

INSTRUCTIONS FOR ACKNOWLEDGMENT OF SERVICE

- 1. Double check that you have signed all of your documents.
- 2. Make 2 copies of all of the forms.
- Get your case number**
- 3. Go to the Clerk of Superior Court. Give the originals and both copies to the clerk to have them stamped. The clerk will keep the originals. One copy is yours to keep. The other copy goes to the opposing party.
- Send the documents to the other side**
- 4. Send the Acknowledgment of Service (completed with your case number) and the one set of copies to the opposing party.
- 5. Have the other party complete the **Acknowledgment of Service** with his/her address and signature in front of a notary. The original **Acknowledgment of Service** form should be returned to you.
- File the completed acknowledgment form**
- 6. Go to the Clerk of Superior Court. Give the original to the clerk to have it stamped. You should obtain a copy of the Acknowledgment of Service form for your own records.
- 7. Wait for notice of a court date or any other request 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