmate ID Number]
[Facility Address]

Appendix 3 – Key Legal Terms Defined

This appendix provides plain language definitions for legal terms you may come across while working to provide for your child's care during incarceration. These basic definitions are intended to help you better understand the court process, legal forms, and communications you may receive.

Some legal terms can have complicated meanings depending on the situation. The explanations here are just meant to give you a basic understanding. If you have questions about how a word or legal term applies to your specific case, you should ask your attorney or caseworker for more information.

Abandonment / Abandon
When a parent shows they are giving up their parental rights or responsibilities, usually by not having contact with the child or not providing support for at least six months

Abuse
Physical, emotional, or sexual harm caused to a child, or exposing a child to family violence

Adjudication Hearing
A court hearing where the judge decides if a child is dependent (in need of court protection) based on the evidence presented

Adoption
The legal process where a person becomes the permanent parent of a child and gains all parental rights

Affidavit
A written statement that is sworn or affirmed to be true. Some affidavits must be signed in front of a notary public

Allegation
A statement or claim that something happened, which must be proven later

Alleged Father
A man who is claimed to be a child's father but has not yet been legally recognized as such

Appeal
A legal request asking a higher court to review a decision made by a lower court. Appeals are usually time-sensitive

Best Interests
A standard used by the court to decide what will best protect a child's health, safety, and well-being

Caregiver
The person currently responsible for your child's daily care; this may be a relative, friend, foster parent, legal guardian, or other trusted adult

Case Plan
A written plan created by DFCS and the court outlining what a parent must do to regain custody of their child. Includes goals, services, and timelines

Child in Need of Services (CHINS)
A child who is truant, runs away, is ungovernable, or needs help due to risky behavior but is not involved in a criminal case

Clear and Convincing Evidence
A higher standard of proof used in child welfare cases, meaning the evidence must show it is highly likely the claim is true

Complaint
The first document filed with the court to start a case, explaining why the court should get involved

Consent
Giving written or verbal permission for something to happen; you may be asked to consent to temporary guardianship or other legal actions.

Court Order
A document signed by a judge that requires someone to do (or not do) something; court orders are legally binding.

Custodian
A person who has legal custody of a child, either by court order or legal authority

Custody
Legal responsibility for a child

- *Legal custody* is the right to make decisions about the child (education, healthcare, etc.)
- *Physical custody* is where the child lives day to day.

Dependent / Dependency
A legal term meaning a child who has been abused, neglected, or is without a parent or safe caregiver

Dependency Case
A legal case where the court decides whether a child is safe and whether DFCS should be involved; these cases are heard in juvenile court.

Detained / Detention
When a child is held temporarily, usually in a shelter or detention center, while the court case is pending

DFCS (Division of Family and Children Services)
The Georgia state agency that investigates reports of child abuse and neglect and provides child welfare services, including foster care

Diligent Search
The effort made by DFCS to locate a parent, relative, or another adult connected to the child

Disposition Hearing
A court hearing that happens after an adjudication to decide what services or placements are needed for the child and family

Emancipation
A legal process that gives a minor child legal independence from their parents before turning 18

Evaluation
A professional assessment of a child's physical, emotional, or mental health needs

Fictive Kin
Someone who is not biologically related to the child but has a close and positive relationship with them (like a family friend or teacher)

Foster Care
Temporary care provided for children who cannot live with their parents; Children in foster care may live with relatives or in licensed foster homes.

Guardian / Guardianship
A person who has legal authority from the court to care for a child and make decisions for them; guardianship may be temporary or permanent.

Hearing
A formal meeting in court where a judge listens to evidence and makes decisions about a case

Incarcerated
Being in jail, prison, or detention

Indigent
A person who cannot afford to hire a lawyer or pay court costs

Legitimation
A legal process that gives a biological father parental rights when the child was born outside of marriage; this is done through the superior court.

Mediation
A meeting where parents, DFCS, and others work with a trained neutral person (mediator) to try to resolve issues without a full court hearing

Modification
A change to a previous court order based on new circumstances

Motion
A written request asking the court to make a decision or take action in a case

Neglect
When a parent or caregiver fails to provide basic needs like food, shelter, education, supervision, or healthcare, placing the child's well-being at risk

Non-Custodial Parent
A parent who does not have physical custody of the child but may still have parental rights

Non-Reunification
A court decision that the child will not be returned to their parent, usually because the court has found that reunification is not safe or appropriate; this decision ends the reunification plan and shifts the focus to another permanent placement.

Notarized
A document signed in front of a notary public, who confirms your identity and that you signed the document willingly

Parental Rights
The legal rights of a parent to make decisions about their child's upbringing and to have custody or visitation

Party
A person or agency involved directly in the court case, such as a parent, child, DFCS, or a guardian ad litem

Paternity
The legal determination of a child's father

Permanent Guardianship
A court-ordered guardianship that stays in place long-term, often when reunification or adoption is not possible

Permanency
A lasting legal and living arrangement for a child that provides stability and a long-term caregiver—such as reunification with a parent, placement with a relative or guardian, or adoption

Petition
A written request filed with the court asking for a legal action—such as guardianship, custody, or termination of parental rights

Power of Attorney (POA)
A document that gives another adult temporary authority to care for your child and make decisions on your behalf

Preliminary Protective Hearing
A hearing that happens shortly after a child is removed from a parent's custody, where the court decides if the child must stay out of the home while the case continues

Prenatal
Before birth

Pro Se
Representing yourself in court without a lawyer

Reasonable Efforts
The legal requirement that DFCS must try to prevent removing a child from their home, and if the child is removed, must try to reunify the family

Removal
When a child is taken out of their home by DFCS due to concerns for their safety

Reunification
The process of returning a child to their parent after a period of separation, often under the supervision of the court or DFCS

Revocation
The cancellation of a legal document, such as a Power of Attorney

Risk Assessment
An evaluation done to determine the level of risk to a child's safety if they stay in or return to a home

Status Review Hearing
A hearing where the court checks on the family's progress and makes sure services are being provided and the case is moving toward resolution

Termination of Parental Rights (TPR)
A legal decision that permanently ends a parent's rights and responsibilities to their child

Transition Plan
A plan developed to support a child's move from one living arrangement to another—such as returning to a parent, moving to a relative's home, or preparing for independent living; it outlines the steps and supports needed to help the child adjust and ensure continuity of care, education, and services.

Visitation
The right to spend time with your child, either under a court order or by agreement with the child's caregiver

Appendix 4 – Dependency Case Roadmap

This appendix provides an overview of the typical steps in a dependency case in Georgia. It is designed to help you understand what happens after a child is removed from someone's care and what decisions the court will make along the way.

Every case is different. Some steps may happen faster or slower depending on the facts of the case, the family's progress, and the court's schedule. Your role & rights as a mother may be impacted by prior custody orders or other court cases.

You can use this roadmap as a guide to help you follow your case and prepare for each stage, but if you have questions about your specific situation, you should speak to an attorney.

Stage	What Happens	Parent's Role / Rights	Forms or Tools in This Toolkit	Key Deadlines
1. DFCS Investigation	DFCS investigates a report of child abuse or neglect.	Cooperate if possible. Provide accurate information.	None needed at this stage.	Investigations are usually completed within 45 days.
2. Removal of Child	DFCS may remove a child if they believe immediate danger exists.	You have the right to be notified of removal.	Start documenting all communications using Appendix 1- Forms 1, 2 & 3	Child must have a court hearing within 72 hours.
3. Preliminary Protective Hearing (PPH)	A hearing is held to decide if the child should stay out of the home temporarily.	You have a right to be notified of this hearing BUT short timeframe may prevent timely notice.	None needed at this stage.	PPH must occur within 72 hours of removal. Court should appoint an attorney to represent you at the PPH
4. Filing of Dependency Petition	DFCS (or another party) files a formal petition asking the court to find the child dependent.	You have the right to receive a copy of the petition and to respond. Start keeping all documents together.	Call or use Appendix 2 - Sample Letters to contact the court and request your attorney's contact information ASAP.	Petition usually filed before or at the PPH.
5. Adjudication Hearing	Court hears evidence to decide if the child is legally dependent.	Request to participate fully. Work with your attorney to prepare.	Use Sample Letters to make contact with the court and your attorney before the hearing.	Must occur within 10 days of petition filing unless extended for good cause
6. Disposition Hearing	If child is found dependent, court orders services, visitation, and placement.	Advocate for visitation. Engage in any services offered.	Use Appendix 1 - Forms 1, 2 & 3 to track all visits and communication. Use Sample Letters to make requests.	Held immediately after adjudication or within 30 days

7. Case Planning	A written case plan is created with DFCS outlining steps for reunification.	Sign and engage with case plan if appropriate. Ask for any services you need.	Keep logs of your efforts and service participation	Case plan must be filed within 30 days of disposition.
8. Status Reviews	Court reviews progress toward case plan goals.	Submit updates through your attorney. Request participation by phone or letter.	Use Sample Letters to communicate with court and call/write your attorney	Usually occur every 4–6 months after disposition
9. Permanency Hearings	Court decides long-term plan for the child (reunification, guardianship, adoption).	Advocate for reunification or best alternative. Submit evidence of progress.	Use Sample Letters for court/attorney communication. Make your wishes known and stay in contact with your child.	First permanency hearing within 12 months of removal, repeated every 6 or 12 months until case closure
Possible Case Outcomes	• Child returns home to you or caregiver (reunification) • Guardianship is given to a relative or non-relative caregiver • Surrender or Termination of Parental Rights (TPR) and adoption or another planned permanent living arrangement (APPLA) for children over the age of 16.			

