



Course Catalog & Schedule

Level 1 Classes – Certified Family Law Legal Assistant

Course #	Course Name
Course 1001	The Real Workflow of a Family Law Case – Legal Phases, Delegation & Daily Operations
Course 1002	Family Law Tech Skills – Work Smarter, Not Harder
Course 1003	Firm Case Management – Building Systems That Keep You in Control
Course 1004	Mastering Professional Communications – Clarity, Confidence & Compliance
Course 1005	Billing by the Minute – Turning Time into Value
Course 1006	Case Management with the Court – Staying Compliant, Covered & Conflict-Free
Course 1007	Intake of New Clients – Setting the Tone from the First Contact
Course 1008	Jurisdiction, Venue & Initial Filings – Starting Every Case the Right Way
Course 1009	Divorce Fundamentals – Understanding Equitable Division & Core Concepts
Course 1010	Drafting the Petition for Divorce – Building the Case from the First Pleading
Course 1011	Answering a Divorce – Drafting the Answer & Counterclaim
Course 1020	Paternity & Legitimation – Establishing Rights, Responsibilities & Legal Fatherhood
Course 1028	Initial Service of Process – Serving Parties the Right Way from Day One
Course 1030	Jumping Into Ongoing Litigation & Amending Pleadings
Course 1031	Understanding the New Child Support Rules – Breaking Down U.S.C.R. 24.2 & O.C.G.A. § 19-6-15
Course 1012	Closing the Case – Final Orders, Filings & Post-Judgment Wrap-Up



Course Catalog & Schedule

Level 2 Classes – Certified Advanced Family Law Legal Assistant

Course #	Course Name
Course 1015	Alimony – Establishing, Modifying & Litigating Support Between Spouses
Course 1017	Custody Fundamentals – Law, Factors & Essential Filings
Course 1021	Finalizing Paternity & Legitimation – Drafting Consent and Contested Orders
Course 1022	Contempt Actions – Enforcing Court Orders & Child Support Compliance
Course 1024	Modification of Child Support – Substantial Change & Drafting Petitions/Responses
Course 1025	Modification of Custody – Changing Parenting Arrangements & Drafting Pleadings
Course 1026	Modification Orders – Finalizing Custody, Support & Parenting Changes
Course 1019	Child Support – Fundamentals & Drafting the Child Support Addendum
Course 1032	NEW Child Support Worksheet – Part 1: Computing Parenting Time Adjustment
Course 1033	Child Support Worksheet – Part 2: Completing Child Support Worksheet with Schedules
Course 1034	DRFA & Financial Disclosures – Domestic Relations Financial Affidavit
Course 1036	Temporary Hearings – Preparing Fast, Filing Right & Protecting Clients Early
Course 1038	Motions – Requesting Court Action & Drafting Effective Pleadings
Course 1039	Discovery Overview – Rules, Requests & Managing the Process
Course 1040	Issuing Discovery to Parties – Interrogatories, Document Production & Requests for Admission
Course 1042	Depositions – Scheduling, Noticing & Preparing



Course Catalog & Schedule

Level 3 Classes – Certified Family Law Paralegal

Course #	Course Name
Course 1027	Registration & Enforcement of Foreign Custody Orders – UCCJEA, Jurisdiction & Emergency Relief
Course 1029	Non-Standard Service – Serving Parties Outside Georgia & When Service Becomes Complicated
Course 1035	Marital Balance Sheet & Excel Skills – Dividing Property with Precision
Course 1037	Status Conferences – Deadlines, Compliance & Keeping the Case on Track
Course 1016	Modification of Alimony – Responding, Litigating & Finalizing the Case
Course 1041	Responding to Discovery – Protecting Clients & Meeting Deadlines
Course 1043	Discovery Disputes – Enforcing Compliance & Involving the Court When Necessary
Course 1018	Drafting Parenting Plans – Turning Custody Agreements into Court-Ready Documents
Course 1023	Drafting Contempt Orders – Consent, Contested & Enforceable Outcomes
Course 1013	Finalizing the Uncontested Divorce – Settlement Agreement & Final Decree
Course 1014	Finalizing the Contested Divorce – Drafting the Final Judgment and Decree for Trial
Course 1044	Settlement & Mediation – Negotiating, Preparing & Finalizing Agreements
Course 1045	Getting Ready for Trial – Strategy, Jury vs. Bench & Witness Prep
Course 1046	Trial Officially Set – Pretrial Orders & Client Preparation
Course 1047	Trial Preparation – Subpoenas, Witnesses & Evidence
Course 1048	Trial Day – Exhibits, Witness Lists & Final Trial Materials



