

IMPORTANT NOTE ABOUT THIS FORM

Use this form if you and the other party have signed and notarized a *Settlement Agreement*.

HELPFUL HINTS

“Plaintiff/Petitioner”: The first and last name of the person who is filing this action

“Defendant/Respondent”: The other party’s first and last name

“Case Number”: Leave this field blank if you are preparing to file a new case

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff/Petitioner,

v.

Defendant/Respondent.

Civil Action

File No.: _____

**ACKNOWLEDGMENT OF SERVICE, CONSENT TO JURISDICTION AND VENUE,
AND CONSENT TO PRESENT CASE**

I am the Defendant/Respondent in this case. I hereby acknowledge that the Plaintiff/Petitioner provided me a copy of the *Summons* and Complaint/Petition for

Title of Complaint or Petition

and the following other documents: *(list by title)*

I am the Defendant/Respondent in this case. I hereby consent to both jurisdiction and venue as they are stated in the *Complaint/Petition*. So long as any *Judgment* in this action incorporates the *Settlement Agreement* I have signed, then I waive formal process, further notice, my right to trial and, if I am on active duty in the armed forces, I also waive my rights under the Soldiers and Sailors Civil Relief Act, 50 USC App. §521. I give my consent for the Court to hear this matter as soon as possible after thirty-one days.

Should further notice be required for any reason, the notice should be mailed to me at the following address:

Defendant's name

Defendant's address

Sworn to and subscribed before me on the _____
_____ day of _____ 20____.

Defendant/Respondent, *Pro se* (Signature)

NOTARY PUBLIC