How Can You Protect Your Rights?

Even if you are incarcerated, **you still have ways to protect your parental rights**. The most important things you can do are:

- **Stay in touch** with your child's caregiver, your child, DFCS, your attorney, and the court.
  → Make calls, send letters, and request visits or phone calls.
  → Keep track of your contacts with the caregiver, your child, and the caseworker (see Appendix 1) and keep copies of every letter you send (see Appendix 2)
- **Engage in services** when possible, even during incarceration.
  → Participate in classes, programs, or treatment plans available to you.
  → Keep certificates or documentation.
- **Respond to all court notices** and participate in hearings.
  → Use letters, phone calls, or video if you cannot attend in person.
  → Ask DFCS and your attorney for help participating. (See Appendix 2-Sample Letters 3 & 5)
- **Show efforts toward reunification** even if you cannot physically care for your child right now.
  → Courts recognize effort, not just outcomes.
- **Avoid a finding of abandonment** by maintaining consistent efforts to communicate, support, and stay involved and keep good records of all those efforts.

Appendix 5 – Contact Information for Courts & DFCS County Offices

This appendix includes mailing addresses for probate courts, juvenile courts, and each county Division of Family and Children Services (DFCS) office in Georgia. Use these addresses to send letters or forms related to Powers of Attorney, Temporary Guardianships, open Dependency Cases, and DFCS investigations involving your child. This is the latest publicly available information as of 5/1/25. If possible, always check on-line to confirm correct contact information.

If you are sending a letter to submit legal forms, ask for updates about your child's case, or to request information and contact with your child, use **Appendix 2 – Sample Letters** as a guide.

Make sure to include your full name, inmate ID number, your child's full name and date of birth, the case number, and your current mailing address so that the courts and DFCS can contact you.

Be sure to keep a copy of anything you send!

Appendix 5 – Quick Reference:

Court or Office	Reasons to Contact
Probate Courts	• to file an executed Power of Attorney • to file a Revocation of Power of Attorney • to request information about a pending Petition • to file an Objection to a Temporary Guardianship • to file a Petition to Terminate Temporary Guardianship • to respond to court documents you received--always respond to the court using the contact information they included on the paperwork they sent you. • to send a letter updating your contact information so the court can reach you about a pending case
Juvenile Courts	• to request information about a pending Dependency Case • to request past files and court documents • to request an opportunity to attend hearings and participate in a pending case • to update your contact information so the court can reach you about a pending case • to respond to court documents you received--always respond to the court using the contact information they included on the paperwork they sent you.
DFCS County Offices	• to request information and send letters related to an ongoing DFCS case. NOTE: once you have made contact with a DFCS caseworker, you should ask for all of their direct contact information. Going forward, use the contact information they give you to communicate with them about the case.

Georgia Probate Court Contact Information

You may use the addresses in the table below to contact the probate court in each county. Remember, if you've already received paperwork from the court about a case, the paperwork you received should include the correct contact information. You should only rely on the addresses listed in this table if you have not already received paperwork from the court with mailing instructions and court contact information.

Court Name	Mailing Address	Phone	Fax & Email
Probate Court of Appling County	Appling County Courthouse, 36 S. Main Street, Baxley, GA 31513	912-367-8114	
Probate Court of Atkinson County	PO Box 855, Pearson, GA 31642	912-422-3552	
Probate Court of Bacon County	PO Box 389, Alma, GA 31510	912-632-7661	Fax: 912-632-7662
Probate Court of Baldwin County	Baldwin County Courthouse, 121 North Wilkinson Street, Milledgeville, GA 31061	478-445-4807	Fax: 478-445-5178
Probate Court of Banks County	144 Yonah Homer Road, Suite 7, Homer, GA 30547	706-677-6250	Fax: 706-677-2337
Probate Court of Barrow County	652 Barrow Park Drive, Suite D, Winder, GA 30680	770-307-3045	Fax: 770-307-4470
Probate Court of Bartow County	135 West Cherokee Avenue, Suite 243A, Cartersville, GA 30120	770-387-5075	Fax: 770-387-5074
Probate Court of Ben Hill County	111 South Sheridan Street, Fitzgerald, GA 31750	229-426-5137	
Probate Court of Berrien County	201 North Davis Street, Room 175, Nashville, GA 31639	229-686-5213	Fax: 229-686-9495
Probate Court of Bibb County	700 Poplar Street, Macon, GA 31201	478-621-6494	
Probate Court of Bleckley County	112 North 2nd Street, Cochran, GA 31014	478-934-3204	Fax: 478-934-3205
Probate Court of Brantley County	PO Box 207, Nahunta, GA 31553	912-462-5192	Fax: 912-462-8360
Probate Court of Brooks County	1 Screven Street, Suite 4, Quitman, GA 31643	229-263-5567	Fax: 229-263-5058
Probate Court of Bryan County	151 South College Street, Suite 106, PO Box 418, Pembroke, GA 31321	912-653-3856	Fax: 912-653-3845
Probate Court of Bulloch County	PO Box 1005, Statesboro, GA 30459	912-489-8749	Fax: 912-764-8740

Probate Court of Burke County	PO Box 322, Waynesboro, GA 30830	706-554-3000	
Probate Court of Butts County	25 Third Street, Suite 7, Jackson, GA 30233	770-775-8204	Fax: 770-775-8004
Probate Court of Calhoun County	PO Box 87, Morgan, GA 39866	229-849-2115	Fax: 229-849-2117
Probate Court of Camden County	PO Box 818, Woodbine, GA 31569	912-576-3785	Fax: 912-576-5484
Probate Court of Candler County	35 SW Broad Street, Metter, GA 30439	912-685-2357	
Probate Court of Carroll County	PO Box 338, Room 2022, Carrollton, GA 30112	770-830-5840	Fax: 770-830-5995
Probate Court of Catoosa County	875 LaFayette Street, Ringgold, GA 30736	706-935-3511	Fax: 706-935-3519
Probate Court of Charlton County	1520 Third Street, Suite B, Folkston, GA 31537	912-496-2230	Fax: 912-496-7045
Probate Court of Chatham County	133 Montgomery Street, Room 509, Savannah, GA 31401-3242	912-652-7264	Fax: 912-652-7262
Probate Court of Chattahoochee County	379 Broad Street, PO Box 119, Cusseta, GA 31805	706-989-3603	Fax: 706-989-2015
Probate Court of Chattooga County	PO Box 467, Summerville, GA 30747	706-857-0709	Fax: 706-857-0877
Probate Court of Cherokee County	90 North Street, Suite 340, Canton, GA 30114	678-493-6160	Fax: 678-493-6170
Probate Court of Clarke County	Clarke County Courthouse, 325 East Washington Street, Athens, GA 30601	706-613-3320	Fax: 706-613-3323
Probate Court of Clay County	210 S. Washington Street S, Suite 1, Fort Gaines, GA 39851	229-768-2445	Fax: 229-768-3028
Probate Court of Clayton County	121 South McDonough Street, Annex Building 3, Jonesboro, GA 30236	770-477-3299	Fax: 770-477-3306
Probate Court of Clinch County	110 Court Square, Homerville, GA 31634	912-487-5523	Fax: 912-487-5507, clinchpc@hotmail.com
Probate Court of Cobb County	32 Waddell Street, Marietta, GA 30090	770-528-1900	Fax: 770-528-1996, probatecourt@cobbcounty.org
Probate Court of Coffee County	Coffee County Courthouse, 101 South Peterson Avenue, Suite A-20, Douglas, GA 31533	912-384-5213	Fax: 912-383-8116
Probate Court of Colquitt County	PO Box 264, Moultrie, GA 31776	229-616-7415	Fax: 229-616-7489

Probate Court of Columbia County	PO Box 1520, Evans, GA 30809	706-312-7254	Fax: 706-312-7251
Probate Court of Cook County	212 North Hutchinson Avenue, Adel, GA 31620	229-896-3941	Fax: 229-896-6083
Probate Court of Coweta County	200 Court Square, Newnan, GA 30263	770-254-2640	Fax: 770-254-2648, cowetaprobate@coweta.ga.us
Probate Court of Crawford County	100 GA Highway 42 S, Knoxville, GA 31050	478-836-3313	Fax: 478-836-4111
Probate Court of Crisp County	PO Box 26, Cordele, GA 31010	229-271-4731	Fax: 229-271-4716
Probate Court of Dade County	PO Box 605, 255 West Crabtree Street, Trenton, GA 30752	706-657-4414	Fax: 706-657-4305
Probate Court of Dawson County	25 Justice Way, Suite 4332, Dawsonville, GA 30534	706-344-3580	Fax: 706-265-6155
Probate Court of Decatur County	PO Box 234, Bainbridge, GA 39818	229-248-3016	
Probate Court of DeKalb County	556 North McDonough Street, Judicial Tower, Decatur, GA 30030	404-371-2718	Fax: 404-371-7055
Probate Court of Dodge County	PO Box 514, Eastman, GA 31023	478-374-3775	Fax: 478-374-9197
Probate Court of Dooly County	PO Box 304, Vienna, GA 31092	229-268-4217	Fax: 229-268-6142
Probate Court of Dougherty County	225 Pine Ave., Ste. 123, Albany, GA 31701	229-431-2102	Fax: 229-434-2694, nstephenson@dougherty.ga.us
Probate Court of Douglas County	8700 Hospital Drive, Douglasville, GA 30134	770-920-7249	Fax: 770-920-7381
Probate Court of Early County	111 Court Square, Suite D, Blakely, GA 39823		
Probate Court of Echols County	PO Box 118, Statenville, GA 31648	229-559-7526	Fax: 229-559-8128
Probate Court of Effingham County	700 North Pine Street, Suite 146, Springfield, GA 31329	912-754-2112	Fax: 912-754-2894
Probate Court of Elbert County	45 Forest Avenue, Elberton, GA 30635	706-283-2016	
Probate Court of Emanuel County	125 S Main Street, P.O. Box 70, Swainsboro, GA 30401	478-237-7091	
Probate Court of Evans County	201 Freeman Street, Suite 9, PO Box 852, Claxton, GA 30417	912-739-4080	Fax: 912-739-4077

