

APPENDIX A: FORMS

IN THE SUPERIOR COURT OF (Your County) COUNTY
STATE OF GEORGIA

_____ CIVIL ACTION NUMBER _____

PLAINTIFF

VS.

DEFENDANT

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney whose name and address is:

an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the date of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This ____ day of _____, ____.

(Your Name)
Clerk of Superior Court
By

Deputy Clerk

Instructions: Attach addendum sheet for additional parties if needed, make notation on this sheet if addendum sheet is used.

Civil Action No. _____ Superior Court Date Filed
_____ State Court
Georgia, (Your County) COUNTY

Attorney's Address _____
Plaintiff

V

S.

Name and Address of Party to be Served

Defendant

Gar

nishee

SHERIFF'S ENTRY OF SERVICE

=====

I have this day served the defendant _____ with a
personal copy of the within action and summons.

=====

I have this day served the defendant _____ by
leaving a copy of the action and summons at his most notorious
place of abode in this County.

Delivered same into the hands of _____
described as follows:

age, about ____ years; weight, about ____ pounds; height, about ____ feet and
____ inches,
domiciled at the residence of the defendant.

=====

Served the defendant _____
a corporation by leaving a copy of the within action and summons
with _____ in charge of the office and
place of doing business of said Corporation in this County.

=====

I have this day served the above styled affidavit and summons on the defendant(s) by
posting a copy of the same to the door of the premises designated in said affidavit, and on
the same day of such posting by depositing a true copy of same in the United States Mail,
First Class in an envelope properly addressed to the defendant(s) at the address shown in
said summons, with adequate postage affixed thereon containing notice to the
defendant(s) to answer said summons at the place stated in the summons.

=====

Diligent search made and defendant _____
not to be found in the jurisdiction of this Court.

=====

This _____ day of _____, _____.

DEPUTY

SHERIFF DOCKET _____ PAGE _____
IN THE SUPERIOR COURT OF (Your County) COUNTY
STATE OF GEORGIA

_____ CIVIL ACTION NO. _____

PLAINTIFF SERVICE PUBLICATION DATES:

VS. _____

DEFENDANT

NAME OF PARTY TO BE SERVED:

ORDER OF PUBLICATION

It appearing by Affidavit, that the above named defendant on whom service is to be made in this case resides out of State, or has departed from the State, or cannot after due diligence, be found within the State, or conceals (him) (her) self to avoid service of the Summons, and it further appearing either by Affidavit or by verified Complaint on file, that a claim exists against the defendant in respect to whom service is to be made, and that (he) (she) is a necessary or proper party to the action.

IT IS HEREBY CONSIDERED, ORDERED AND DECREED THAT: Service be made by publication as provided by law.

SO ORDERED this _____ day of _____, _____.

COURT

JUDGE CLERK SUPERIOR
OF (Your County) COUNTY, GA.

RETURN OF SERVICE

I hereby certify that a Notice in the Manner and form prescribed in the forgoing Order was published, and that I have enclosed, directed, stamped and mailed a copy of the said Notice together with a copy of the Order for Service by Publication and Complaint (if any), to the above named defendant.

This the _____ day of _____, 19__.

(Your Name)
Clerk of Superior Court

DEPUTY CLERK

ORDER PERFECTING SERVICE

It appearing in the Court that service upon the above named party has been perfected by publication of notice on the above stated dates in the legal organ of this County, and by enclosing, directing, stamping and mailing a copy of the order for Publication and the Complaint (if any) to said defendant at (his) (her) last known address.

JUDGE (Your County)

SUPERIOR COURT

PUBLICATION DATES OK: This the _____ day of _____, 19__.

