

Spring 2024 Schedule

Class 1	01/23/24	Tuesday
Class 2	01/24/24	Wednesday
Class 3	01/30/24	Tuesday
Class 4	01/31/24	Wednesday
Class 5	02/06/24	Tuesday
Class 6	02/07/24	Wednesday
Class 7	02/13/24	Tuesday
Class 8	02/14/24	Wednesday
Class 9	02/20/24	Tuesday
Class 10	02/21/24	Wednesday
Class 11	02/27/24	Tuesday
Class 12	02/28/24	Wednesday
Class 13	03/05/24	Tuesday
Class 14	03/06/24	Wednesday
Class 15	03/12/24	Tuesday
Class 16	03/13/24	Wednesday
Class 17	03/19/24	Tuesday
Class 18	03/20/24	Wednesday
Class 19	03/26/24	Tuesday
Class 20	03/27/24	Wednesday
Class 21	04/09/24	Tuesday
Class 22	04/10/24	Wednesday
Class 23	04/16/24	Tuesday
Class 24	04/17/24	Wednesday
Class 25	04/23/24	Tuesday
Class 26	04/24/24	Wednesday
Class 27	04/30/24	Tuesday
Class 28	05/01/24	Wednesday
Class 29	05/07/24	Tuesday
Class 30	05/08/24	Wednesday
Class 31	05/14/24	Tuesday
Class 32	05/15/24	Wednesday

FAMILY LAW BOOTCAMP

e-Series for Success

All Classes:

Live on Zoom
10:30 a.m. to 12:00 p.m.

Taught by:

Shanna Pothier

Family Law Solutions, Inc.



Individual Class:
\$100

All Classes & Training Manual
\$2,500

All classes are taught directly from the
Family Law Solutions
Training Manual

25% Discount
on Training Manual
for All Students

All forms from each class will be provided in Word version.
A recording of class will be made available to you for viewing
for 2 weeks after each class date.

You must attend all classes within 12 months to receive the
Family Law Solutions Professional Endorsement

Questions? Contact us:

Info@FamilyLawSolutionsInc.com | 470-210-7272



Class 1	Introduction	Life of a Family Law Case Sample Case Map Practical Application Delegation is Key Sample Delegation of Tasks Sample Responsibilities Checklist Calendar is Life Case List Sample Case List Case File Management Sample Case Files Sample Pleadings Index Communications Billing Sample Billing Phrasing Practical Advice for a Client Engaged in Family Law Litigation Parenting Seminar
	Intake of New Clients	Initial Contact Intake Interview After Initial Contact Sample Basic Intake Form When a New Client Hires
Class 2	Initiating a New Case	Identify the Parties Jurisdiction and Venue Personal Jurisdiction Over Non-Residents Personal Jurisdiction Not Required Preparing Basic Filing Pleadings Filing Forms Drafting Verification Drafting Summons Preparing Case Filing Information Form Drafting Consent to Try Preparing Standing Order
	Introduction	Leave of Absence Drafting Notice of Leave of Absence Legal Conflicts Drafting Conflict Letter Family Law Tech Skills E-Filing Sample Review E-Mails to Client Computer Hacks Sample Autocorrect Entries Helpful Resources



Class 3 Overview

- Divorce
- Equitable Division
 - Types of Equitable Division
 - Factors for Consideration
- Alimony
 - Establishing Alimony
 - Modification/Termination of Alimony
- Custody
 - Generally
 - Drafting Request for Findings of Fact and Conclusions of Law
 - Factors for Determining Custody – O.C.G.A. § 19-9-3(a)
 - Child Election of Custody
 - Drafting Election Affidavit
- Child Support
 - Generally
 - Arrearages
- Initiating a New Case
 - Divorce
 - Drafting Complaint/Petition for Divorce
 - Custody
 - Required Information

Class 4 Overview

- Initiating a New Case
 - Paternity
 - Drafting Petition for Paternity and Child Support
- Overview
 - Legitimation
- Initiating a New Case
 - Legitimation
 - Drafting Petition for Legitimation

Class 5 Overview

- Initiating a New Case
 - Contempt
 - Drafting Petition for Contempt – Child Support
- Overview
 - Modifying Custody
 - Modifying Child Support
- Initiating a New Case
 - Modification of Custody and/or Child Support
 - Modifying Custody
 - Modifying a Foreign Custody Order
 - Drafting Petition for Modification
 - Modifying Child Support
 - Modifying a Foreign Child Support Order
 - Drafting Petition for Modification of Child Support