Probate Court of Fannin County	400 West Main Street, Suite 204, Blue Ridge, GA 30513	706-632-3011	Fax: 706-632-7167
Probate Court of Fayette County	One Center Drive NE, Fayetteville, GA 30214	770-716-4220	Fax: 770-716-4854
Probate Court of Floyd County	Three Government Plaza, Suite 201, Rome, GA 30161	706-291-5138	Fax: 706-291-5189
Probate Court of Forsyth County	100 West Courthouse Square, Suite 008, Cumming, GA 30040	770-781-2140	Fax: 770-886-2839
Probate Court of Franklin County	7085 Highway 145, Suite A, Carnesville, GA 30521	706-384-2403	Fax: 706-384-2636
Probate Court of Fulton County	141 Pryor Street, SW, Atlanta, GA 30303	404-612-4640	
Probate Court of Gilmer County	One Broad Street, Suite 204, Ellijay, GA 30540	706-635-4763	Fax: 706-635-4761
Probate Court of Glascock County	PO Box 277, Gibson, GA 30810	706-598-3241	Fax: 706-598-2471
Probate Court of Glynn County	701 G Street, Brunswick, GA 31520	912-554-7231	Fax: 888-841-9712
Probate Court of Gordon County	PO Box 669, Calhoun, GA 30703	706-629-7314	Fax: 706-629-4698
Probate Court of Grady County	250 North Broad Street, Box 1, Cairo, GA 39828	229-377-4621	Fax: 229-378-8052
Probate Court of Greene County	113 North Main Street, Suite 113, Greensboro, GA 30642	706-453-3346	Fax: 706-453-7649
Probate Court of Gwinnett County	75 Langley Drive, Lawrenceville, GA 30046	770-822-8250	probatecourt@gwinnettcounty.com
Probate Court of Habersham County	PO Box 876, Clarkesville, GA 30523	706-754-2013	Fax: 706-754-5093
Probate Court of Hall County	225 Green Street, Suite 1000, Gainesville, GA 30501	770-531-6921	Fax: 770-531-4946
Probate Court of Hancock County	3031 East Broad Street, Sparta, GA 31087	706-444-5343	Fax: 706-444-8024
Probate Court of Haralson County	PO Box 620, Buchanan, GA 30113	770-646-2008	Fax: 770-646-3419
Probate Court of Harris County	PO Box 569, Hamilton, GA 31811	706-628-5038	Fax: 706-628-7322
Probate Court of Hart County	PO Box 1159, Hartwell, GA 30643	706-376-2565	Fax: 706-376-9032
Probate Court of Heard County	PO Box 478, 215 E. Court Sq., Room 3, Franklin, GA 30217	706-675-3353	Fax: 706-675-0819

Probate Court of Henry County	99 Sims Street, McDonough, GA 30253	770-288-7600	Fax: 770-288-7616
Probate Court of Houston County	PO Box 1801, Perry, GA 31069	478-218-4710	Fax: 478-218-4715
Probate Court of Jackson County	5000 Jackson Parkway, Suite 140, Jefferson, GA 30549	706-387-6277	dblinn@jacksoncountygov.com
Probate Court of Jasper County	126 W. Greene Street, Suite 111, Monticello, GA 31064	706-468-4903	Fax: 706-468-4926
Probate Court of Jeff Davis County	16 Jeff Davis Street, Hazlehurst, GA 31539	912-375-6626	Fax: 912-375-0502
Probate Court of Jefferson County	PO Box 505, Louisville, GA 30434	478-625-3258	Fax: 478-625-0245
Probate Court of Jenkins County	833 E. Winthrope Ave., PO Box 797, Millen, GA 30442	478-982-5581	
Probate Court of Johnson County	2557 E. Elm Street, PO Box 264, Wrightsville, GA 31096	478-864-3316	Fax: 478-864-0528
Probate Court of Jones County	PO Box 1090, Gray, GA 31032	478-986-6668	Fax: 478-986-1715
Probate Court of Lamar County	326 Thomaston Street, Suite 6, Barnesville, GA 30204	770-358-5155	Fax: 770-358-5348
Probate Court of Lanier County	Lanier County Courthouse, 56 Main Street, Suite 10, Lakeland, GA 31635	229-482-3668	Fax: 229-482-3680
Probate Court of Laurens County	PO Box 2098, Dublin, GA 31040	478-272-2566	Fax: 478-277-2932
Probate Court of Lee County	100 Leslie Highway, Leesburg, GA 31763	229-759-6006	Fax: 229-759-3345
Probate Court of Liberty County	PO Box 28, Hinesville, GA 31310	912-876-3635	Fax: 912-876-3589
Probate Court of Lincoln County	PO Box 205, 210 Humphrey Street, Lincolnton, GA 30817	706-359-5528	Fax: 706-359-5520
Probate Court of Long County	PO Box 426, Ludowici, GA 31316	912-545-2131	Fax: 912-545-2029
Probate Court of Lowndes County	327 North Ashley Street, Valdosta, GA 31601	229-671-2650	Fax: 229-333-7646
Probate Court of Lumpkin County	325 Riley Road, Room 122, Dahlonega, GA 30533	706-482-2455	Fax: 706-864-9271
Probate Court of Macon County	PO Box 216, Oglethorpe, GA 31068	478-472-7685	Fax: 478-472-7687
Probate Court of Madison County	PO Box 207, Danielsville, GA 30633	706-795-6365	

Probate Court of Marion County	PO Box 196, Buena Vista, GA 31803	229-649-5542	Fax: 229-649-7931
Probate Court of McDuffie County	PO Box 2028, Thomson, GA 30824	706-595-2124	Fax: 706-597-2644
Probate Court of McIntosh County	PO Drawer 459, Darien, GA 31305	912-437-4888	Fax: 912-437-6635
Probate Court of Meriwether County	PO Box 608, Greenville, GA 30222	706-672-4952	Fax: 706-672-9260
Probate Court of Miller County	155 South First Street, Room 110, Colquitt, GA 39837	229-758-4110	Fax: 229-758-8133, millerprobateclerk@gmail.com
Probate Court of Mitchell County	PO Box 229, 11 West Broad Street, Room 102, Camilla, GA 31730	229-336-2015	Fax: 229-336-2354
Probate Court of Monroe County	PO Box 187, Forsyth, GA 31029	478-994-7036	Fax: 478-994-7054
Probate Court of Montgomery County	PO Box 444, 400 S. Railroad Avenue, Mount Vernon, GA 30445	912-583-2681	Fax: 912-583-4343
Probate Court of Morgan County	PO Box 857, Madison, GA 30650	706-343-6500	Fax: 706-343-6465
Probate Court of Murray County	115 Fort Street, Chatsworth, GA 30705	706-695-3812	Fax: 706-517-1340
Probate Court of Muscogee County	PO Box 1340, Columbus, GA 31902	706-653-4333	Fax: 706-653-4315
Probate Court of Newton County	1132 Usher Street, Room 148, Covington, GA 30014	770-784-2045	Fax: 770-784-2145
Probate Court of Oconee County	PO Box 54, 23 North Main Street, Room 304, Watkinsville, GA 30677	706-769-3936	Fax: 706-769-3934
Probate Court of Oglethorpe County	PO Box 70, Lexington, GA 30648	706-743-5350	Fax: 706-743-3514
Probate Court of Paulding County	280 Constitution Blvd, Dallas, GA 30132	770-443-7541	Fax: 770-443-7631
Probate Court of Peach County	PO Box 327, Fort Valley, GA 31030	478-825-2313	Fax: 478-825-3083
Probate Court of Pickens County	50 N. Main Street, Jasper, GA 30143	706-253-8755	Fax: 706-253-8750
Probate Court of Pierce County	3550 Hwy 84, Suite 1, Blackshear, GA 31516	912-449-2029	
Probate Court of Pike County	1601 Barnesville St., P.O. Box 324, Zebulon, GA 30295	770-567-8734	