Course Catalog & Schedule

The Real Workflow of a Family Law Case — Legal Phases, Delegation & Daily Operations (Course ID 1001)

Learn how a family law case moves from intake to final order inside a working law office. This Class covers case mapping, delegation, calendaring, client expectations, and includes templates for case flow and responsibilities.

Assessment: Review Sample Work Product

Family Law Tech Skills — Work Smarter, Not Harder (Course ID 1002)

This class teaches the practical technology skills needed in a modern family law office—including e-filing, secure email communication with clients, and time-saving computer tools like custom text expansion entries. Includes sample emails and tech resource lists.

*Assessment: Draft E-Mail to Client
Access Helpful Websites*

Firm Case Management — Building Systems That Keep You in Control (Course ID 1003)

Understand how law firms track every open case, manage files, and stay organized. You'll learn how to use case lists, structure digital and physical files, and create pleadings indexes to keep attorneys and staff on track.

*Assessment: Prepare Case List
Prepare Pleadings Index*

Mastering Professional Communications — Clarity, Confidence & Compliance (Course ID 1004)

Learn how to communicate effectively with courts, clients, opposing counsel, and third parties in a professional and legally appropriate way. Includes sample communications and guidance on tone, documentation, and ethics.

*Assessment: Draft E-Mail to Court
Draft E-Mail to Opposing Counsel*



Course Catalog & Schedule

Billing by the Minute — Turning Time into Value (Course ID 1005)

This class explains how to bill time accurately, ethically, and in a way that reflects value to the client. You'll learn billing language, how to track time daily, and receive sample billing phrases used in real firms.

Assessment: Prepare Detailed Billing Statement

Case Management with the Court — Staying Compliant, Covered & Conflict-Free (Course ID 1006)

Learn how to maintain proper communication with the court through notices, conflict checks, and leave of absence requests. You'll draft a Notice of Leave of Absence and a Conflict Letter to understand how attorneys protect their calendars and relationships with the court.

*Assessment: Prepare Leave of Absence
Draft Conflict Letter
Draft Notice of Withdrawal of Counsel*

Intake of New Clients — Setting the Tone from the First Contact (Course ID 1007)

This class walks you through the first contact with a potential client, how to gather information, schedule consultations, and intake correctly. Includes a basic intake form and guidance on what to do once a client officially hires the firm.

*Assessment: Interview Potential Client
Prepare Intake Form*

Jurisdiction, Venue & Initial Filings — Starting Every Case the Right Way (Course ID 1008)

Learn how to determine the correct court to file in, identify parties, and prepare the initial pleadings to open a case. You'll draft a Verification, Summons, Case Filing Information Form, and Standing Order.

*Assessment: Draft Verification
Draft Summons
Prepare Case Filing Information Form
Prepare Standing Order*



Course Catalog & Schedule

Divorce Fundamentals — Understanding Equitable Division & Core Concepts (Course ID 1009)

This class introduces the legal foundation of divorce cases—equitable division, types of division, factors courts consider, and when attorney’s fees apply. This forms the basis for drafting and litigation in upcoming classes.

