

**IN THE SUPERIOR COURTS  
OF THE BRUNSWICK JUDICIAL CIRCUIT  
STATE OF GEORGIA**

**STANDING ORDER MANDATING MEDIATION OF DOMESTIC CASES  
UNDER THE AMENDED RULES FOR MEDIATION IN CASES  
INVOLVING ISSUES OF DOMESTIC VIOLENCE**

On August 5, 2020, the Georgia Commission on Dispute Resolution amended its rules for mediation of cases involving issues of domestic violence, effective January 1, 2021. (These rules are now memorialized as *Georgia Supreme Court ADR Rules, Appendix D: Rules for Mediation of Cases Involving Domestic Violence*. (hereinafter referred to as “DV Rules”). To make clear to all parties and counsel what is required of them pursuant to the DV Rules, and to assist the Brunswick Judicial Circuit Office of Dispute Resolution (hereinafter referred to as the “ADR Office”) in the implementation of those Rules in domestic cases referred to mediation, **IT IS HEREBY ORDERED AS FOLLOWS, EFFECTIVE AUGUST 30, 2022:**

**I. MANDATORY MEDIATION FOR GLYNN AND CAMDEN DOMESTIC CASES.**

- (A) Unless exempted for good cause shown, *all contested domestic relations cases as defined herein, which are filed in Glynn and Camden Counties, shall be mediated prior to being scheduled for a final hearing or trial; and in any event not later than thirty (30) days following the close of discovery.* The domestic cases covered by this order shall be defined as petitions for divorce, custody, alimony and child support; applications for modification of custody, alimony or child support; and petitions for legitimation.

(B) Cases expressly excluded from the mandatory requirement are (1) actions for annulment, paternity and termination of parental rights; (2) actions arising solely under the Family Violence Act (O.C.G.A. Section 19-13-1, et. seg.); (3) Child Support Enforcement actions, and actions filed under the Uniform Interstate Family Support Act (UIFSA); and (4) cases which are filed as uncontested matters.

(C) All parties are subject to and must strictly comply with the DV Rules.

**II. APPLING, JEFF DAVIS AND WAYNE DOMESTIC CASES**

Cases filed in Appling, Jeff Davis, and Wayne Counties shall continue to be referred to mediation on a case-by-case basis, and shall be screened in compliance with Section III of this Standing Order. The “Detailed Screening Protocol” described in Appendix A to the Brunswick Judicial Circuit ADR Rules will initially, until further order, apply only to domestic cases filed in Glynn and Camden Counties.

**III. ADR OFFICE SCREENING AUTHORITY.**

The ADR Office is authorized and directed to screen all domestic cases as defined herein for the purpose of determining whether mediation can be accomplished safely and free from coercion. The screening shall be conducted in compliance with the DV Rules and this Standing Order. All parties are HEREBY ORDERED to comply in a timely manner with all notices and directives of the ADR Office relative to the screening of pending domestic cases. Upon the failure of any party to comply, the ADR Office is directed to issue a Notice of Noncompliance to the Court.

**IV. PLAINTIFF/PETITIONER'S TIER I SCREENING REQUIREMENT FOR GLYNN AND CAMDEN CASES.**

- (A) To attach to the petition a Notice of Mandatory Screening, the form for which is attached hereto as **Exhibit A - Page 1**, together with the Domestic Relations Screening Form (Tier I) which is attached hereto as **Exhibit A**, pgs. 2 and 3. (The Notice informs the defendant/respondent about the mediation process and of defendant/respondent's responsibility to complete and submit the Tier I Screening Form to the ADR Office).
- (B) To complete and submit the petitioner's Tier I Screening Form to the ADR Office within seven (7) calendar days of filing the petition. The Tier I Screening Form may be submitted by email <sup>1</sup>, U.S. Mail <sup>2</sup>, or by hand delivery to the ADR Office located in the Historic Glynn County Courthouse, OR online using the *pdf fillable form* which can be accessed by using the link to the *Online Screening Tool* in the menu bar at the top of the GODR website ([www.godr.org](http://www.godr.org)).

**V. RESPONDENT'S TIER I SCREENING REQUIREMENT FOR GLYNN AND CAMDEN CASES.**

Respondents must complete and submit the Tier I Screening Form to the ADR Office within seven (7) calendar days of receiving service of plaintiff/petitioner's petition. The Tier I Screening Form may be submitted using any of the methods set forth in detail in Section IV(B) immediately above.

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<sup>1</sup> If sent via email, the Tier I Screening Form should be emailed to [domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)

<sup>2</sup> If sent via U.S. Mail, the Tier I Screening Form should be addressed to the ADR Office, 701 G Street, Brunswick, GA 31520

**VI. TIER II SCREENING.**

If a party answers “yes” to any of Questions 1 through 6 or Question 8 of the Tier I Screening Form, or answers “no” to Question 7 (B) of the form, then the ADR Office shall conduct Tier II screening by securing the party’s answers to the Tier II Screening Form attached hereto as **Exhibit B**. The Tier II screening may be done by telephone contact or by mail or email.