Probate Court of Polk County	100 Prior Street, Room 102, Cedartown, GA 30125	770-749-2128	Fax: 770-749-2150
Probate Court of Pulaski County	Pulaski County Courthouse, Hawkinsville, GA 31036	478-783-2061	Fax: 478-783-9219
Probate Court of Putnam County	100 South Jefferson Avenue, Suite 318, Eatonton, GA 31024	706-485-5476	Fax: 706-485-2515, probatecourt@putnamprobate.com
Probate Court of Quitman County	PO Box 7, Georgetown, GA 39854	229-334-2224	Fax: 229-334-6826
Probate Court of Rabun County	25 Courthouse Square, Suite 215, Clayton, GA 30525	706-782-3614	Fax: 706-782-9278
Probate Court of Randolph County	PO Box 424, Cuthbert, GA 39840	229-732-2671	Fax: 229-732-5881
Probate Court of Richmond County	735 James Brown Boulevard, Suite 1000, Augusta, GA 30901	706-821-2431	Fax: 706-821-2442
Probate Court of Rockdale County	922 Court St., Room 107, Conyers, GA 30012	770-278-7700	Fax: 770-278-8928
Probate Court of Schley County	PO Box 385, Ellaville, GA 31806	229-937-2905	Fax: 229-937-5588
Probate Court of Screven County	216 Mims Road, Suite 107, Sylvania, GA 30467	912-564-2783	Fax: 912-564-9139
Probate Court of Seminole County	PO Box 684, Donalsonville, GA 39845	229-524-5256	Fax: 229-524-8644
Probate Court of Spalding County	132 E. Solomon Street, Griffin, GA 30223	770-467-4341	Fax: 770-467-4243
Probate Court of Stephens County	70 North Alexander Street, Suite 108, Toccoa, GA 30577	706-886-2828	Fax: 706-886-0335
Probate Court of Stewart County	PO Box 876, Lumpkin, GA 31815	229-838-4394	Fax: 229-838-9084
Probate Court of Sumter County	PO Box 246, Americus, GA 31709	229-928-4551	Fax: 229-928-4723
Probate Court of Talbot County	PO Box 157, Talbotton, GA 31827	706-665-8866	Fax: 706-665-8240
Probate Court of Taliaferro County	PO Box 264, Crawfordville, GA 30631	706-456-2253	Fax: 706-456-3550
Probate Court of Tattnall County	PO Box 699, Reidsville, GA 30453	912-557-6719	
Probate Court of Taylor County	PO Box 536, Butler, GA 31006	478-862-3357	Fax: 478-862-9447
Probate Court of Telfair County	19 E. Oak Street, Suite A, McRae, GA 31055	229-868-6038	Fax: 229-868-7620

Probate Court of Terrell County	PO Box 67, 499 Rountree Drive, SW, Dawson, GA 39842	229-995-5515	Fax: 229-995-5574
Probate Court of Thomas County	PO Box 1582, Thomasville, GA 31799	229-225-4116	Fax: 229-227-1698
Probate Court of Tift County	225 Tift Ave S #117, Tifton, GA 31794	229-386-7914	
Probate Court of Toombs County	100 Courthouse Square, Lyons, GA 30436	912-526-8696	Fax: 912-526-1008
Probate Court of Towns County	48 River Street, Suite C, Hiawassee, GA 30546	706-896-3467	Fax: 706-896-1772
Probate Court of Treutlen County	650 Second Street, Suite 101, Soperton, GA 30457	912-529-4320	
Probate Court of Troup County	100 Ridley Avenue, LaGrange, GA 30240	706-883-1690	Fax: 706-812-7933
Probate Court of Turner County	PO Box 2506, Ashburn, GA 31714	229-567-2151	Fax: 229-567-0358
Probate Court of Twiggs County	PO Box 186, Jeffersonville, GA 31044	478-945-3390	Fax: 478-945-6070
Probate Court of Union County	65 Courthouse Street, Suite 8, Blairsville, GA 30512	706-439-6006	Fax: 706-439-6009
Probate Court of Upson County	PO Box 906, Thomaston, GA 30286	706-647-7015	Fax: 706-646-3341
Probate Court of Walker County	PO Box 436, 103 South Duke Street, LaFayette, GA 30728	706-638-2852	Fax: 706-638-2869
Probate Court of Walton County	303 South Hammond Drive, Suite 118, Monroe, GA 30655	770-267-1345	Fax: 770-267-1417
Probate Court of Ware County	800 Church Street, Suite 123, Waycross, GA 31501	912-287-4315	Fax: 912-287-4317
Probate Court of Warren County	521 Main Street, Suite 104, Warrenton, GA 30828	706-465-2227	Fax: 706-465-1347
Probate Court of Washington County	PO Box 669, 132 Haynes Street, Suite 106, Sandersville, GA 31082	478-552-3304	Fax: 478-640-0009
Probate Court of Wayne County	359 East Walnut Street, Jesup, GA 31546	912-427-5940	
Probate Court of Webster County	PO Box 135, 6330 Hamilton Street, Room 101, Preston, GA 31824	229-828-3615	Fax: 229-828-3616
Probate Court of Wheeler County	PO Box 477, Alamo, GA 30411	912-568-7133	Fax: 912-568-1743
Probate Court of White County	59 South Main Street, Suite H, Cleveland, GA 30528	706-865-4141	Fax: 706-219-1512

Probate Court of Whitfield County	205 North Selvidge Street, Suite G, Dalton, GA 30720	706-275-7400	Fax: 706-281-1735
Probate Court of Wilkes County	103 North Broad Street, Abbeville, GA 31001	229-467-2220	Fax: 229-467-2300
Probate Court of Wilkinson County	PO Box 201, Irwinton, GA 31042	478-946-2222	Fax: 478-946-3810
Probate Court of Worth County	201 North Main Street, Room 12, Sylvester, GA 31791	229-776-8207	Fax: 229-776-1540

Georgia Juvenile Court Contact Information by County

You may use the addresses in the table below to contact juvenile courts in each county. If you're unsure which judge is assigned to your child's case, just use the contact information for the first judge listed for that county. Remember, if you've already received paperwork from the court about a case, the paperwork you received should include the correct contact information. You should only rely on the addresses listed in this table if you have not already received paperwork from the court with mailing instructions and court contact information.

County	Juvenile Judges & Mailing Addresses
Appling County Juvenile Court	• Judge J. Alexander Johnson, 132 West Parker Street, Baxley, GA 31513
Athens-Clarke County Juvenile Court	• Judge Amanda Trimble, 325 E. Washington Street, County Courthouse, Suite 115, Athens, GA 30601
Atkinson County Juvenile Court	• Judge Molly Suzanne Mathis, Post Office Box 426, Lakeland, GA 31635 • Judge Carson Dane Perkins, Sr., 201 North Davis Street, Room 261, Nashville, GA 31639
Bacon County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533
Baker County Juvenile Court	• Judge Joshua C. Bell, Post Office Box 45, Whigham, GA 39897 • Judge Richard L. Waters, Jr., Mitchell Judicial Annex, 30 North Court Street, Camilla, GA 31730
Baldwin County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Banks County Juvenile Court	• Judge William E. Hicks, 5000 Jackson Parkway, Suite 210, Jefferson, GA 30549 • Associate Judge Nancy Ragsdale, 652 Barrow Park Drive, Ste. G, Winder, GA 30680
Barrow County Juvenile Court	• Judge William E. Hicks, 5000 Jackson Parkway, Suite 210, Jefferson, GA 30549 • Associate Judge Nancy Ragsdale, 652 Barrow Park Drive, Ste. G, Winder, GA 30680
Bartow County Juvenile Court	• Judge T. Neal Brunt, 135 West Cherokee Avenue, Suite 333, Cartersville, GA 30120 • Associate Judge Joshua D. Earwood, 135 West Cherokee Avenue, Suite 333, Cartersville, GA 30120 • Judge Pro Tempore Jason Hood, Post Office Box 562, Calhoun, GA 30703
Ben Hill County Juvenile Court	• Judge Kristen W. Pack, 510 North 7th Street, Suite 104, Post Office Box 5540, Cordele, GA 31015

Berrien County Juvenile Court	• Judge Molly Suzanne Mathis, Post Office Box 426, Lakeland, GA 31635 • Judge Carson Dane Perkins, Sr., 201 North Davis Street, Room 261, Nashville, GA 31639
Bibb County Juvenile Court	• Judge Thomas J. Matthews, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Judge Cheferre Young, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Associate Judge Mark Beberman, 601 Mulberry Street, Suite 300, Macon, GA 31201 • Judge Pro Tempore Paula Kapiloff, 3590 Vineville Avenue, Macon, GA 31204
Bleckley County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036
Brantley County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533
Brooks County Juvenile Court	• Judge Brian D. Bellamy, 315 N. Crawford Street; P.O. Box 1997, Thomasville, GA 31799 • Judge James F. Council, Jr., 301 Webster Street, Valdosta, GA 31601 • Judge William M. McIntosh, Post Office Box 250, Moultrie, GA 31776 • Judge J. Luke Mitchell, 301 N. Court Street; PO Box 933, Quitman, GA 31643
Bryan County Juvenile Court	• Judge Christy Carroll Balbo, 11258 Ford Avenue, Suite 11, Richmond Hill, GA 31324
Bulloch County Juvenile Court	• Judge Donald Oswell Sheppard, III, Post Office Box 1923, Sylvania, GA 30467
Burke County Juvenile Court	• Judge William M. Fleming, 535 Telfair St., Suite 610, Augusta, GA 30901 • Judge Chanette Lewis, Richmond County Juvenile Court, 535 Telfair Street, Suite 610, Augusta, GA 30901 • Judge Willie M. Saunders, Richmond County Juvenile Court, 535 Telfair Street, Suite 610, Augusta, GA 30901 • Judge Kelli Jovan Spencer, 535 Telfair St., Suite 610, Augusta, GA 30901
Butts County Juvenile Court	• Judge Sharon J. Sullivan, Butts County Courthouse, 625 West Third Street, Suite 6, Jackson, GA 30233
Calhoun County Juvenile Court	• Judge Joshua C. Bell, Post Office Box 45, Whigham, GA 39897 • Judge Richard L. Waters, Jr., Mitchell Judicial Annex, 30 North Court Street, Camilla, GA 31730
Camden County Juvenile Court	• Judge O. Brent Green, Post Office Box 625, Woodbine, GA 31569

