

IN THE MAGISTRATE COURT OF DOUGHERTY COUNTY, GEORGIA
PO BOX 1827, ALBANY, GA 31702 – 225 PINE AVE, ROOM 310-C, ALBANY, GA 31701 (229) 431-3216

PLAINTIFF NAME _____
PLAINTIFF MAILING ADDRESS _____
CITY, STATE AND ZIP CODE _____
PHONE NUMBER _____
Plaintiff (Address & Phone #)

CASE NUMBER
20 _____ - _____ CC

VS
DEFENDANT(S) NAME _____
DEFENDANT(S) PHYSICAL ADDRESS _____
CITY, STATE AND ZIP CODE _____
PHONE NUMBER _____
PLACE OF EMPLOYMENT (IF KNOWN) _____
Defendant (Address & Phone #)

GUIDE ONLY: DO NOT COMPLETE THIS FORM

FILING FEE: \$98.00
ADDITIONAL DEFENDANTS: \$50.00
PAYMENT TYPES ACCEPTED:
EXACT CASH, CHECK, MONEY ORDER

STATEMENT OF CLAIM

Suit on Note Suit on Account Other (Explain) _____

Plaintiff says that defendant is indebted to the plaintiff as follows: *(use additional page if needed)*

PLEASE GIVE A BRIEF EXPLANATION OF YOUR LAW SUIT IN THIS SPACE

This said claim is in the amount of \$AMOUNT OF CLAIM plus \$COURT COSTS court costs to date; and all future cost of this action.

STATE OF GEORGIA, DOUGHERTY COUNTY:

PLAINTIFF NAME _____, being duly sworn on oath, says the foregoing is a just and true statement of the plaintiff and claim made by plaintiff against defendant, exclusive of all set-offs and just grounds of defense.

Sworn to and subscribed before me this _____ day of _____, 20____.

PLAINTIFF SIGNATURE _____
Plaintiff or Agent for Plaintiff

Notary Public or Attesting Official

(If Agent, title/capacity)

NOTICE OF SUMMONS

TO: **DEFENDANT NAME** _____ Defendant(s)
DEFENDANT PHYSICAL ADDRESS _____
CITY, STATE AND ZIP CODE _____

You are hereby notified that **PLAINTIFF NAME** _____ has filed a claim and is asking for judgment against you in the sum of **TOTAL AMOUNT OF CLAIM IN WRITTEN WORD** _____ *(include court cost)* dollars (**\$TOTAL**) As shown by the foregoing statement. **YOU ARE REQUIRED TO FILE OR PRESENT AN ANSWER TO THIS CLAIM WITHIN 30 DAYS AFTER SERVICE OF THIS CLAIM UPON YOU. IF YOU DO NOT ANSWER, JUDGMENT BY DEFAULT WILL BE ENTERED AGAINST YOU. YOUR ANSWER MAY BE FILED IN WRITING OR MAY BE GIVEN ORALLY DURING REGULAR COURT HOURS.**

The court will hold a hearing upon this claim at a time to be set after you answer is filed. If you have witnesses, books, receipts, or other writings bearing on this claim, you should bring them with you at the time of the hearing. If you wish to have witnesses summoned, see the court at once for assistance.

If you have any claim against the plaintiff, you should notify the court at once. If you admit the claim but desire additional time to pay, you must come to the hearing in person and state the circumstances to the court. **YOU MAY COME WITH OR WITHOUT AN ATTORNEY.**