Class 6 Overview

Attorney's Fees

Overview

Registration & Enforcement of Foreign Custody Orders

Initiating a New Case

Registration & Enforcement of Foreign Orders

Drafting Petition to Register & Enforce Foreign Judgment

Drafting Affidavit in Support of Registration & Enforcement

Drafting Notice to Register Foreign Judgment

Drafting Order to Appear for Enforcement Hearing

Drafting Order to Appear & Warrant to Take Custody of a Child

Service

Service in Registration Actions

Service/Notice in UCCJEA Actions (Out-of-State Service/Notice)

Class 7 Service

Initial Service

Personal Service

Drafting Acknowledgment of Service

Drafting Rule Nisi Notice and Acknowledgment – Contempt Only

Drafting Affidavit of Service – Service by Process Server

Requesting the Appointment of a Process Server

Drafting Motion for Appointment of Special Process Server

Drafting Affidavit of Process Server

Drafting Order Appointing Process Server

Service Outside of Georgia

Service on Non-Residents Subject to Personal Jurisdiction

Personal Service Outside of Georgia

Drafting Motion for Personal Service Outside Georgia

Drafting Affidavit in Support of Motion for Personal Service Outside Georgia

Drafting Affidavit of Process Server (Specific Person)

Drafting Affidavit of Process Server (Owner of Process Service Agency)

Drafting Order Granting Personal Service Outside State

Service by Publication

Drafting Motion for Service by Publication

Drafting Affidavit of Diligent Search

Drafting Order for Service by Publication

Drafting Notice of Filing

Drafting Order Perfecting Service by Publication

Service of Subsequent Pleadings

Drafting Certificate of Service



Class 8 Jumping into Ongoing Litigation	First Things First Drafting Entry of Appearance Drafting Substitution of Counsel Answering the Lawsuit Drafting Answer and Counterclaim for Divorce
Class 9 Jumping into Ongoing Litigation Amending/ Supplementing Pleadings	Drafting Answer and Counterclaim for Child Support Drafting Answer to Modification and Counterclaim for Modification Drafting Answer to Modification and Counterclaim for Contempt Generally Drafting Amended Complaint for Divorce Drafting Amended Answer and Counterclaim Drafting Amended Motion
Class 10 Financials	Important Financial Rules from U.S.C.R. 24.2 Calculation of Monthly Income Calculation of Child Support Process Basic Child Support Obligation Table Schedule A – Parents’ Incomes Schedule B – Adjustments to Gross Income Schedule D – Mandatory Deviations Schedule E – Discretionary Deviations Uninsured Health Expenses Social Security Payments
Class 11 Financials	Practical Application – Creating a Child Support Worksheet Basic Information Schedule A – Gross Income Schedule B – Adjusted Income Schedule D – Health Insurance/Child Care Schedule E – Deviations Preparing Online Child Support Worksheet Sample Child Support Questionnaire
Class 12 Financials	Domestic Relations Financial Affidavit Sample Instructions to Client Preparing Domestic Relations Financial Affidavit



Class 13 Financials

Marital Balance Sheet
 Preparing Marital Balance Sheet
Investigative Review

Class 14 Hearings &
 Status
 Conferences

Temporary Hearings
 Scheduling a Temporary Hearing
 Drafting Rule Nisi
 Drafting Notice of Hearing
Witnesses at Temporary Hearings
Children & Temporary Hearings
 Drafting Witness Affidavit
 Drafting Temporary Order
Status Conferences
 Drafting 30-Day Joint Compliance Certificate
 Drafting 30-Day Joint Compliance Worksheet
 Drafting 60-Day Joint Compliance Certificate

Class 15 Hearings &
 Status
 Conferences

Motions
 Drafting Motion for Guardian ad Litem
 Drafting Order Appointing Guardian ad Litem
 Drafting Motion for Psychological Testing
 Drafting Motion for DNA Paternity Testing
 Drafting Motion for Drug & Alcohol Evaluation