Candler County Juvenile Court	• Judge Sherri P. McDonald, Toombs County Courthouse, 100 Courthouse Square, Lyons, GA 30436
Carroll County Juvenile Court	• Judge Thomas E. Parmer, Post Office Box 338, 311 Newnan Street, Carrollton, GA 30112
Catoosa County Juvenile Court	• Judge Pro Tempore John Michael Giglio, Post Office Box 1600, Ringgold, GA 30736 • Judge McCracken Poston, Post Office Box 1600, Ringgold, GA 30736
Charlton County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533
Chatham County Juvenile Court	• Judge Thomas L. Cole, 197 Carl Griffin Drive, Savannah, GA 31405 • Judge Roxanne E. Formey, 197 Carl Griffin Drive, Savannah, GA 31405 • Judge Lindretta Grindle Kramer, 197 Carl Griffin Drive, Savannah, GA 31405 • Associate Judge Leslie Cecil Keene, 197 Carl Griffin Drive, Savannah, GA 31405 • Associate Judge Maria Sayers, 197 Carl Griffin Drive, Savannah, GA 31405 • Associate Judge Laura M. Singleton, 197 Carl Griffin Drive, Savannah, GA 31405
Chattahoochee County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
Chattooga County Juvenile Court	• Judge Steven M. Ellis, 103 S. Duke Street, Post Office Box 601, LaFayette, GA 30728 • Judge McCracken Poston, Post Office Box 1600, Ringgold, GA 30736
Cherokee County Juvenile Court	• Judge Jennifer Davis, 90 North Street, Suite 310, Canton, GA 30114 • Judge Richard Jones, 90 North Street, Suite 360, Canton, GA 30114
Clay County Juvenile Court	• Judge Ronald H. Rentz, Post Office Box 217, Colquitt, GA 39837

Clayton County Juvenile Court	• Judge Salvia Smith Fox, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Judge Leslie Miller Terry, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Judge Christopher Walker, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Associate Judge Rosalind Isom, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Judge Pro Tempore Candace Duvernay, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Judge Pro Tempore Nailah Grant McFarlane, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236 • Judge Pro Tempore Margot Roberts, Clayton County Youth Development and Juvenile Justice Center, 9163 Tara Boulevard, Jonesboro, GA 30236
Clinch County Juvenile Court	• Judge Molly Suzanne Mathis, Post Office Box 426, Lakeland, GA 31635 • Judge Carson Dane Perkins, Sr., 201 North Davis Street, Room 261, Nashville, GA 31639
Cobb County Juvenile Court	• Judge Wayne Grannis, 32 Waddell Street, Marietta, GA 30090 • Judge Jeffrey D. Hamby, 32 Waddell Street, Marietta, GA 30090 • Judge Amber Patterson, 32 Waddell Street, Marietta, GA 30090 • Judge Kareem West, 32 Waddell Street, Marietta, GA 30090
Coffee County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533
Colquitt County Juvenile Court	• Judge Brian D. Bellamy, 315 N. Crawford Street; P.O. Box 1997, Thomasville, GA 31799 • Judge James F. Council, Jr., 301 Webster Street, Valdosta, GA 31601 • Judge William M. McIntosh, Post Office Box 250, Moultrie, GA 31776 • Judge J. Luke Mitchell, 301 N. Court Street; PO Box 933, Quitman, GA 31643 • Judge Pro Tempore Robert D. Howell, Post Office Box 100, Moultrie, GA 31776
Columbia County Juvenile Court	• Judge Charles Eugene Evans, Columbia County Juvenile Court, 640 Ronald Reagan Drive, Evans, GA 30809 • Judge Keith B. Johnson, 7045 Evans Town Center Blvd, Evans, GA 30809
Cook County Juvenile Court	• Judge Molly Suzanne Mathis, Post Office Box 426, Lakeland, GA 31635 • Judge Carson Dane Perkins, Sr., 201 North Davis Street, Room 261, Nashville, GA 31639
Coweta County Juvenile Court	• Judge Joseph A. Wyant, Jr., 78 Greenville Street, Newnan, GA 30263

Crawford County Juvenile Court	• Judge Thomas J. Matthews, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Judge Cheferre Young, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Associate Judge Mark Beberman, 601 Mulberry Street, Suite 300, Macon, GA 31201 • Judge Pro Tempore Paula Kapiloff, 3590 Vineville Avenue, Macon, GA 31204
Crisp County Juvenile Court	• Judge Kristen W. Pack, 510 North 7th Street, Suite 104, Post Office Box 5540, Cordele, GA 31015
Dade County Juvenile Court	• Judge Steven M. Ellis, 103 S. Duke Street, Post Office Box 601, LaFayette, GA 30728
Dawson County Juvenile Court	• Judge Joe Raymond Diaz, Post Office Box 311, Gainesville, GA 30503 • Judge Amber Redford Sowers, Post Office Box 311, Gainesville, GA 30503 • Judge Alison W. Toller, Post Office Box 311, Gainesville, GA 30503
Decatur County Juvenile Court	• Judge Joshua C. Bell, Post Office Box 45, Whigham, GA 39897 • Judge Richard L. Waters, Jr., Mitchell Judicial Annex, 30 North Court Street, Camilla, GA 31730
DeKalb County Juvenile Court	• Judge Vincent C. Crawford, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Fatima A. El-Amin, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, 4th Floor, Decatur, GA 30032 • Judge Temika Williams Murry, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, 3rd Floor, Decatur, GA 30032 • Judge Desiree Sutton Peagler, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Markeith Wilson, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Rachel Davidson, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Adriana de la Torriente, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Linda Dees, Post Office Box 1227, Stone Mountain, GA 30086 • Judge Pro Tempore Joi Fairell, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Demetra Ford, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Cameron Hawkins, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Afiya F. Hinkson, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032 • Judge Pro Tempore Curtis Miller, Gregory A. Adams Juvenile Justice Center, 4309 Memorial Drive, Decatur, GA 30032
Dodge County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036

Dooly County Juvenile Court	• Judge Kristen W. Pack, 510 North 7th Street, Suite 104, Post Office Box 5540, Cordele, GA 31015
Dougherty County Juvenile Court	• Judge Herbie L. Solomon, Post Office Box 1827, 225 Pine Avenue, G-7, Albany, GA 31702 • Associate Judge Ingrid P. Driskell, Post Office Box 1827; Dougherty Judicial Bldg., Albany, GA 31702
Douglas County Juvenile Court	• Judge Michelle Harrison, 8700 Hospital Drive, Douglasville, GA 30134 • Associate Judge Talia Nurse, 8700 Hospital Drive, Douglasville, GA 30134 • Judge Pro Tempore Dawn de Klerk, 2304 Fairburn Road, Douglasville, GA 30135
Early County Juvenile Court	• Judge Ronald H. Rentz, Post Office Box 217, Colquitt, GA 39837
Echols County Juvenile Court	• Judge Brian D. Bellamy, 315 N. Crawford Street; P.O. Box 1997, Thomasville, GA 31799 • Judge James F. Council, Jr., 301 Webster Street, Valdosta, GA 31601 • Judge William M. McIntosh, Post Office Box 250, Moultrie, GA 31776 • Judge J. Luke Mitchell, 301 N. Court Street; PO Box 933, Quitman, GA 31643
Effingham County Juvenile Court	• Judge Donald Oswell Sheppard, III, Post Office Box 1923, Sylvania, GA 30467
Elbert County Juvenile Court	• Judge Warren C. Caswell, Post Office Box 318, Ila, GA 30647
Emanuel County Juvenile Court	• Judge Sherri P. McDonald, Toombs County Courthouse, 100 Courthouse Square, Lyons, GA 30436
Evans County Juvenile Court	• Judge Christy Carroll Balbo, 11258 Ford Avenue, Suite 11, Richmond Hill, GA 31324
Fannin County Juvenile Court	• Judge Keith Galligan, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Patricia A. King, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Frank Fulford, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Jan A. Wheeler, Post Office Box 2043, Blue Ridge, GA 30513
Fayette County Juvenile Court	• Judge Stephen D. Ott, 1 Center Drive, Fayetteville, GA 30214 • Associate Judge Natalie Ashman, 1 Center Drive, Fayetteville, GA 30214
Floyd County Juvenile Court	• Judge Steven V. Bennett, 3 Government Plaza, Suite 202, Rome, GA 30161 • Judge Pro Tempore Kristy Treadaway, 274 Rustic Ridge Road, Rome, GA 30161
Forsyth County Juvenile Court	• Judge Heather N. Dunn, Forsyth County Juvenile Court, 875 Lanier 400 Parkway, Suite 100, Cumming, GA 30040 • Judge Christopher W. Willis, Forsyth County Juvenile Court, 875 Lanier 400 Parkway, Suite 100, Cumming, GA 30040

