

**INSTRUCTIONS FOR
SERVICE BY SHERIFF OUTSIDE OF GWINNETT COUNTY OR
OUT OF STATE**

1. Double check that you have signed all of your documents.
2. Make 2 copies of all of the forms.
3. Confirm the filing fees by calling or visiting the website for the Clerk of Superior Court. You may pay with check, cash, or money order.
4. Go to the Clerk of Superior Court. Give all of the copies to the clerk to have them stamped. The clerk will keep the original. One copy is yours to keep.
5. Ask the clerk to stamp one copy “second original.” The clerk will know what you mean.
6. Contact the sheriff of the county in which the other party is to be served and determine that office’s requirements for payment to serve civil papers.
7. Send the copy stamped “second original” to the sheriff of that county together with whatever payment may be necessary, a stamped, self-addressed envelope and a cover letter stating the name of the other party and setting out the address at which the other party may be served.
8. Once the sheriff serves the papers on the other party, they will mail you the confirmation, or “entry of service.”
9. You must take the sheriff’s entry of service form and file it with the clerk of the Gwinnett County Superior Court.
10. Wait for notice of a court date or request for additional information from the court or from the other side.

Courthouse Information

Gwinnett Justice and Administration Center
ATTN: Clerk of Superior Court
75 Langley Drive
Lawrenceville, GA 30046
Tel: (770) 822-8100