

THE STATE COURT OF CHATHAM COUNTY

400 W. Oglethorpe Ave., Suite 127 Savannah, Georgia 31401
Phone (912) 652-7224 ~ Fax (912) 652-7229

David A. Wood
COURT ADMINISTRATOR / CLERK OF COURT

CIVIL CASE FILING CHECK LIST

All civil filings must be electronically filed via eFileGA. The link to the eFileGA website can be found here: www.courts.chathamcountyga.gov.

When filing with the State Court of Chatham County refer to the following checklist to ensure we process your case/pleadings promptly.

- ☐ Complete a **Summons**, with name and address of defendant to be served on the Summons, and submit with the complaint [\(Click here for civil forms\)](#)
- ☐ Clerk should have an original summons for the original complaint and a copy for each service copy of the complaint
- ☐ Complete and submit a **Civil Case Information Form** to file a lawsuit, file post judgment discovery, file a Magistrate Court Appeal, or to transfer a case
- ☐ Complete and submit a **Civil Case Final Disposition Form** to close a lawsuit or to transfer a case
- ☐ Filing a **Dispossessory Warrant** or a **Distress Warrant** – The original warrant will be filed in the Clerk's file. A copy to be served with the Sheriff's entry of service and a copy to be served on each defendant will be needed, along with the correct filing and copy fee.

[\(click here for fee schedule\)](#)
- ☐ Submit all motions, responses to motions, notices, or any pleading with the order as the last page(s) of the document for pleadings the Judge is asked to rule upon. E-filing of the documents meets the requirements of Rule 6.
- ☐ When obtaining copies or e-filing via the public kiosks in the Courthouse the following methods of payment are accepted.

Cash, Money order, Attorney's Check, Debit Card, Credit Card (VISA, MasterCard, Discover)