(Your Name)
Clerk of the Superior Court

DEPUTY CLERK

IN THE SUPERIOR COURT OF (Your County) COUNTY
STATE OF GEORGIA

CIVIL ACTION NO. _____

PLAINTIFF : _____

:

DEFENDANT : _____

: _____

TO: _____

:

:

:

: _____

NOTICE OF PUBLICATION

By Order for service by publication dated the _____ day of _____, _____, you are hereby notified that on the _____ day of _____, _____, _____ filed suit against you for _____

_____.

You are required to file with the Clerk of the Superior Court, and to serve upon plaintiffs attorney,

_____ an Answer in writing within sixty (60) days of the date of the order for publication.

WITNESS, the Honorable _____, Judge of this Superior Court.

This the _____ day of _____, _____.

DEPUTY CLERK, SUPERIOR COURT
FOR: (Your Name and address)

WRIT OF FIERI FACIAS
IN THE SUPERIOR COURT OF (Your County) COUNTY, GEORGIA

CIVIL ACTION NUMBER _____
JUDGMENT DATE _____

Plaintiff's Attorney Name, Address & Plaintiff(s)

Name: _____

VS.

Address: _____

Telephone & Area Code: _____

Defendant(s)

Fi. Fa. in Hands of: _____
sheriffs of the

To all and singular the

deputies:

State and their lawful

In the above styled case,
and on the judgment date set out, the plaintiff(s) named above recovered against the defendant(s) named above, judgment in the following sums:

Principal \$ _____
Interest \$ _____
Interest other \$ _____
Attorney's Fees \$ _____
Court Costs \$ _____
Total \$ _____

NOTE: _____

CANCELLATION

The within and foregoing Fi. Fa. having been paid in full the Clerk of Superior Court is date of hereby directed to cancel it of record

_____ with future interest upon said principal amount from the judgment at the legal rate.

this _____ day of _____, _____.

Signature: _____
Title: _____

Therefore, YOU ARE
COMMANDED, that of the goods
and chattels, lands and
said defendant(s), and
ESPECIALLY/ONLY of
following described

tenements of

the

property, to wit:

YOU cause to be made the several sums set out in the foregoing recital of the judgment in this case and have the said several sums of money before the Superior Court of this County at the next term of court, with this Writ to render to said plaintiff(s) the principal, interest, attorney fees and costs aforesaid.

Witness the Honorable _____ Judge of Said Court, this the
_____ day of _____, _____.

(Your Name), CLERK
By:

Deputy Clerk

Entered on General Execution

Docket

_____, at Page this

day of _____,

_____.

A diligent search was made and no property of the defendant(s)

has been found in this County, on which to levy this Fi. Fa.

This the ____ day of _____, _____.

Deputy Sheriff

STATE OF GEORGIA, COUNTY OF
(Your County): (Your County):

STATE OF GEORGIA, COUNTY OF

I have this day executed the within
Fi. Fa. by levying upon and seizing
following described property of
defendant(s), to wit:

I have this day executed the within
Fi. Fa. by levying upon and seizing the
following described property of
defendant(s), to wit:

Levied at _____
Georgia, this _____ day of
_____, _____.

Levied at _____
Georgia, this _____ day of
_____, _____.

Deputy Sheriff Deputy Sheriff

THE PROPERTY IN LEVY WAS KNOCKED DOWN TO _____ THE PROPERTY IN LEVY WAS KNOCKED DOWN TO _____

Sheriff's Service	\$ _____	Sheriff's Service	\$ _____
Sheriff's Commission	\$ _____	Sheriff's Commission	\$ _____
Sheriff's Deed	\$ _____	Sheriff's Deed	\$ _____
Sheriff's Levy	\$ _____	Sheriff's Levy	\$ _____
Advertising Fee	\$ _____	Advertising Fee	\$ _____
Other	\$ _____	Other	\$ _____
Total	\$ _____	Total	\$ _____
Net Proceeds	\$ _____	Net Proceeds	\$ _____

