

**MAGISTRATE COURT OF CHATHAM COUNTY**  
**133 Montgomery Street, Room 303, Savannah, GA 31401**

Case Number: \_\_\_\_\_

Plaintiff(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

vs

**CERTIFICATE OF  
SERVICE UPON DEFENDANT**

Defendant(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Garnishee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to O.C.G.A. § 18-4-8, I, the Plaintiff, hereby certify that not more than three business days after service of the Summons of Garnishment of the Garnishee, I did cause a copy of the Affidavit of Garnishment, a copy of the Summons of Garnishment, a copy of the Notice to Defendant of Right against Garnishment of Money, Including Wages, and Other Property, and a copy of the Defendant's Claim form to be served upon the Defendant by one or more of the following methods:

1. On \_\_\_\_\_ I sent said documents to the Defendant's last known address of \_\_\_\_\_ by regular mail **\*AND\*** registered or certified mail or statutory overnight delivery, return receipt requested.

One of the following shall be filed with the Court:

1. the return receipt indicating receipt by the Defendant;
2. the envelope bearing the official notification from the United States Postal Service of the Defendant's refusal to accept delivery of such registered or certified mail;
3. the envelope bearing the official notification from a commercial firm of the Defendant's refusal to accept such statutory overnight delivery; or
4. an official written notice from the United States Postal Service of the Defendant's refusal to accept delivery of such registered or certified mail.

2. On \_\_\_\_\_ said documents were delivered personally to the Defendant by: \_\_\_\_\_.

The proof of service by the person making the delivery shall be filed with the Court.

3. On \_\_\_\_\_ I sent said documents to the Defendant by regular mail at the address at which the Defendant was served as shown on the return of service in the action resulting in the Judgment when it shall appear by affidavit of the satisfaction of the Clerk of Court that the Defendant resides out of this state, has departed this state, cannot after due diligence, be found within this state, or has concealed his or her place of residence from the Plaintiff.

The Affidavit and the Clerk's approval are attached to this Certificate of Service.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Plaintiff(s)