Franklin County Juvenile Court	• Judge Warren C. Caswell, Post Office Box 318, Ila, GA 30647
Fulton County Juvenile Court	• Judge Caren Cloud, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Tamara Natasha Crawford, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Phillip Jackson, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Coy J. Johnson, Jr., Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Juliette Wiltshire Scales, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Renata Turner, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Christopher W. Yokom, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Associate Judge Sally Butler, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Pro Tempore Elizabeth Higgins-Brooks, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Pro Tempore Suparna Malempati, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Pro Tempore Shana Webb Pennywell, Romae T. Powell Juvenile Justice Center, 395 Pryor Street, SW, Atlanta, GA 30312 • Judge Pro Tempore Shofaetiyah Watson, Post Office Box 6002, Atlanta, GA 31107
Gilmer County Juvenile Court	• Judge Keith Galligan, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Patricia A. King, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Frank Fulford, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Jan A. Wheeler, Post Office Box 2043, Blue Ridge, GA 30513
Glascock County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
Glynn County Juvenile Court	• Judge Molly D. McIlvaine, Glynn County Juvenile Court, 11 Judicial Lane, Brunswick, GA 31520 • Associate Judge Audrey Shapiro Chapman, 1515 Newcastle Street, Brunswick, GA 31520
Gordon County Juvenile Court	• Judge Lorie Moss, Post Office Box 562, Calhoun, GA 30703
Grady County Juvenile Court	• Judge Joshua C. Bell, Post Office Box 45, Whigham, GA 39897 • Judge Richard L. Waters, Jr., Mitchell Judicial Annex, 30 North Court Street, Camilla, GA 31730
Greene County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059

Gwinnett County Juvenile Court	• Judge Nhan-Ai Du, 115 Stone Mountain Street, Lawrenceville, GA 30045 • Judge Rodney S. Harris, 115 Stone Mountain Street, Lawrenceville, GA 30045 • Judge Robert L. Waller, 115 Stone Mountain Street, Lawrenceville, GA 30046 • Associate Judge Donald Lee, 115 Stone Mountain Street, Lawrenceville, GA 30045 • Associate Judge Christina Bridger, 115 Stone Mountain Street, Lawrenceville, GA 30045 • Associate Judge Wesley G. Person, 115 Stone Mountain Street, Lawrenceville, GA 30046 • Judge Pro Tempore Jennifer Mann, 75 Langley Drive, Lawrenceville, GA 30046
Habersham County Juvenile Court	• Judge B. Nichole Carswell, 295 Llewellyn Street, Suite 20, Clarkesville, GA 30523
Hall County Juvenile Court	• Judge Joe Raymond Diaz, Post Office Box 311, Gainesville, GA 30503 • Judge Amber Redford Sowers, Post Office Box 311, Gainesville, GA 30503 • Judge Alison W. Toller, Post Office Box 311, Gainesville, GA 30503
Hancock County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Haralson County Juvenile Court	• Judge Crystal H. Bice, 102 Prior Street, #202, Cedartown, GA 30125 • Associate Judge Deana Perry, 200 Chatillon Road, Rome, GA 30161
Harris County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
Hart County Juvenile Court	• Judge Warren C. Caswell, Post Office Box 318, Ila, GA 30647
Heard County Juvenile Court	• Judge Joseph A. Wyant, Jr., 78 Greenville Street, Newnan, GA 30263
Henry County Juvenile Court	• Judge William P. Bartles, 44 John Frank Ward Blvd., One Judicial Center, Suite 115, McDonough, GA 30253 • Judge Pro Tempore James P. Brown, Jr., 44 John Frank Ward Blvd., One Judicial Center, Suite 115, McDonough, GA 30253
Houston County Juvenile Court	• Judge Monica Wilburn, 206 Carl Vinson Parkway, Warner Robins, GA 31088 • Judge Pro Tempore Jocelyn Daniell, 206 Carl Vinson Parkway, Warner Robins, GA 31088 • Judge Pro Tempore Kellye C. Moore, 909 Ball Street, PO Box 1770, Perry, GA 31069
Irwin County Juvenile Court	• Judge Render M. Heard, Jr., Post Office Box 945, Tifton, GA 31793 • Judge Pro Tempore Jennifer Dorminey Herzog, 1564 King Road, Tifton, GA 31793

Jackson County Juvenile Court	• Judge William E. Hicks, 5000 Jackson Parkway, Suite 210, Jefferson, GA 30549 • Associate Judge Nancy Ragsdale, 652 Barrow Park Drive, Ste. G, Winder, GA 30680
Jasper County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Jeff Davis County Juvenile Court	• Judge Carla Roberts Powell, Post Office Box 88, 8 E. Franklin Street, Hazlehurst, GA 31539
Jefferson County Juvenile Court	• Judge Sherri P. McDonald, Toombs County Courthouse, 100 Courthouse Square, Lyons, GA 30436
Jenkins County Juvenile Court	• Judge Donald Oswell Sheppard, III, Post Office Box 1923, Sylvania, GA 30467
Johnson County Juvenile Court	• Judge Samuel A. Hilbun, Laurens County Courthouse, Post Office Box 2048, Dublin, GA 31040
Jones County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Lamar County Juvenile Court	• Judge Sharon J. Sullivan, Butts County Courthouse, 625 West Third Street, Suite 6, Jackson, GA 30233
Lanier County Juvenile Court	• Judge Molly Suzanne Mathis, Post Office Box 426, Lakeland, GA 31635 • Judge Carson Dane Perkins, Sr., 201 North Davis Street, Room 261, Nashville, GA 31639
Laurens County Juvenile Court	• Judge Samuel A. Hilbun, Laurens County Courthouse, Post Office Box 2048, Dublin, GA 31040
Lee County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Liberty County Juvenile Court	• Judge Linnie Darden, III, 100 Main Street, Suite 2625, Hinesville, GA 31313 • Judge Pro Tempore Kenneth Pangburn, 405 Richmond Lane, Hinesville, GA 31313
Lincoln County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
Long County Juvenile Court	• Judge Linnie Darden, III, 100 Main Street, Suite 2625, Hinesville, GA 31313
Lowndes County Juvenile Court	• Judge Brian D. Bellamy, 315 N. Crawford Street; P.O. Box 1997, Thomasville, GA 31799 • Judge James F. Council, Jr., 301 Webster Street, Valdosta, GA 31601 • Judge William M. McIntosh, Post Office Box 250, Moultrie, GA 31776 • Judge J. Luke Mitchell, 301 N. Court Street; PO Box 933, Quitman, GA 31643 • Judge Pro Tempore James G. Tunison, Jr., 908 N. Patterson Street, Valdosta, GA 31601

Lumpkin County Juvenile Court	• Judge Jeremy D. Clough, 325 Riley Road, Room 223, Dahlonega, GA 30533 • Associate Judge Wil Maxwell, 325 Riley Road, Dahlonega, GA 30533
Macon County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Madison County Juvenile Court	• Judge Warren C. Caswell, Post Office Box 318, Ila, GA 30647
Marion County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
McDuffie County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
McIntosh County Juvenile Court	• Judge Christy Carroll Balbo, 11258 Ford Avenue, Suite 11, Richmond Hill, GA 31324
Meriwether County Juvenile Court	• Judge Robert LeeTodd, IV, 704 Woodbury Road, Post Office Box 663, Greenville, GA 30222
Miller County Juvenile Court	• Judge Ronald H. Rentz, Post Office Box 217, Colquitt, GA 39837
Mitchell County Juvenile Court	• Judge Joshua C. Bell, Post Office Box 45, Whigham, GA 39897 • Judge Richard L. Waters, Jr., Mitchell Judicial Annex, 30 North Court Street, Camilla, GA 31730
Monroe County Juvenile Court	• Judge Sharon J. Sullivan, Butts County Courthouse, 625 West Third Street, Suite 6, Jackson, GA 30233
Montgomery County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036
Morgan County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Murray County Juvenile Court	• Judge Jason Souther, 205 North Selvidge Street, Suite H, Dalton, GA 30720
Muscogee County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
Newton County Juvenile Court	• Judge Candice Phillips Branche, 1132 Usher Street, Room 119, Covington, GA 30014 • Associate Judge Hillary W. Edgar, 1132 Usher Street, Room 119, Covington, GA 30014

Oconee County Juvenile Court	• Judge Amanda Trimble, 325 E. Washington Street, County Courthouse, Suite 115, Athens, GA 30601
Oglethorpe County Juvenile Court	• Judge Warren C. Caswell, Post Office Box 318, Ila, GA 30647
Paulding County Juvenile Court	• Judge Carolyn Altman, 280 Constitution Boulevard, Room 2106, Dallas, GA 30132 • Associate Judge Keegan C. Gary, 280 Constitution Boulevard, Room 2106, Dallas, GA 30132
Peach County Juvenile Court	• Judge Thomas J. Matthews, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Judge Cheferre Young, Bibb County Juvenile Justice Center, 560 Oglethorpe Street, Macon, GA 31201 • Associate Judge Mark Beberman, 601 Mulberry Street, Suite 300, Macon, GA 31201 • Judge Pro Tempore Paula Kapiloff, 3590 Vineville Avenue, Macon, GA 31204
Pickens County Juvenile Court	• Judge Keith Galligan, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Patricia A. King, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Frank Fulford, Post Office Box 2043, Blue Ridge, GA 30513 • Judge Pro Tempore Jan A. Wheeler, Post Office Box 2043, Blue Ridge, GA 30513
Pierce County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533
Pike County Juvenile Court	• Judge Stephen D. Ott, 1 Center Drive, Fayetteville, GA 30214 • Associate Judge Natalie Ashman, 1 Center Drive, Fayetteville, GA 30214
Polk County Juvenile Court	• Judge Crystal H. Bice, 102 Prior Street, #202, Cedartown, GA 30125 • Associate Judge Deana Perry, 200 Chatillon Road, Rome, GA 30161
Pulaski County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036
Putnam County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Quitman County Juvenile Court	• Judge Ronald H. Rentz, Post Office Box 217, Colquitt, GA 39837
Rabun County Juvenile Court	• Judge B. Nichole Carswell, 295 Llewellyn Street, Suite 20, Clarkesville, GA 30523
Randolph County Juvenile Court	• Judge Edward Ross Collier, Post Office Box 577, 177 S. Main Street, Dawson, GA 39842

