

## **NOTICE TO PRO SE (SELF REPRESENTED) CIVIL FILERS**

The Office of the Clerk of Superior Court is an administrative office charged with the duties of receiving and filing papers required to be filed with the court, recording judgments, and maintaining indices. Simply put, the Office of the Clerk of Superior Court maintains court records and assists with the court calendar. No member of this office is qualified or licensed to practice law. **Georgia State law (O.C.G.A. §15-19-51) forbids any person other than a duly licensed attorney at law to answer any questions you may have regarding the correct procedures to follow.** Many people are confused as to what legal advice includes. Some examples are:

- In which county documents should be filed
- Which court has jurisdiction
- What paperwork is necessary to file a case or motion, request a hearing or complete any other civil procedure
- How to prepare or complete paperwork
- When an answer is due
- The time limits for responding or appealing a decision
- Interpreting legal documents or orders

The only person that can give you legal advice is an attorney. Any type of litigation can be complicated and confusing. We strongly suggest that you consider seeking legal advice prior to filing any paperwork.

If you choose to represent yourself without the benefit of an attorney's training and experience, please be advised that the law requires certain steps to be followed, certain papers to be filed, and certain evidence to be presented in order to authorize a court to grant a divorce or other civil remedy. Therefore, although you may have a right to represent yourself, you are solely responsible for knowing and following the correct procedures. If you fail to follow the correct procedures, your case may be dismissed by the court. In that event, the fees you paid to file the papers will not be refunded.

**Due to the changing nature of the law, this office does not maintain any of the forms for any type of civil case that may be filed.** Therefore, you should review and research statutes and procedures to ensure that the forms you submit for filing are accurate and current before you file anything. The Meriwether County Superior Court Clerk's Office assumes no liability for any legal consequences arising from inaccurate or outdated information you get from any individual or the listing of inaccurate or outdated information on the internet. Use any forms found on the internet at your own risk.

The following is a short and incomplete list of resources you may find helpful:

**Georgia Legal Services Program**

Columbus Regional Office

800-533-3140

[www.georgialegalaid.org](http://www.georgialegalaid.org)

**Georgia's 24-Hour Statewide Domestic Violence Hotline**

1-800-334-2836

**Cobb County Civil Forms**

[www.cobbcounty.org/courts/superior-court/administration/forms](http://www.cobbcounty.org/courts/superior-court/administration/forms)

**Forsyth County Law Library**

[www.forsythcourts.com](http://www.forsythcourts.com)

**Fulton County Civil Forms**

[www.fultonclerk.org](http://www.fultonclerk.org)

**Star Mercury Vindicator Newspaper**

3051 Roosevelt Highway

Manchester, GA 31816

(706) 846-3188

You may use any attorney that you prefer, regardless if they are listed below or not.

Here are some of our local attorneys:

GREENVILLE	HOGANSVILLE	LUTHERSVILLE	MANCHESTER	WOODBURY	ZEBULON
Catherine Jenkins (470) 347-4282	Mack Reynolds (706) 302-7374	Robert Trammell Jr. (770) 927-0085	Tina Stephens (706) 846-8438	Tom Morgan Jr. (706) 553-2597	David G. Brisendine III (770) 567-3080
Jack Todd (706) 672-4048		Melissa Sams (770) 328-6130	Brittany Carroll (706) 248-1637		
Lee Todd (706) 672-4491			Sara Faulkner (706) 325-4835		