Assessment: Equitable Division Worksheet

Drafting the Petition for Divorce — Building the Case from the First Pleading (Course ID 1010)

Learn how to draft the Petition for Divorce, the document that starts the case. You’ll cover structure, required content, and how to adapt the petition for contested, uncontested, with or without minor children, and with requests for support or fees.

Assessment: Draft Petition for Divorce

Answering a Divorce — Drafting the Answer & Counterclaim (Course ID 1011)

Learn how to properly respond to a divorce petition by drafting an Answer and Counterclaim. This class covers how to admit or deny allegations, assert defenses, and request relief such as custody, support, and attorney’s fees.

Assessment: Draft Answer and Counterclaim for Divorce

Closing the Case — Final Orders, Filings & Post-Judgment Wrap-Up (Course ID 1012)

This class explains how to officially close a divorce case with the court, file dismissals and final disposition forms, and complete post-judgment tasks. You’ll draft a Close File Letter and learn how to finalize uncontested divorces through motions, affidavits, and required forms.

Assessment: Prepare Final Disposition Form

Draft Motion for Judgment on the Pleadings

Finalizing the Uncontested Divorce — Settlement Agreement & Final Decree (Course ID 1013)

Learn how to draft the two documents that finalize an uncontested divorce—the Settlement Agreement and the Final Judgment and Decree. This class focuses on clear, enforceable language for custody, support, property division, and attorney’s fees.

Assessment: Draft Settlement Agreement



Course Catalog & Schedule

Finalizing the Contested Divorce — Drafting the Final Judgment and Decree for Trial (Course ID 1014)

When a judge issues a ruling after trial or hearing, the Final Judgment and Decree must be drafted accurately. This class teaches how to reflect the court's findings on custody, support, property division, and fees in a contested divorce order.

Assessment: Draft Final Judgment and Decree of Divorce

Alimony — Establishing, Modifying & Litigating Support Between Spouses (Course ID 1015)

Understand how Georgia courts establish, modify, or terminate alimony. This class also explains the factors judges consider and includes how to draft a Petition for Modification of Alimony and request attorney's fees.

Assessment: Draft Petition for Modification of Alimony

Modification of Alimony — Responding, Litigating & Finalizing the Case (Course ID 1016)

Learn how to respond to alimony modification actions by drafting an Answer and Counterclaim, and how to close the case with a Final Order of Modification. This class reinforces legal standards for changed circumstances and attorney's fee requests.

*Assessment: Draft Answer and Counterclaim for Attorney's Fees
Draft Final Order of Modification of Alimony*

Custody Fundamentals — Law, Factors & Essential Filings (Course ID 1017)

This class covers Georgia's custody laws, the "best interests of the child" standard, statutory factors under O.C.G.A. §19-9-3, and how to draft a Request for Findings of Fact. You'll also learn about child election of custody and how to draft an Election Affidavit.

*Assessment: Draft Request for Findings of Fact and Conclusions of Law
Draft Election Affidavit*



Course Catalog & Schedule

Drafting Parenting Plans — Turning Custody Agreements into Court-Ready Documents (Course ID 1018)

Learn how to draft a complete Parenting Plan that covers legal custody, physical custody, visitation schedules, decision-making, transportation, and conflict resolution. This document becomes part of the final court order.

Assessment: Draft Parenting Plan

Child Support — Fundamentals & Drafting the Child Support Addendum (Course ID 1019)

This class teaches the basics of child support and when attorney's fees may be awarded. You'll learn how to draft the Child Support Addendum that is attached to every order involving child support.

Assessment: Draft Child Support Addendum

Paternity & Legitimation — Establishing Rights, Responsibilities & Legal Fatherhood (Course ID 1020)

Learn the difference between paternity and legitimation and when each applies. You'll draft Petitions and Answers for both actions, including Petition for Paternity and Child Support, Petition for Legitimation, and counterclaims for support or legitimation.

