

PLAINTIFF NAME

PLAINTIFF MAILING ADDRESS

CITY, STATE AND ZIP CODE

PHONE NUMBER

Plaintiff (Address & Phone #)

CASE NUMBER

20 \_\_\_\_\_ - \_\_\_\_\_ CC

VS

***GUIDE ONLY: DO NOT COMPLETE THIS FORM***

DEFENDANT(S) NAME

DEFENDANT(S) PHYSICAL ADDRESS

CITY, STATE AND ZIP CODE

PHONE NUMBER

PLACE OF EMPLOYMENT (IF KNOWN)

Defendant (Address & Phone #)

**FILING FEE: \$108.00  
ADDITIONAL DEFENDANTS: \$50.00  
PAYMENT TYPES ACCEPTED: EXACT**

**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 FILED 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.**