



STATE COURT OF CHATHAM COUNTY

Office of the Clerk of Court
133 Montgomery Street, Suite 308
Savannah, Georgia 31401

CIVIL CASE FILING CHECK LIST

When filing with the State Court of Chatham County refer to the following check list to make certain your case will be processed without delay.

- Take matters to be filed to the Clerk's Office (Civil Division) to be filed/clocked in
- Complete and submit a "Civil Case Information Form" to file a lawsuit, to seek post-judgment discovery, to file a Magistrate Court Appeal, and to transfer a case
- Complete and submit a "Civil Case Final Disposition Form" to close a lawsuit or to transfer a case
- Submit an original plus one copy for the Judge on all motions, responses to motions, notices, or anything the Judge is asked to rule upon
- Complete and submit a FiFa when recording a judgment (cost of the FiFa is included in the filing fee)
- Complete a Summons, with name and address of person to be served on the Summons, and submit with the Complaint, having the Summons on top as page one
- Must have an original summons for the original complaint and a copy for each service copy of the Complaint
- Submit a second original plus a copy of the Summons for every service to be made outside Chatham County, if the clerk is to send for service to another county's Sheriff. A separate check will be needed to the Sheriff of that county for service.
- Provide a self-addressed, stamped envelope for return of sheriff's service forms
- Provide a self-addressed, stamped envelope for any pleadings to be returned to you
- When filing a "Dispossessory Warrant" or a "Distress Warrant" - take to a State Court Judge first to sign the warrant and then bring to the Clerk's Office to file. The original warrant will be filed in the Clerk's file. You will also need 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.
- Method of paying (filings, service fees, or copies): cash, money order, attorney's check, debit card, or credit card (VISA or Mastercard)

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