

THE STATE COURT OF CHATHAM COUNTY

133 Montgomery Street, Suite 501 Savannah, Georgia 31401
Phone (912) 652-7224 ~ Fax (912) 652-7229

BRIAN K. HART
COURT ADMINISTRATOR / CLERK OF COURT

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CIVIL CASE FILING CHECK LIST

When filing with the State Court of Chatham County refer to the following checklist to ensure we process your case/pleadings without delay.

- Complete a **Summons**, with name and address of defendant to be served on the Summons, and submit with the complaint [\(click here for Civil Forms\)](#)
- Clerk should have an original summons for the original complaint and a copy for each service copy of the complaint
- If the Clerk is to forward your service to another county, you must submit a second original of the complaint and summons plus a complete copy for every service outside Chatham County. A separate check will be needed to the Sheriff of that county for service, plus an addressed envelope (with adequate postage) to that County's Sheriff or Marshal
- Provide a self-addressed, stamped envelope for any pleadings to be returned to you or for return of the completed Sheriff's service forms
- Complete and submit a **Civil Case Information Form** to file a lawsuit, file post judgment discovery, file a Magistrate Court Appeal, or to transfer a case
- Complete and submit a **Civil Case Final Disposition Form** to close a lawsuit or to transfer a case
- Filing a **Dispossessory Warrant** or a **Distress Warrant** – take to a State Court Judge first to have signed and then bring to the Clerk's Office to file. The original warrant will be filed in the Clerk's file. A copy to be served with the Sheriff's entry of service and a copy with a stamped envelope to be served on each defendant will be needed, along with the correct filing fee [\(click here for fee schedule\)](#)
- Submit an original plus one copy for the Judge on all motions, responses to motions, notices, or any pleading the Judge is asked to rule upon.
Rule 6. Motions in civil actions. 6.1. Filing
- Method of paying for new cases, pleadings, service fees, copies:
Cash, Money order, Attorney's Check, Debit Card, Credit Card (VISA, MasterCard, Discover)

This checklist is provided by the Clerk's Office to ensure your filing meets the minimum requirements of the Clerk's Office and does not imply this list determines the legal sufficiency of your case or pleading nor does it supersede the laws of the State of Georgia. Employees of the Clerk's Office cannot provide you with legal advice.