Sheriff Sheriff

IN THE SUPERIOR COURT OF _____ COUNTY, GEORGIA FINAL DISPOSITION

CRIMINAL ACTION NO. _____

VS OFFENSE(S) _____

TERM, _____

PLEA: VERDICT: OTHER DISPOSITION

NEGOTIATED ORDER JURY GUILTY ON COUNT(S): _____

GUILTY ON ORDER ON NON JURY COUNT(S): _____

NOLO CONTENDERE COUNT(S): _____

NOT GUILTY ON DEAD DOCKET

GUILTY OF INCLUDED OFFENSE(S) OF _____ ON COUNT(S) _____ (SEE SEPARATE ORDER)

DEFENDANT WAS ADVISED OF HIS HER RIGHT TO HAVE THIS SENTENCE REVIEWED BY THE SUPERIOR COURTS SENTENCE REVIEW PANEL:

=====

FELONY SENTENCE MISDEMEANOR SENTENCE

WHEREAS, the above named defendant has been found guilty of the above stated offense. WHEREUPON, it is ordered and adjudged by the Court that: The said defendant is hereby sentenced to confinement for a period of

_____ in the State Penal System or such other institution as the Commissioner of the State Department of Offender Rehabilitation may direct, to be computed as provided by law. However, it is further Ordered by the Court:

1) THAT the above sentence may be served on probation

2) THAT upon service of _____ of the above sentence, the remainder of _____ may be served on probation Provided that the said complies with the following general and other conditions herein imposed by the Court as a part of this sentence.

=====

GENERAL CONDITIONS OF PROBATION

The defendant, having been granted the privilege of serving all or part of the above stated sentence on probation, hereby is sentenced to the following general conditions of probation;

1) Do not violate the criminal laws of any governmental unit.

2) Avoid injurious and vicious habits especially alcoholic intoxication and narcotics and other dangerous drugs unless prescribed lawfully.

3) Avoid persons or places of disreputable or harmful character.

4) Report to the Probation Parole Supervisor as directed and permit such Supervisor visit him (her) at home or elsewhere.

5) Work faithfully at suitable employment insofar as may be possible.

6) Do not change his (her) present place of abode, move outside the jurisdiction of the Court, or leave the State for any period of time without prior permission of the Probation Supervisor.

7) Support his (her) legal dependents to the best of his (her) ability.

OTHER CONDITIONS OF PROBATION

IT IS FURTHER ORDERED that the defendant pay a fine in the amount of _____ plus \$50 or 10%, whichever is less pursuant to O.C.G.A. § 15 21 70, and pay restitution in the amount of _____.

IT IS THE FURTHER ORDER of the Court, and the defendant is hereby advised that the Court may, at any time, revoke any conditions of this probation and/or discharge the defendant from probation. The probationer shall be subject to arrest for violation of any condition of probation herein granted. If such probation is revoked, the Court may order the execution of the sentence which was originally imposed or any portion thereof in the manner provided by law after deducting therefrom the amount of time the defendant has served on probation.

The defendant was represented by the Honorable _____, Attorney at Law, _____ County, by (Employment) (Appointment).

By the Court _____,

_____.

DATE

=====

So ordered this ____ day of _____, ____.

Court Judge, (Your County) Superior

IN THE SUPERIOR COURT OF _____ COUNTY, GEORGIA FINAL DISPOSITION

VS _____ CRIMINAL ACTION NO. _____ OFFENSE(S) _____

_____ TERM, _____

PLEA VERDICT ___ JURY ___ NON JURY OTHER DISPOSITION

___ NEGOTIATED _____	___ GUILTY ON _____	___ NOLLE _____
PROSEQUI ORDER	COUNT(S) _____	ON _____
___ GUILTY ON _____	___ NOT GUILTY ON _____	___ DEAD _____
COUNT(S) _____	COUNT(S) _____	
DOCKET ORDER ON _____	___ GUILTY OF INCLUDED _____	
___ NOLO CONTENDERE ON _____	OFFENSE(S) _____	
COUNT(S) _____	ON COUNT(S) _____	(SEE _____)
___ TO LESSER INCLUDED _____		
OFFENSE(S) OF _____		
SEPARATE ORDER) _____		
ON COUNT(S) _____		