*Assessment: Draft Petition for Paternity and Child Support
Draft Answer and Counterclaim for Legitimation*

Finalizing Paternity & Legitimation — Drafting Consent and Contested Orders (Course ID 1021)

Learn how to finalize paternity and legitimation cases by drafting both consent and contested orders. This class covers how to make parentage, custody, and support terms legally enforceable through clear court orders.

*Assessment: Draft Contested Paternity Order
Draft Consent Legitimation Order*



Course Catalog & Schedule

Contempt Actions — Enforcing Court Orders & Child Support Compliance (Course ID 1022)

This class focuses on filing and responding to contempt actions when someone violates a court order—especially for unpaid child support. You'll learn how to draft a Petition for Contempt, Answer and Counterclaim, and request attorney's fees.

*Assessment: Draft Petition for Contempt – Child Support
Draft Answer to Modification and Counterclaim for Contempt*

Drafting Contempt Orders — Consent, Contested & Enforceable Outcomes (Course ID 1023)

Learn how to close contempt cases by drafting Consent Orders and Contested Orders that include payment terms, purge conditions, sanctions, and enforcement language. This class ensures orders are clear, lawful, and enforceable.

*Assessment: Draft Consent Contempt Order
Draft Contested Contempt Order*

Modification of Child Support — Substantial Change & Drafting Petitions/Responses (Course ID 1024)

Learn how to initiate and respond to a child support modification case by drafting the Petition, Answer, and Counterclaim. This class also explains what qualifies as a “substantial change in circumstances” and how attorney's fees apply.

*Assessment: Draft Petition for Modification of Child Support
Draft Answer and Counterclaim for Modification of Child Support*

Modification of Custody — Changing Parenting Arrangements & Drafting Pleadings (Course ID 1025)

This class explains how to modify legal or physical custody when circumstances change. You'll learn how to draft the Petition for Modification of Custody, respond with an Answer and Counterclaim, and understand jurisdictional issues for out-of-state orders.

*Assessment: Draft Petition for Modification
Draft Answer and Counterclaim for Modification of Custody*



Course Catalog & Schedule

Modification Orders — Finalizing Custody, Support & Parenting Changes (Course ID 1026)

Learn how to finalize custody or support modification cases by drafting Consent Modification Orders and Contested Orders. This class ensures modified terms are legally enforceable, clear, and properly submitted to the court.

*Assessment: Draft Consent Modification Order
Draft Modification Order*

Registration & Enforcement of Foreign Custody Orders — UCCJEA, Jurisdiction & Emergency Relief (Course ID 1027)

This class teaches how to register and enforce out-of-state custody or support orders in Georgia under the UCCJEA and UIFSA. You'll draft petitions, affidavits, notices of registration, and enforcement or modification orders.

*Assessment: Draft Petition to Register & Enforce Foreign Judgment
Draft Order to Appear for Enforcement Hearing
Draft Order to Appear & Warrant to Take Custody of a Child
Draft Order Registering Foreign Order*

Initial Service of Process — Serving Parties the Right Way from Day One (Course ID 1028)

Understand how to properly serve initial legal documents in a case. You'll learn personal service, acknowledgment of service, service affidavits, and how to request appointment of a special process server.

*Assessment: Draft Acknowledgment of Service
Draft Affidavit of Service – Service by Process Server
Draft Motion for Appointment of Special Process Server
Draft Order Appointing Process Server
Draft Certificate of Service*



Course Catalog & Schedule

Non-Standard Service — Serving Parties Outside Georgia & When Service Becomes Complicated (Course ID 1029)

When service cannot be completed normally, non-standard methods are required. This class covers service outside Georgia, motions for long-arm service, service by publication, UCCJEA notice rules, and related drafting.

Assessment: Draft Motion for Personal Service Outside Georgia
Draft Affidavit in Support of Motion for Personal Service Outside Georgia
Draft Motion for Service by Publication
Draft Affidavit of Diligent Search

Jumping Into Ongoing Litigation & Amending Pleadings (Course ID 1030)

Learn what to do when a firm takes over a case already in progress. This class covers Entry of Appearance, Substitution of Counsel, and how to amend or supplement pleadings correctly and on time.

