

**IMPORTANT! USE THIS FORM ONLY IF YOU DO NOT KNOW
WHERE THE RESPONDENT IS.**

INSTRUCTIONS FOR SERVICE BY PUBLICATION

If you do not know where the Respondent resides, you must serve the Respondent by publishing a notice in the legal organ for the county of the respondent's last known address. The legal organ is the newspaper that publishes legal notice for a particular county.

To do this you must complete the following steps:

1. Prepare your petition. Make sure that you state in your petition that it is being served by publication.
2. Make a diligent effort to locate Respondent.
3. Complete the Affidavit of diligent search form indicating you have made a diligent effort to locate Respondent.
4. Complete the Notice of Publication form.
5. Complete the top portion of the Order for Service by Publication. The Judge will sign the bottom portion if the Order is granted. In addition to the normal filing fee, you must also pay a publication fee. Please check with the Clerk of the Superior Court to get the fee amount.

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____, Petitioner, *
v. * Civil Action Case Number:
_____, Respondent. * _____
*
*

MOTION FOR SERVICE BY PUBLICATION

Comes plaintiff, and moves the Court for an order directing that service on the defendant be made by publication upon the grounds that he/she cannot, after due diligence, be found within the state, as more fully appears from the affidavit filed herewith and attached hereto.

This ___ day of _____, 20___

Petitioner, Pro se (Signature)

Print Name: _____

Address: _____

Email Address: _____

Telephone No.: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____, Petitioner, *
v. * Civil Action Case Number:
_____, Respondent. * _____
*
*

AFFIDAVIT OF DILIGENT SEARCH

I am the Petitioner in this case. I am filing this Affidavit of Diligent Search under O.C.G.A. §9-11-4(f)(1)(A).

I hereby swear and affirm, before a notary public, that the following information is true:

A diligent search has been made, and the Respondent cannot be found within the State. I do not know where the Respondent lives or where the Respondent can be found.

The last known address and telephone number I have for the Respondent is:

To the best of my knowledge, the Respondent still lived at that address as of:

_____ (date), but no longer lives there.

I have made the following efforts to find the Respondent:

1. Checked with Respondent's friends, relatives, employers, landlords or others I have listed below:

(a) Name of Person Contacted: _____

Contact's Relationship with Respondent _____

Address & phone number _____ Date I

contacted this person: _____ Results of

Contact/What they told me: _____

(b) Name of Person Contacted: _____
Contact's Relationship with Respondent _____
Address & phone number _____ Date _____
I contacted this person: _____ Results of
Contact/What they told me: _____

(c) Name of Person Contacted: _____
Contact's Relationship with Respondent _____
Address & phone number _____ Date _____
I contacted this person: _____ Results of
Contact/What they told me: _____

2. Checked telephone information and directories, with the following results:

3. Service attempted at the Respondent's last known residence OR the Respondent's last known place of employment, which was at the following address: _____

4. The following other efforts, with the following results: _____

Petitioner (Sign in front of the Notary)

Print Name

Sworn to and subscribed before me,
this ____ day of _____, 20____.

NOTARY PUBLIC My Commission expires: _____

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____,)
Plaintiff,)
)
v.) Civil Action No. _____
)
_____,)
Defendant.)

NOTICE OF SUMMONS—SERVICE BY PUBLICATION

TO: _____, Defendant Named Above:
You are hereby notified that the above-styled action seeking

_____ [state the relief sought]
was filed against you in said court on _____, 20____, and that by reason of an
order for service of summons by publication entered by the court on _____, 20____
you are hereby commanded and required to file with the clerk of said court and serve
upon _____, plaintiff, whose address is _____,
an answer to the complaint within sixty (60) days of the date of the order for service by
publication. If you fail to do so, judgment by default will be taken against you for the
relief demanded in the complaint.

Witness the Honorable _____, Judge of said Court.

This the _____ day of _____, 20____.

Clerk of Superior Court
_____, County

IN THE SUPERIOR COURT OF _____ COUNTY
STATE OF GEORGIA

_____, Petitioner, *
v. * Civil Action Case Number:
_____, Respondent. * _____
*

ORDER FOR SERVICE BY PUBLICATION

Plaintiff having moved the Court for an order directing service to be made upon defendant _____ in the above-styled action by publication of summons, and it appearing to the Court from the verified Complaint and Affidavit in support of such motion that defendant is a nonresident or otherwise located and that the action is an action in which a defendant may be served by publication, it is ORDERED, that service upon _____ be made by publication as provided by law.

SO ORDERED this _____ day of _____, 20____.

Hon. _____
Judge, Brunswick Judicial Circuit