__ DEFENDANT WAS ADVISED OF THE RIGHT TO HAVE THIS SENTENCE REVIEWED BY THE SUPERIOR COURTS SENTENCE REVIEW PANEL.

=====

FIRST OFFENDER TREATMENT

WHEREAS, no adjudication of guilt has been made subsequent to the entry of the plea or verdict shown above, and

WHEREAS: the Court has reviewed the defendant's criminal record on file with the Georgia Crime Information Center, and

WHEREAS, the defendant has not been previously convicted of a felony or used the provisions of the First Offender Act (Ga. Laws 1968, p. 324).

NOW, THEREFORE, the defendant consenting hereto, it is the judgment of the Court that no judgment of guilt be imposed at this time but that the further proceedings are deferred and the defendant is hereby sentenced no confinement for the period of _____.

HOWEVER, it is further ordered by the Court;

__ That the sentence may be served on probation;

__ That upon service of _____ of the sentence, the remainder of _____ may be served on probation;

PROVIDED, that the defendant complies with the following general and special conditions herein imposed by the Court as part of the sentence.

PROVIDED, further, that upon violation of the terms of probation, upon conviction for another crime during the period of probation, or upon the Courts determination that the defendant is or was not eligible for sentencing under the First Offender Act, the Court may enter an adjudication of guilt and proceed to sentence the defendant to the maximum sentence as provided by law.

IT IS THE FURTHER ORDER of the Court, and the defendant is hereby advised, that the Court may at any time, revoke and conditions of this probation and or discharge the defendant from probation. The probationer shall be subject to arrest for violation of any condition of probation herein granted. If such probation is revoked, the Court may enter an adjudication of guilt and proceed to sentence the defendant to the maximum sentence authorized by law with or without credit for time served on probation.

Upon fulfillment of the terms of this sentence, or upon release of the defendant by the Court prior to the termination of this sentence, the defendant shall stand discharged of said offense without court adjudication of guilt and shall be completely exonerated of guilt of said offense charged.

Let a copy of this Order be forwarded to the office of the State Probation System of Georgia and the Identification Division of the Federal Bureau of Investigation.

Initials of Probation Officer

Initials of Defendant

FIRST OFFENDER TREATMENT (Page1 of 2)

GENERAL CONDITIONS OF PROBATION

The defendant having been granted the privilege of serving all or part of the above stated sentence on probation, hereby is sentenced to the following general conditions of probation;

- ___ 1) Do not violate the criminal laws of any governmental unit.
- ___ 2) Avoid injurious and vicious habits especially alcoholic intoxication and narcotics and other dangerous drugs unless prescribed lawfully.
- ___ 3) Avoid persons or places of disreputable or harmful character.
- ___ 4) Report to the Probation Officer as directed and permit such officer to visit you at home or elsewhere.
- ___ 5) Work faithfully at suitable employment insofar as may be possible.
- ___ 6) Do not change your present place of abode, move outside the jurisdiction of the Court, or leave the State for any period of time without prior permission of the Probation Supervisor.
- ___ 7) Support your legal dependents to the best of or ability.

OTHER CONDITIONS OF PROBATION

IT IS FURTHER ORDERED, that the defendant pay a FINE of _____ plus COURT COST of _____ plus \$50 or 10%, whichever is less pursuant of O.C.G.A. § 15-21-70 and pay RESTITUTION in the amount of _____ and pay ATTORNEY'S FEE of _____.

To be paid to _____

Pay \$ _____ Probation Fees to be paid at the rate of \$ _____ each month beginning _____.

OTHER SPECIAL CONDITIONS

The defendant was represented by the Honorable _____ Attorney at Law,

_____ County, by (Employment) (Appointment).

=====

SO ORDERED, this ____ day of _____, _____.

