

INSTRUCTIONS FOR ACKNOWLEDGMENT OF SERVICE

- 1. Download all current administrative court forms at:
<http://gwinnettflc.atlantalegalaid.org/administrative-court-forms/>
- 2. Double check that you have signed all of your documents.
- 3. If you are not requesting a fee waiver, double check the [filing fee information on the court's website](#).
- 4. **E-file:** [Create your online account to e-file your completed/scanned documents](#). Visit <https://georgia.tylerhost.net/OfsWeb/> for more information.

OR

E-file at the self-help kiosk . Go to the Clerk of Superior Court to scan and upload your documents.

- 5. Once your case has been accepted, print a copy of all the clerk-stamped forms and deliver them to the Gwinnett County Sheriff/Civil Processing Unit. You must pay separately for their service of Summons, which is \$50 if you have not obtained a fee waiver.
- 6. Send the Acknowledgment of Service (completed with your case number) and a copy of all the clerk-stamped to the opposing party.
- 7. 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.
- 8. E-file the scanned Acknowledgment of Service or file at the self-help kiosk at the courthouse.
- 9. 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

Can't serve the other party voluntary acknowledgment? [Visit our filing and service instructions page for more options.](#)