Assessment: Draft Entry of Appearance
Draft Substitution of Counsel
Draft Amendment - Add Exhibit
Draft Amendment - Add Information

Understanding the New Child Support Rules — Breaking Down U.S.C.R. 24.2 & O.C.G.A. § 19-6-15 (Course ID 1031)

Learn the new rules that govern how child support is calculated in Georgia, including income determination, Parenting Time Adjustment, deviations, uninsured medical expenses, Social Security/VA benefits, and the Basic Child Support Obligation table.

Assessment: Prepare Child Support Questionnaire

NEW Child Support Worksheet — Part 1: Computing Parenting Time Adjustment (Course ID 1032)

This class covers computing the NEW Parenting Time Adjustment, including calculation of parenting time overnights for Schedule C of the Child Support Worksheet. You'll learn how parenting schedules affect support and how to prepare accurate time-sharing data.

Assessment: Prepare Parenting Time Adjustment Calculation



Course Catalog & Schedule

Child Support Worksheet – Part 2: Completing Child Support Worksheet with Schedules (Course ID 1033)

Learn how to complete each schedule of the Georgia Child Support Worksheet, including gross income, adjustments, health insurance, childcare, and deviations. Includes sample worksheets and client questionnaires.

Assessment: Prepare Child Support Worksheet

DRFA & Financial Disclosures – Domestic Relations Financial Affidavit (Course ID 1034)

This class teaches how to prepare the DRFA, a required document in every divorce and modification. You'll learn how to gather financial information from clients, review for accuracy, and finalize the form for filing.

Assessment: Prepare Domestic Relations Financial Affidavit

Marital Balance Sheet & Excel Skills – Dividing Property with Precision (Course ID 1035)

Learn how to organize and divide marital assets and debts using a Marital Balance Sheet. This class also covers essential Excel skills for calculating equity, formatting charts, and creating trial or mediation exhibits.

Assessment: Prepare Marital Balance Sheet

Temporary Hearings – Preparing Fast, Filing Right & Protecting Clients Early (Course ID 1036)

Temporary hearings decide immediate issues like custody, support, and possession of the home. You'll learn how to schedule the hearing, draft a Rule Nisi and Notice of Hearing, prepare witness affidavits, and draft the Temporary Order.

*Assessment: Draft Rule Nisi
Draft Witness Affidavit
Draft Temporary Order*



Course Catalog & Schedule

Status Conferences — Deadlines, Compliance & Keeping the Case on Track (Course ID 1037)

Understand what happens at 30-day, 60-day, and 120-day status conferences and how to prepare required filings. You'll draft Joint Compliance Certificates, Worksheets, and Scheduling Orders to keep cases active and compliant.

Assessment: *Draft 30-Day Joint Compliance Certificate*
 Draft 30-Day Joint Compliance Worksheet
 Draft 60-Day Joint Compliance Certificate
 Draft Scheduling Order

Motions — Requesting Court Action & Drafting Effective Pleadings (Course ID 1038)

This class teaches how to draft common motions in family law, including motions for Guardian ad Litem, psychological testing, DNA testing, drug and alcohol evaluations, and attorney's fees, along with proposed orders.

Assessment: *Draft Motion for Guardian ad Litem*
 Draft Order Appointing Guardian ad Litem
 Draft Motion for Attorney's Fees

Discovery Overview — Rules, Requests & Managing the Process (Course ID 1039)

Learn the purpose and rules of discovery, how to draft informal discovery requests, serve discovery properly, manage deadlines, prepare a discovery chart, and request mandatory disclosures from clients.