Richmond County Juvenile Court	• Judge William M. Fleming, 535 Telfair St., Suite 610, Augusta, GA 30901 • Judge Chanette Lewis, Richmond County Juvenile Court, 535 Telfair Street, Suite 610, Augusta, GA 30901 • Judge Willie M. Saunders, Richmond County Juvenile Court, 535 Telfair Street, Suite 610, Augusta, GA 30901 • Judge Kelli Jovan Spencer, 535 Telfair St., Suite 610, Augusta, GA 30901
Rockdale County Juvenile Court	• Judge Maureen Wood, 922 Court Street, Conyers, GA 30012 • Judge Pro Tempore Wendi Armstrong, 922 Court Street, Conyers, GA 30012
Schley County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Screven County Juvenile Court	• Judge Donald Oswell Sheppard, III, Post Office Box 1923, Sylvania, GA 30467
Seminole County Juvenile Court	• Judge Ronald H. Rentz, Post Office Box 217, Colquitt, GA 39837
Spalding County Juvenile Court	• Judge Stephen D. Ott, 1 Center Drive, Fayetteville, GA 30214 • Associate Judge Natalie Ashman, 1 Center Drive, Fayetteville, GA 30214
Stephens County Juvenile Court	• Judge B. Nichole Carswell, 295 Llewellyn Street, Suite 20, Clarkesville, GA 30523
Stewart County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Sumter County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Talbot County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
Taliaferro County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
Tattnall County Juvenile Court	• Judge Linnie Darden, III, 100 Main Street, Suite 2625, Hinesville, GA 31313
Taylor County Juvenile Court	• Judge Andrew C. Dodgen, 846 Second Avenue, Columbus, GA 31901 • Judge Warner L. Kennon, Sr., The Government Center, Post Office Box 1340, Columbus, GA 31902 • Judge Joey M. Loudermilk, 100 Tenth Street, Columbus, GA 31901
Telfair County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036

Terrell County Juvenile Court	• Judge Edward Ross Collier, Post Office Box 577, 177 S. Main Street, Dawson, GA 39842
Thomas County Juvenile Court	• Judge Brian D. Bellamy, 315 N. Crawford Street; P.O. Box 1997, Thomasville, GA 31799 • Judge James F. Council, Jr., 301 Webster Street, Valdosta, GA 31601 • Judge William M. McIntosh, Post Office Box 250, Moultrie, GA 31776 • Judge J. Luke Mitchell, 301 N. Court Street; PO Box 933, Quitman, GA 31643
Tift County Juvenile Court	• Judge Render M. Heard, Jr., Post Office Box 945, Tifton, GA 31793 • Judge Pro Tempore Jennifer Dorminey Herzog, 1564 King Road, Tifton, GA 31793
Toombs County Juvenile Court	• Judge Sherri P. McDonald, Toombs County Courthouse, 100 Courthouse Square, Lyons, GA 30436
Towns County Juvenile Court	• Judge Jeremy D. Clough, 325 Riley Road, Room 223, Dahlonega, GA 30533 • Associate Judge Wil Maxwell, 325 Riley Road, Dahlonega, GA 30533
Treutlen County Juvenile Court	• Judge Samuel A. Hilbun, Laurens County Courthouse, Post Office Box 2048, Dublin, GA 31040
Troup County Juvenile Court	• Judge R. Michael Key, 118 Ridley Avenue, LaGrange, GA 30240
Turner County Juvenile Court	• Judge Render M. Heard, Jr., Post Office Box 945, Tifton, GA 31793 • Judge Pro Tempore Jennifer Dorminey Herzog, 1564 King Road, Tifton, GA 31793
Twiggs County Juvenile Court	• Judge Samuel A. Hilbun, Laurens County Courthouse, Post Office Box 2048, Dublin, GA 31040
Union County Juvenile Court	• Judge Jeremy D. Clough, 325 Riley Road, Room 223, Dahlonega, GA 30533 • Associate Judge Wil Maxwell, 325 Riley Road, Dahlonega, GA 30533
Upson County Juvenile Court	• Judge Stephen D. Ott, 1 Center Drive, Fayetteville, GA 30214 • Associate Judge Natalie Ashman, 1 Center Drive, Fayetteville, GA 30214
Walker County Juvenile Court	• Judge Steven M. Ellis, 103 S. Duke Street, Post Office Box 601, LaFayette, GA 30728
Walton County Juvenile Court	• Judge Candice Phillips Branche, 1132 Usher Street, Room 119, Covington, GA 30014 • Judge J. Stanley Rhymer, 303 South Hammond Drive, Suite 223, Monroe, GA 30655
Ware County Juvenile Court	• Judge John B. Adams, 3794 Main Street, Folkston, GA 31537 • Judge Jeffrey S. Parker, 206 Screven Avenue, Waycross, GA 31501 • Judge Marlo A. Ross, 209 N. Peterson Avenue, Post Office Box 571, Douglas, GA 31533

Warren County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
Washington County Juvenile Court	• Judge Sherri P. McDonald, Toombs County Courthouse, 100 Courthouse Square, Lyons, GA 30436
Wayne County Juvenile Court	• Judge Jerry W. Caldwell, 156 S. Brunswick Street, Post Office Box 1075, Jesup, GA 31598
Webster County Juvenile Court	• Judge Lisa C. Jones, Sumter County Courthouse, 500 West Lamar Street, Post Office Box 607, Americus, GA 31709
Wheeler County Juvenile Court	• Judge Stephanie Burton, Post Office Box 1096, Hawkinsville, GA 31036
White County Juvenile Court	• Judge Jeremy D. Clough, 325 Riley Road, Room 223, Dahlonega, GA 30533 • Associate Judge Wil Maxwell, 325 Riley Road, Dahlonega, GA 30533
Whitfield County Juvenile Court	• Judge Jason Souther, 205 North Selvidge Street, Suite H, Dalton, GA 30720
Wilcox County Juvenile Court	• Judge Kristen W. Pack, 510 North 7th Street, Suite 104, Post Office Box 5540, Cordele, GA 31015
Wilkes County Juvenile Court	• Judge James T. Jones, Post Office Box 1255, 324 Jackson Street, Thomson, GA 30824
Wilkinson County Juvenile Court	• Judge Kelli Rutherford, Post Office Drawer 1810, Milledgeville, GA 31059
Worth County Juvenile Court	• Judge Render M. Heard, Jr., Post Office Box 945, Tifton, GA 31793 • Judge Pro Tempore Jennifer Dorminey Herzog, 1564 King Road, Tifton, GA 31793

Georgia DFCS County Office Mailing Addresses

You may use the addresses in the table below to try and contact local DFCS Offices. Remember, if you've already received paperwork from DFCS about a case, the paperwork should include the correct contact information. Only rely on the addresses listed in this table if you have not already received paperwork with contact instructions. As soon as you make contact with a DFCS caseworker, request their direct contact information and keep it with your records. **NOTE: As of 2025, DFCS has been in the process of closing a number of local offices, so these addresses below may not be reliable. Whenever possible, check online for updated information before sending**.

County Name	DFCS County Office Address
Appling County	1160 West Parker Street Baxley, GA 31513
Atkinson County	92 Legion Avenue Pearson, GA 31642
Bacon County	417 South Dixon Street Alma, GA 31510
Baker County	322 Sunset Ave Southwest Newton, GA 39870
Baldwin County	111 Fieldstone Drive Suite 201 Milledgeville, GA 31061
Banks County	154 Windmill Farm Road Homer, GA 30547
Barrow County	63 Lays Drive Suite 200 Winder, GA 30680
Bartow County	47 Brook Drive Cartersville, GA 30120
Ben Hill County	151 Perry House Road Fitzgerald, GA 31750
Berrien County	301 South Jefferson Street Nashville, GA 31639
Bibb County	456 Oglethorpe St. Macon, GA 31201
Bleckley County	137 S. Sixth Street Cochran, GA 31014
Brantley County	510 Bryan Street Nahunta, GA 31553
Brooks County	201 South Barnes Street Quitman, GA 31643
Bryan County	133 West Dubois Street Pembroke, GA 31321
Bulloch County	41 Pulaski Road Statesboro, GA 30458
Burke County	729 West 6th Street Waynesboro, GA 30830
Butts County	178 Ernest Biles Drive Jackson, GA 30233
Calhoun County	28293 Main St. Morgan, GA 39866
Camden County	721 Charles Gilman Junior Ave. Kingsland, GA 31548
Candler County	750 South Leroy Street Suite 29 Metter, GA 30439
Carroll County	165 Independence Drive Carrollton, GA 30116
Catoosa County	700 City Hall Drive Fort Oglethorpe, GA 30742
Charlton County	32 Oakwood Street Folkston, GA 31537
Chatham County	761 Wheaton Street Savannah, GA 31401
Chattahoochee County	209 McNaughton Street Cusseta, GA 31805
Chattooga County	102 Highway 48 Summerville, GA 30747
Cherokee County	1300 Univeter Rd. Suite 100 Canton, GA 30115
Clarke County	284 North Avenue Athens, GA 30601
Clay County	155 Wilson Street Suite 1 Fort Gaines, GA 39851

