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JODY M. MOSS, CLERK  
SUPERIOR COURT

WILLIAM A. PRIOR, JR. MORGAN COUNTY, GEORGIA

CHIEF JUDGE - SUPERIOR COURTS  
OCMULGEE JUDICIAL CIRCUIT  
P.O. BOX 728  
MADISON, GEORGIA 30650  
(706) 342-0672  
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November 18, 2011

Superior Court Clerks - Ocmulgee Judicial Circuit  
Attorneys Practicing in the Ocmulgee Judicial Circuit

RE: Adoption Protocol

Dear Clerks and Counsel:

We are changing the adoption protocol for adoptions filed in any county within the Ocmulgee Judicial Circuit. The following protocol shall be in effect immediately and shall govern all adoption filings.

- 1) In accordance with O.C.G.A. §19-8-14(b), it shall be the responsibility of the Clerk to accept all Petitions for Adoption as filed;
- 2) After filing, the Clerk shall immediately forward a file-stamped copy of the Petition and all supporting documents to the law clerk either by electronic means or regular mail for review;
- 3) Copies of all subsequent motions, amendments, and other pleadings filed in connection with the adoption shall be immediately forwarded by the Clerk to the law clerk;
- 4) The Petition will be reviewed by the law clerk to ensure all statutory requirements have been satisfied, and the attorney of record will be contacted in regards to any required amendments needed;
- 5) A Home Study Investigation, including GCIC and FBI criminal background checks of each petitioner, will be required unless specifically waived by Motion and Order of the Court;

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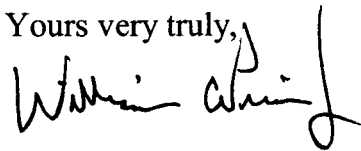
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- 6) Once all statutory requirements have been satisfied, the Court will issue an Order for Final Hearing and Letter of Approval for Finalization for filing with the Clerk; and
- 7) In accordance with Superior Court Rule 47, Petitions brought under O.C.G.A. §19-8-4 should be heard in less than fifteen days from receipt of certification that all statutory requirements have been met and said hearing may be heard in any county within the Ocmulgee Judicial Circuit regardless of the county in which the petition was filed.

If you have any questions concerning this matter, please contact me or Ms. Amy Michaud, our law clerk.

Yours very truly,



William A. Prior, Jr.

WAPjr:mlb