Assessment: *Prepare a Discovery Chart*
 Draft Required Documents to Be Produced
 Draft Mandatory Interrogatories

Issuing Discovery to Parties — Interrogatories, Document Production & Requests for Admission (Course ID 1040)

This class focuses on drafting Interrogatories, Requests for Production of Documents, and Requests for Admission for both divorce and modification cases. You will also learn when to limit discovery to trial preparation.

Assessment: *Draft Notice to Produce and Request for Production of Documents: Divorce*
 Draft Interrogatories – Divorce



Course Catalog & Schedule

Responding to Discovery — Protecting Clients & Meeting Deadlines (Course ID 1041)

Learn how to respond to discovery requests clearly and on time. This class covers drafting responses to Interrogatories, Requests for Production of Documents, and Requests for Admission, and includes sample client instructions for gathering information.

*Assessment: Draft Responses to Interrogatories
Draft Responses to Request for Production of Documents*

Depositions — Scheduling, Noticing & Preparing (Course ID 1042)

This class walks through how to schedule, notice, and prepare for depositions. You'll draft a Notice of Taking Deposition (party and non-party), Subpoena for Deposition, cover letter, and learn how to prepare a deposition outline and request documents from non-parties.

*Assessment: Draft Notice of Taking Deposition – Party
Draft Subpoena for Deposition
Draft Notice of Taking Deposition of Non-Party
Draft Cover Letter to Deposition Witness
Draft Affidavit of Authenticity*

Discovery Disputes — Enforcing Compliance & Involving the Court When Necessary (Course ID 1043)

When discovery responses are late, incomplete, or ignored, disputes arise. This class covers Rule 6.4(B) good-faith letters, drafting Motions to Compel, Notices of Discovery Dispute, Orders to Compel, and Motions for Contempt and Sanctions.

*Assessment: Draft 6.4(B) Letter – Deficient Response
Draft Motion to Compel
Draft Order Granting Motion to Compel*

Settlement & Mediation — Negotiating, Preparing & Finalizing Agreements (Course ID 1044)

Learn how to move a case toward resolution through negotiated settlements and mediation. You'll draft Settlement Offer Letters, schedule mediation, prepare clients and attorneys for mediation, and understand what happens when a case settles.

Assessment: Draft Settlement Offer Letter



Course Catalog & Schedule

Getting Ready for Trial — Strategy, Jury vs. Bench & Witness Prep (Course ID 1045)

This class covers early trial preparation, including deciding between bench or jury trial, drafting Jury Demands, preparing trial-focused discovery, and interviewing witnesses. You'll learn how to collect facts and testimony that support your trial strategy.

*Assessment: Draft Jury Demand
Conduct Witness Interview*

Trial Officially Set — Pretrial Orders & Client Preparation (Course ID 1046)

Once the court sets the trial date, deadlines begin. This class teaches how to draft the client trial notification email, Civil Pretrial Order (U.S.C.R. 7.2), and Domestic Relations Pretrial Order, and organize the case into trial-ready format.

*Assessment: Draft E-Mail Client to Confirm Trial and Details
Draft Civil Pre-Trial Order – U.S.C.R. 7.2*

Trial Preparation — Subpoenas, Witnesses & Evidence (Course ID 1047)

Learn how to prepare witnesses and evidence for trial by drafting Witness Subpoenas, Subpoenas for Production of Evidence, Affidavits of Authenticity, cover letters, and a Notice of Witnesses Under Subpoena.

*Assessment: Draft Witness Subpoena
Draft Subpoena for Production of Evidence
Draft Cover Letter to Subpoenaed Witness
Draft Notice of Witnesses Under Subpoena*

Trial Day — Exhibits, Witness Lists & Final Trial Materials (Course ID 1048)

The final class covers everything needed for trial day. You'll prepare Exhibit Lists, Witness Lists, assemble trial notebooks, and learn courtroom procedures so you can confidently support the attorney throughout trial.

*Assessment: Prepare Exhibit List
Prepare Witness List*