

ANSWER PACKET – NON-SPECIFIC

INSTRUCTIONS FOR PREPARING AN ANSWER

YOU ARE STRONGLY ENCOURAGED TO OBTAIN HELP FROM AN ATTORNEY IN ORDER TO PROTECT YOUR RIGHTS AND TO CORRECTLY FOLLOW ALL THE APPLICABLE SUBSTANTIVE AND PROCEDURAL RULES OF LAW. COURT PERSONNEL ARE PROHIBITED BY STATE LAW FROM GIVING YOU LEGAL ADVICE (O.C.G.A. 15-9-51). DIFFERENT SITUATIONS MIGHT REQUIRE SPECIAL PROCEDURES AND COURT PERSONNEL ARE NOT ALLOWED TO ADVISE YOU ON HOW TO PROCEED OR WHAT FORMS MAY BE NECESSARY IN SPECIFIC SITUATIONS.

It is very important to file a written answer to any legal action which is brought against you. If you fail to file a written answer, this tells the court that you are not contesting or disputing what the other side has asked for, and you are waiving your right to be notified by the court of any court dates. Preparing an answer and counterclaim can be complicated. Please consult with an attorney if you have any questions about your legal rights and responsibilities.

When you are served, a summons will be on top of the complaint. It will tell you exactly how many days you have to file a written answer with the court and to whom you must serve a copy of your answer.

IN THE STATE COURT OF BALDWIN COUNTY STATE OF
GEORGIA

	:	CASE NUMBER:
Plaintiff/Petitioner	:	
	:	
vs.	:	
	:	
	:	
	:	
Defendant/Respondent	:	

ANSWER TO _____
(title of document which Plaintiff/Petitioner served you with)

AND COUNTERCLAIM FOR _____
(ask for any legal relief you want granted to you)

My name is _____, and I
am representing myself in this action. In response to each of the numbered
paragraphs of the Plaintiff's Complaint, I state as follows:

1. The allegations of paragraph one are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

2. The allegations of paragraph two are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

3. The allegations of paragraph three are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

4. The allegations of paragraph four are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

5. The allegations of paragraph five are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

6. The allegations of paragraph six are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

7. The allegations of paragraph seven are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

8. The allegations of paragraph eight are: ☐ admitted as true ☐ denied as untrue
☐ neither admitted or denied because I do not have enough information to
know the truth of the matter ☐ partly true and partly untrue, specifically as
follows: _____

(Use this page if more space is needed)

COUNTERCLAIM FOR _____

1.

The court has jurisdiction over the subject matter and parties in this action for _____ because _____
_____.

2.

The Court has personal jurisdiction over the parties in this action because _____
_____.

3.

4.

5.

6.

7.

(use this page if more space, if needed)

WHEREFORE, I request

- (a) That the _____ be dismissed and that all relief prayed for by Plaintiff be denied;
- (b) That my counterclaim for _____ be granted;
- (c) That I be awarded _____.
- (d) That I be awarded _____.
- (e) That I be awarded _____.
- (f) That I be awarded _____.
- (g) That I be given any additional relief as the Court believes to be fair and appropriate.

This _____ day of _____, 20_____.

Defendant (pro se)

Address: _____

Telephone: _____

IN THE STATE COURT OF _____ COUNTY
STATE OF GEORGIA

_____	:	CASE NUMBER:
Plaintiff	:	_____
	:	
vs.	:	
	:	
_____	:	
Defendant	:	

VERIFICATION

Personally appeared before me the undersigned who on oath states that the facts set forth in this Answer are true and correct to the best of his or her knowledge and belief.

Defendant, pro se

Sworn to and subscribed before me,
this ____ day of _____, 20__.

Notary Public
State of Georgia

IN THE STATE COURT OF _____ COUNTY
STATE OF GEORGIA

_____	:	CASE NUMBER:
Plaintiff	:	_____
	:	
vs.	:	
	:	
_____	:	
Defendant	:	

CERTIFICATE OF SERVICE

I hereby certify that I have this day served the following: _____

(full title or pleading or document being served)

upon:

- ☐ counsel for all parties; or
☐ all parties, if no counsel

by depositing a copy of same in the United States mail in an envelope with sufficient postage thereon addressed as follows:

(name and address of counsel of record or if no counsel, parties of record)

This _____ day of _____, 20 _____.

Defendant, pro se

Address: _____

Telephone: _____