Judge Superior Court

Certificate of service This is to certify that a true copy of both pages of this Final Disposition has been delivered in person and the defendant has been duly instructed regarding the conditions as set forth.

This _____ day of _____, _____.

Probation Officer

Defendant

Filed in this office this ____ day of _____, _____.

Deputy Clerk

IN THE SUPERIOR COURT OF _____ COUNTY, GEORGIA FINAL DISPOSITION

CRIMINAL ACTION NO.

VS OFFENSE(S) _____

TERM, _____

PLEA:
DISPOSITION

VERDICT:

OTHER

NEGOTIATED
ORDER

JURY GUILTY ON

NOLLE PROSEQUI

GUILTY ON
COUNT(S) _____

NON JURY

COUNT(S): _____ ON

COUNT(S) _____

NOT GUILTY ON

DEAD DOCKET

ORDER ON

NOLO CONTENDERE

COUNT(S): _____

COUNT(S): _____

ON COUNT(S) _____

GUILTY OF INCLUDED

TO LESSER INCLUDED

OFFENSE(S) OF _____

ON COUNTS: _____

ON COUNT(S) _____

OFFENSE(S) _____

(SEE

SEPARATE ORDER)

DEFENDANT WAS ADVISED OF HIS HER RIGHT TO HAVE THIS SENTENCE

REVIEWED BY THE SUPERIOR COURTS SENTENCE REVIEW PANEL.

=====

YOUTHFUL OFFENDER SENTENCE

WHEREAS, the above named defendant has been found guilty of the above stated offense, WHEREUPON, IT IS CONSIDERED, ORDERED, AND ADJUDGED THAT THE SAID DEFENDANT TREATED PURSUANT TO THE PROVISIONS OF THE Georgia Youthful Offender Act of 1972 (Georgia Laws 1972, pp. 592 599), and said defendant is hereby remanded to the State Board of Corrections, Youthful Offender Division

for an indefinite period of confinement, treatment and supervision.

for not less than _____ years for confinement, treatment and supervision.

=====

GENERAL CONDITIONS OF PROBATION

The defendant, having been granted the privilege of serving all or part of the above stated sentence on probation, hereby is sentenced to the following general conditions of probation;

- 1) Do not violate the criminal laws of any governmental unit.
- 2) Avoid injurious and vicious habits especially alcoholic intoxication and narcotics and other dangerous drugs unless prescribed lawfully.
- 3) Avoid persons or places of disreputable or harmful character.
- 4) Report to the Probation Parole Supervisor as directed and permit such Supervisor to visit him (her) at home or elsewhere.
- 5) Work faithfully at suitable employment insofar as may be possible.
- 6) Do not change his (her) present place or abode, move outside the jurisdiction of the Court, or leave the State for any period of time without prior permission of the Probation Supervisor.
- 7) Support his (her) legal dependents to the best of his (her) ability.

OTHER CONDITIONS OF PROBATION

IT IS FURTHER ORDERED that the defendant pay a fine in the amount of _____ plus \$50 or 10%, whichever is less pursuant to O.C.G.A. § 15 21 70, and pay restitution of _____.

IT IS THE FURTHER ORDER of the Court, and the defendant is hereby advised that the Court may, at any time, revoke any conditions of this probation and or discharge the defendant from probation. The probationer shall be subject to arrest for violation of any

condition of probation herein granted. If such probation is revoked, the Court may order the execution of the sentence which was originally imposed by committing the offender to the custody of the state Board of Corrections, Youthful Offender Division.

The defendant was represented by the Honorable _____ Attorney at Law, _____ County, by (Employment) (Appointment).

By the Court _____,

=====

So ordered this ____ day of _____, _____

Judge, (Your County)

Superior Court

EXEMPLIFICATION

Georgia, _____ County

I, (Your Name) Clerk of the Superior Court of (Your County) County, do hereby certify that I have compared the foregoing copy of

with the original record thereof, now remaining in this office, and the same is a correct transcript therefrom, and the whole of such original record, and that said Court is a Court of Record.