Clayton County	877 Battlecreek Road Jonesboro, GA 30236
Clinch County	17 East Shirley Road Homerville, GA 31634
Cobb County	1090 Northchase Pkwy SE Suite 200 (North Entrance) Marietta, GA 30067
Coffee County	1300 West Baker Highway Douglas, GA 31534
Colquitt County	449 North Main Street Suite A Moultrie, GA 31768
Columbia County	6358 Columbia Road Appling, GA 30802
Cook County	1010 South Hutchinson Ave. Adel, GA 31620
Coweta County	533 Highway 29 North Newnan, GA 30263
Crawford County	360 North Dugger Avenue Roberta, GA 31078
Crisp County	107 West 23rd Avenue Cordele, GA 31010
Dade County	71 Case Avenue Trenton, GA 30752
Dawson County	9 Malala Dr. Suite 110 Dawsonville, GA 30534
Decatur County	505 South Wheat Avenue Bainbridge, GA 39819
DeKalb County	2300 Parklake Dr. NE Atlanta, GA 30345
Dodge County	1111 Plaza Avenue Eastman, GA 31023
Dooly County	1022 East Union Street Vienna, GA 31092
Dougherty County	200 West Oglethorpe Blvd. Albany, GA 31701
Douglas County	8473 Duralee Lane Suite 100 Douglasville, GA 30134
Early County	11860 Columbia Avenue Blakely, GA 39823

Echols County	106 Church Of God Street Statenville, GA 31648
Effingham County	204 Franklin Street Springfield, GA 31329
Elbert County	45 Forest Avenue Elberton, GA 30635
Emanuel County	143 North Anderson Drive Swainsboro, GA 30401
Evans County	201 Freeman Street Claxton, GA 30417
Fannin County	990 East Main Street Suite 10 Blue Ridge, GA 30513
Fayette County	905 Highway 85 South Fayetteville, GA 30215
Floyd County	450 Riverside Parkway Suite 110 Rome, GA 30161
Forsyth County	6435 Shiloh Road Suite C Alpharetta, GA 30005
Franklin County	187 Clear Creek Parkway Lavonia, GA 30553
Fulton NW County	1249 Donald Lee Hollowell Pkwy Atlanta, GA 30318
Fulton South County	5710 Stonewall Tell Road College Park, GA 30349
Fulton SW County	515 Fairburn Road Southwest Atlanta, GA 30331
Gilmer County	222 Highland Crossing South Suite 100 Ellijay, GA 30540
Glascock County	674 West Main Street Gibson, GA 30810
Glynn County	823 Scranton Road Brunswick, GA 31525
Gordon County	619 Mauldin Road Northwest Calhoun, GA 30701
Grady County	250 2nd Avenue Southeast Cairo, GA 39828
Greene County	1951 South Main Street Greensboro, GA 30642

Gwinnett County	95 Constitution Blvd Lawrenceville, GA 30046
Habersham County	1045 Grant Street Clarkesville, GA 30523
Hall County	970 McEver Road Gainesville, GA 30504
Hancock County	12744 Broad Street Sparta, GA 31087
Haralson County	21 Magnolia Street Buchannan, GA 30113
Harris County	134 North College Street Hamilton, GA 31811
Hart County	267 East Johnson Street Hartwell, GA 30643
Heard County	1188 Franklin Parkway Franklin, GA 30217
Henry County	125 Henry Parkway McDonough, GA 30253
Houston County	92 Cohen Walker Drive Warner Robins, GA 31088
Irwin County	108 North Irwin Avenue Ocilla, GA 31774
Jackson County	456 Athens Street Jefferson, GA 30549
Jasper County	226 Funderberg Drive Monticello, GA 31064
Jeff Davis County	40 East Sycamore Street Hazlehurst, GA 31539
Jefferson County	2459 US Highway 1 North Louisville, GA 30434
Jenkins County	618 South Gray Street Millen, GA 30442
Johnson County	44 West Court Street Wrightsville, GA 31096
Jones County	141 James Street Gray, GA 31032
Lamar County	122 Westgate Plaza Barnesville, GA 30204
Lanier County	5 Roquemore Circle Lakeland, GA 31635
Laurens County	904 Claxton Dairy Road Dublin, GA 31021

Lee County	121 4th Street Leesburg, GA 31763
Liberty County	112 West Oglethorpe Highway Hinesville, GA 31310
Lincoln County	171 North Peachtree Street Lincolnton, GA 30817
Long County	590 North Macon Drive Ludowici, GA 31316
Lowndes County	206 South Patterson Street 2nd Floor Valdosta, GA 31601
Lumpkin County	175 Tipton Drive Dahlonega, GA 30533
Macon County	413 Clifton Bradley Drive Oglethorpe, GA 31068
Madison County	135 General Daniels Ave Danielsville, GA 30633
Marion County	111 Baker Street Buena Vista, GA 31803
McDuffie County	307 Greenway Street Thomson, GA 30824
McIntosh County	1221 North Way Darien, GA 31305
Meriwether County	1220 Hogansville Road LaGrange, GA 30241
Miller County	69 Thompson Town Road Colquitt, GA 39837
Mitchell County	90 West Oakland Avenue Camilla, GA 31730
Monroe County	107 Martin Luther King Jr. Drive Forsyth, GA 31029
Montgomery County	130 East Spring Street Mount Vernon, GA 30445
Morgan County	2005 South Main Street Suite 100 Madison, GA 30650
Murray County	830 G.I. Maddox Parkway Chatsworth, GA 30705
Muscogee County	2100 Comer Avenue Columbus, GA 31902

Newton County	4117 Mill Street NE Covington, GA 30014
Oconee County	1400 Greensboro Highway Watkinsville, GA 30677
Oglethorpe County	231 Union Point Street Lexington, GA 30648
Paulding County	1387 Industrial Boulevard N Dallas, GA 30132
Peach County	700 Spruce Street Wing E Fort Valley, GA 31030
Pickens County	1258 East Church Street Jasper, GA 30143
Pierce County	621 Hendry Street Blackshear, GA 31516
Pike County	7165 Hwy 19 South Zebulon, GA 30295
Polk County	100 County Loop Road Cedartown, GA 30125
Pulaski County	180 Broad Street Hawkinsville, GA 31036
Putnam County	675 Godfrey Highway Eatonton, GA 31024
Quitman County	1023 Highway 82 Georgetown, GA 39854
Rabun County	128 Hiawassee Street Clayton, GA 30525
Randolph County	145 North Webster Street Cuthbert, GA 39840
Richmond County	520 Fenwick St. Augusta, GA 30901
Rockdale County	975 Taylor Street Southwest Conyers, GA 30012
Schley County	45 West Oglethorpe Street Ellaville, GA 31806
Screven County	110 Singleton Avenue Sylvania, GA 30467
Seminole County	108 West 4th Street Donalsonville, GA 39845
Spalding County	1681 North Expressway Griffin, GA 30223

Stephens County	2711 Highway 17 Alt Toccoa, GA 30577
Stewart County	2115 East Broad Street Lumpkin, GA 31815
Sumter County	1601 North MLK Jr. Blvd. Suite 200 Americus, GA 31709
Talbot County	356 Jordan City Road Talbotton, GA 31827
Taliaferro County	107 Commerce St. Crawfordville, GA 30631
Tattnall County	114-D N Main Street Reidsville, GA 30453
Taylor County	178-2 Charing Road Butler, GA 31006
Telfair County	35 East Brewton Street McRae-Helena, GA 31055
Terrell County	642 Randolph Ave. SE Dawson, GA 39842
Thomas County	460 Smith Avenue Thomasville, GA 31792
Tift County	410 West 2nd Street Tifton, GA 31794
Toombs County	162 Oxley Drive Lyons, GA 30436
Towns County	1620 US 76 Hiawassee, GA 30546
Treutlen County	1831 Martin Luther King Jr. Dr. Soperton, GA 30457
Troup County	1220 Hogansville Road LaGrange, GA 30241
Turner County	336 North Street Ashburn, GA 31714
Twiggs County	14 Cedar Lane Jeffersonville, GA 31044
Union County	163 Blue Ridge Highway Blairsville, GA 30512
Upson County	711 North Bethel Street Thomaston, GA 30286
Walker County	10056 North Highway 27 Rock Spring, GA 30739

Walton County	300 Georgia Avenue Suite 100 Monroe, GA 30655
Ware County	1200 Plant Avenue Waycross, GA 31501
Warren County	408 US Highway 80 North Warrenton, GA 30828
Washington County	1124 South Harris Street Sandersville, GA 31082
Wayne County	1220 South 1st Street Jesup, GA 31545
Webster County	6816 Washington Street Preston, GA 31824

Wheeler County	44 West Third Avenue Alamo, GA 30411
White County	970 East Kytle Street Cleveland, GA 30528
Whitfield County	1142 North Thornton Ave. Dalton, GA 30720
Wilcox County	453 Second Avenue Rochelle, GA 31079
Wilkes County	48 Lexington Avenue Washington, GA 30673
Wilkinson County	103 Payne Street Irwinton, GA 31042
Worth County	503 N. Henderson St. Sylvester, GA 31791