

**INSTRUCTIONS FOR
SERVICE BY PUBLICATION
WHEN THE OTHER PARTY CANNOT BE LOCATED**

- 1. **Efile from the courthouse or from home.** For more details, visit:
<http://gwinnettflc.atlantalegalaid.org/how-to-efile/>.
- 2. Complete the [publication packet](#) and efile each separate document from home or at the courthouse.
- 3. There is a publisher's fee for service by publication. If you have filed an affidavit of indigence (fee waiver) and the court has approved it, there is no charge for having notice of your case published in the Gwinnett Daily Post.
- 4. The notice will be published once a week for four weeks in the Legal Notices section of the Gwinnett Daily Post. After the notice has been published for four weeks, the publisher will send an affidavit of publication to the court.
- 5. After the court receives the affidavit of publication, the other party has 30 days from the date of the last published notice to file a response, but does not have to file a response, sign anything or appear in court in order for the court to grant you the relief you have requested.
- 6. You will receive a notice in the mail from the court informing you of the date, time and appointed courtroom for your hearing. Your case may be dismissed if you do not attend the hearing.

Courthouse Information

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

Efile Information

<http://www.odysseyfilega.com/>

Can't serve the other party by publication? See more service options at
<http://gwinnettflc.atlantalegalaid.org/category/filing-instructions/>