**VII. MEDIATION STATUS AFTER SCREENING.**

If after screening a case is determined to be appropriate for mediation, the ADR Office shall issue a Notice to Mediate to the parties, and the parties shall submit the case to mediation pursuant to this Standing Order (or the individual Order of the assigned judge), and in accordance with the DV Rules. (The Notice to Mediate will provide detailed instructions as to how to arrange and accomplish the mediation). If a case is determined to be inappropriate for mediation, the ADR Office shall issue a Notice of Exemption to the parties, and the parties will be relieved of the requirement to mediate. Should parties or counsel wish to schedule a final hearing before the ADR Office has issued either a Notice to Mediate or a Notice of Exemption, they should contact the ADR Office for a determination of (1) whether screening has been satisfactorily accomplished and (2) whether the case must be mediated prior to scheduling for a final hearing.

**VIII. NO FINAL HEARING OR TRIAL WILL BE ENTERTAINED IN ANY CASE REQUIRED TO BE MEDIATED BY THIS STANDING ORDER OR THE INDIVIDUAL ORDER OF A SUPERIOR COURT JUDGE, UNLESS THE CASE HAS EITHER BEEN MEDIATED OR EXEMPTED BY THE COURT OR THE ADR OFFICE.**

**IX. UNCONTESTED CASES.**

Cases filed as uncontested matters (with all issues having been resolved by written agreement), shall not be subject to the mandates of this order. At such time as any pending case is resolved with no contested issues remaining, the parties shall be excused from further compliance with the requirements of this Order.

**X. PARTIES' DUTY UPON COMPLETION OF MEDIATION.**

- (A) Unless exempted by the ADR Office or the Court, settled or dismissed, all domestic cases filed in Glynn and Camden Counties shall proceed to mediation as required by Section I of this Standing Order. All domestic cases filed in Appling, Jeff Davis, and Wayne counties, unless exempted, settled or dismissed, shall proceed to mediation in accordance with a presiding judge's "Domestic Order for Mediation". Within seven (7) calendar days of the completion of mediation, the parties shall file of record in the Office of the Clerk of the Court in which the case is pending a "Notice of Completion" in the format attached hereto as **Exhibit C**. The Notice shall be signed by counsel for represented parties and by all unrepresented (*pro se*) parties.
- (B) Contemporaneously with the filing of the Notice of Completion, a copy of the Notice shall be provided via email to [domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov), or by mail or hand delivery as set forth in the preceding Section IV(B) and the footnotes to that Section; and shall be provided to the office of the assigned Judge.

(C) Upon a failure of the parties to comply with the foregoing Subsections (A) and (B), the ADR Office is directed to issue its Notice of Noncompliance to the Court.

(D) In the event of a settlement or dismissal prior to mediation, the parties shall, within seven (7) calendar days thereof, notify both the Presiding Judge and the ADR Office of such settlement or dismissal.

**XI. FAILURE TO COMPLY**

All parties are **HEREBY ORDERED** to comply with the terms and provisions of this order, as well as any notices and directives from the ADR Office, and the failure to do so shall invoke the contempt powers of the Court.

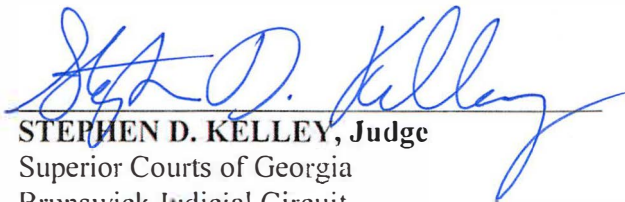
**IT IS SO ORDERED**, this 18 day of August, 2022.



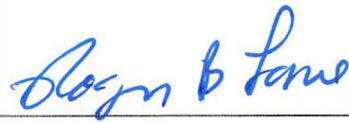
**STEPHEN G. SCARLETT, SR.**, Chief Judge  
Superior Courts of Georgia  
Brunswick Judicial Circuit



**ANTHONY L. HARRISON**, Judge  
Superior Courts of Georgia  
Brunswick Judicial Circuit



**STEPHEN D. KELLEY**, Judge  
Superior Courts of Georgia  
Brunswick Judicial Circuit



**ROGER B. LANE**, Judge  
Superior Courts of Georgia  
Brunswick Judicial Circuit



**ROBERT W. GUY, JR.**, Judge  
Superior Courts of Georgia

**OFFICE OF DISPUTE RESOLUTION  
BRUNSWICK JUDICIAL CIRCUIT**

**NOTICE OF MANDATORY SCREENING**

If this case served upon you is a petition for divorce, custody, alimony, or child support; an application for modification of custody, alimony, or child support; or a petition for legitimation, you must complete the Domestic Relations Screening Form (Tier I), attached as Pages 2 and 3 of this Notice and submit the completed form to the Brunswick Circuit Alternate Dispute Resolution (ADR) Office within seven (7) days of being served with this petition.

The Tier I Survey may be submitted online by completing the pdf fillable form which can be accessed by using the link to the Online Screening Tool in the menu bar at the top of the GODR website ([www.godr.org](http://www.godr.org)); OR

The form may be submitted by email ([domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)), mail or hand delivery to the ADR Office located in the Historic Glynn County Courthouse (701 G Street, Brunswick, GA 31520).