Class 16 Discovery

Overview of Discovery
General Discovery Rules, Regulations & Law
Informal Discovery
 Drafting Informal Discovery Request Letter
Service of Discovery
 Drafting Rule 5.2 Certificate of Service
Managing the Discovery Process
Reviewing Discovery
 Preparing a Discovery Chart
Mandatory Discovery
 Sample Mandatory Discovery Instructions to Client
 Drafting Required Documents to Be Produced
 Drafting Mandatory Interrogatories



Class 17 Discovery	Issuing Discovery to Parties Notice to Produce and Request for Production of Documents Drafting Notice to Produce and Request for Production of Documents: Divorce Drafting Notice to Produce and Request for Production of Documents: Modification Drafting Notice to Produce (limited for trial)
Class 18 Discovery	Issuing Discovery to Parties Interrogatories Drafting Interrogatories – Divorce Drafting Interrogatories – Modification Requests for Admission Drafting Requests for Admission to Opposing Party
Class 19 Discovery	Responding to Discovery Response Timeline Sample Discovery Instructions to Client Interrogatories – Drafting Responses Request for Production of Documents – Drafting Responses Requests for Admission – Drafting Responses
Class 20 Discovery	Depositions Drafting Notice of Taking Deposition – Party Drafting Subpoena for Deposition Drafting Notice of Taking Deposition of Non-Party Drafting Cover Letter to Deposition Witness Requesting Documents from Non-Parties Drafting Request for Production of Documents to Non-Party Drafting Cover Letter to Deposition Witness Drafting Affidavit of Authenticity Supplementing Discovery Drafting Request for Supplementation



Class 21 Discovery

Discovery Disputes

Good Faith Efforts Required

Drafting 6.4(B) Letter – No Response

Drafting 6.4(B) Letter – Attaching Discovery Chart

Drafting 6.4(B) Letter – Deficient Response

Drafting Letter – Counting Interrogatories

Seeking Court’s Assistance

Drafting Fulton County Notice of Discovery Dispute

Drafting Motion to Compel

Drafting Order Granting Motion to Compel

Non-Compliance with Order Compelling Discovery

Drafting Motion for Contempt and to Strike Pleadings

Discovery Attorney’s Fees

Class 22 Settling the Case

Settlement Negotiations

Drafting Settlement Offer Letter

Mediation

Scheduling Mediation

Preparing for Mediation

When the Case Settles

Class 23 Trial Prep

Getting Ready for Trial

Assess Bench v. Jury

Drafting Jury Demand

Discovery in Preparation for Trial

Interviewing Witnesses in Preparation for Trial

Conducting Witness Interview

Trial Officially Set

Drafting E-Mail Client to Confirm Trial and Details

Prepare, Prepare, Prepare

Drafting Scheduling Order

Drafting Civil Pre-Trial Order – U.S.C.R. 7.2

Drafting Domestic Relations Pre-Trial Order



Class 24 Trial Prep

Subpoenaing Witnesses for Trial
Drafting Witness Subpoena
Drafting Subpoena for Production of Evidence
Drafting Cover Letter to Subpoenaed Witness
Drafting Affidavit of Authenticity
Drafting Notice of Witnesses Under Subpoena
Exhibits
Preparing Exhibit List
Trial Day

Class 25 Closing the Case

General
Drafting Dismissal
Drafting Final Disposition Form
Divorce
Drafting Motion for Judgment on the Pleadings
Drafting Petitioner's Affidavit
Drafting Order Granting Motion for Judgment on the Pleadings
Drafting Questions for Final Divorce
Drafting Report of Divorce
Drafting Uncontested Final Judgment and Decree

Class 26 Closing the Case

Drafting Settlement Agreement (Part 1)

Class 27 Closing the Case

Drafting Settlement Agreement (Part 2)

Class 28 Closing the Case

Drafting Contested Final Judgment and Decree of Divorce

Class 29 Closing the Case

Custody
Drafting Parenting Plan
Child Support
Drafting Child Support Addendum



Class 30 Closing the Case Paternity
 Drafting Consent Paternity Order
 Drafting Contested Paternity Order
 Legitimation
 Drafting Consent Legitimation Order
 Drafting Contested Legitimation Order

Class 31 Closing the Case Contempt
 Drafting Consent Contempt Order
 Drafting Contested Contempt Order
 Modification
 Drafting Consent Modification Order
 Drafting Modification Order

Class 32 Closing the Case Registration of Foreign Order
 Drafting Order Registering Foreign Order
 Post-Judgment Tasks
 Close the File
 Drafting Close File Letter