IN TESTIMONY WHEREOF, I have thereunto set my hand and affixed the seal of said Court, this the _____ day of _____, _____.

Clerk
Superior Court of _____ County,

Georgia

Georgia, _____ County

I, _____ do certify that I am judge of the Superior Court of said county, and that I am the presiding judge of said Court and that the above attestation, subscribed by Clerk of said Court, is sufficient and in due form of law, and that his signature thereto is genuine.

Witness my hand and official signature, this the _____ day of _____, _____.

Judge, Superior Court of (Your County)
County, Georgia

Georgia, _____ County

I, (Your Name) Clerk of the Superior Court in and for said County, hereby certify that the above attestation of Hon. _____ judge of the Superior Court of (Your County) County, Georgia, is his genuine signature, and that he is Judge of said Court, and said certificate is in due form of law.

Given under my hand and seal of office, this the _____ day of _____, _____.

C

lerk

Superior Court of (Your County)
County, Georgia

WITNESS SUBPOENA

STATE OF GEORGIA
_____ COUNTY
SUBPOENA

WITNESS

TO:
laying
appear at the

YOU ARE HEREBY COMMANDED, that
all other business aside you be and
(Your County), County.

Superior Court, Civil/Criminal Division, before _____,
Judge of the Superior Court, in Room _____ of the (Your County) County Courthouse
at _____ o'clock A.M./P.M. on the _____ day of _____, _____ to be
sworn as a witness for the

_____ in the
case of vs. _____ Case No. _____.

You are required to attend from day to day and from time to time until the matter is disposed of.

HEREIN FAIL NOT, under the penalty of law by authority of _____
Judge of said Court this _____ day of _____,
_____.

If you have questions contact Attorney
For Plaintiff/Defendant

(Your Name), Clerk
Superior Court

Phone: _____

SUBPOENA FOR THE PRODUCTION OF EVIDENCE

STATE OF GEORGIA, _____ COUNTY

TO:

You are hereby required to be and appear at the (Your County) County Superior Court before Judge of Superior Court, in Room ____ of the (Your County) County Courthouse at _____ o'clock A.M./P.M. on the day of _____, 19__, and to bring with you into said Court certain _____ to be used as evidence by _____ in a certain case pending in said Court between _____ and _____, Case No. _____.

The following are hereby subpoenaed: _____

Herein fail not, under penalty of the law.

Witness, _____, Judge of said Court this
_____ day of _____, _____.

If you have questions contact
Attorney For Plaintiff/Defendant

(Your Name), Clerk
Superior Court

Phone: _____

GEORGIA

ATTORNEY(S) (Name, Address, Phone. Bar#)

=====

DISPOSITION DATE

PRE TRIAL DISPOSITIONS	BENCH TRIAL	JURY TRIAL
For: <input type="checkbox"/> Plaintiff	For: <input type="checkbox"/> Plaintiff	For: <input type="checkbox"/>
Plaintiff		
<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant	<input type="checkbox"/> Defendant
<input type="checkbox"/> SETTLED DISMISSED (001)	<input type="checkbox"/> JUDGMENT FOR PLAINTIFF	
<input type="checkbox"/> JUDGMENT ON VERDICT (008)		
<input type="checkbox"/> DEFAULT JUDGMENT (002)	DEFENDANT (007)	
<input type="checkbox"/> DIRECTED VERDICT (009)		
<input type="checkbox"/> SUMMARY JUDGMENT (003)	(Record a bench trial when the	
<input type="checkbox"/> JUDGMENT N W VERDICT (010)	parties appear before a judge	
<input type="checkbox"/> CONSENT JUDGMENT (004)	who hears issue and evidence	
<input type="checkbox"/> JUDGMENT ON PLEADINGS (005)	including testimony then makes	
<input type="checkbox"/> OTHER PRE TRIAL (006)	a determination without a jury.)	

(Please specify) _____