THE SCREENING FORM WILL NOT BE FILED IN THE CLERK'S OFFICE, BUT MUST BE SUBMITTED AS INSTRUCTED ABOVE WITHIN SEVEN (7) DAYS OF THE DATE THESE PLEADINGS ARE SERVED UPON YOU.

**DOMESTIC RELATIONS SCREENING FORM (TIER I)**

Name:

County:

Case No:

Contact phone number:

Email address:

1. Have you ever applied for or been granted a protective order, restraining order or stalking order against the other party? **Yes**  **No**
2. Is the Division of Family and Children Services (DFCS) and/or Adult Protective Services (APS) involved in this case? (Does not include requests for financial assistance) **Yes**  **No**
3. Has the other party ever been arrested for an act of violence or making threats against another person? **Yes**  **No**
4. Are you afraid of the other party? **Yes**  **No**
5. Do you have any concerns for your safety when the other party does not get his/her/their way? **Yes**  **No**
6. Has the other party ever tried or threatened to: (Check all that apply)
  - Harm You
  - Harm the children
  - Harm other family members
  - Harm family pets
  - Use a weapon to harm or intimidate you or others
  - Harm self
  - None of these apply
7. A. Are you currently living in the same home with the other party? **Yes**  **No**
- B. If “yes”, do you think you would feel safe in returning home after discussing the issues in your case in mediation? **Yes**  **No**



8. Are there any other concerns about safety? Yes  No

If yes, please explain:

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9. Mediation is a process in which the parties (and usually their attorneys) meet with a neutral third person (called a mediator) to discuss and hopefully resolve or settle the issues in the case. Do you believe that you would be able to speak freely about your feelings, needs and desires in a mediation session with the other party present?

Yes  No

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**Please note that the information provided herein is strictly confidential and will not be shared by this Office with anyone, including the Court or the other party, without your express permission.**

**YOU MAY SUBMIT THE FORM BY ANY ONE OF THE FOLLOWING OPTIONS:**

**VIA U.S. Mail to:**

Office of Dispute Resolution  
Brunswick Judicial Circuit  
Historic Glynn County Courthouse  
701 "G" Street  
Brunswick, GA 31520

*or*

**VIA Online Fillable Form:**

Accessed by clicking the link to the  
"online screening tool" in the menu  
bar at the top of the GODR website  
([www.godr.org](http://www.godr.org))

**VIA Email to:**

[domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)

**DOMESTIC RELATIONS SCREENING FORM (TIER II)**

Name:

County:

Case No:

1. Review Tier I Questions.

2. Do you know what mediation is and why it has been ordered in your case? **Yes**  **No**

- If “yes”, please describe:

3. What happens when you speak your mind and express your point of view to the other party?

4. Has the other party ever denied you the right to access family resources such as money, transportation, a phone, etc.? **Yes**  **No**

- If “yes”, please describe:

5. a. Are you afraid of disagreeing with opposing party? **Yes**  **No**

- If “yes”, what happens when you disagree?

b. Would you feel able to disagree with the opposing party if the two of you were in separate rooms and the mediator worked with you one-on-one? **Yes**  **No**

6. Has the opposing party discouraged you from spending time with friends and family? **Yes**  **No**

7. a. Has the other party ever sent you repeated e-mails, calls, social media contacts or other unwanted communication after you asked him/her/them to stop? **Yes**  **No**

b. Has the other party monitored your communication, social media, or your whereabouts?  
Yes  No

- If “yes”, please explain:

8. Have you ever canceled a temporary protective order or allowed one to expire against the other party? Yes  No

9. Has the other party interfered with your ability to speak to an attorney or other advocate?  
Yes  No

10. Has the other party discouraged you from working, accepting promotions, going to school, and being independent in general? Yes  No

- If “yes”, how so?

11. Has the other party ever hit, strangled, pushed, or slapped you? Yes  No

➤ Please return form to: ADR Office, 701 G Street, Brunswick, GA 31520, or  
email to: [domscn@glynncounty-ga.gov](mailto:domscn@glynncounty-ga.gov)

➤ If you need to talk because you or someone you know is in an abusive relationship, call Georgia’s 24-hour hotline at **1-800-33-HAVEN (1-800-334-2836)** (se habla español) or the National hotline at **1-800-799-SAFE (1-800-799-7233)**.

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

Plaintiff(s)	§	
	§	
vs.	§	CIVIL ACTION NO.
	§	
	§	
Defendant(s)	§	

NOTICE OF COMPLETION OF MEDIATION

The undersigned counsel and/or pro se parties affirm that the mediation of this matter was completed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_. The assigned judge is the Honorable \_\_\_\_\_.

The mediator who conducted the mediation was \_\_\_\_\_; and the mediation resulted in the following outcome:

- \_\_\_\_\_ full settlement
- \_\_\_\_\_ partial settlement
- \_\_\_\_\_ Impasse

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Plaintiff(s)

\_\_\_\_\_  
Defendant(s)

\_\_\_\_\_  
Attorney for Plaintiff(s)

\_\_\_\_\_  
Attorney for Defendant(s)