

PROCEDURE FOR FOREIGN JUDGMENT

1. Filing fee same sums as in civil cases.
2. One authenticated copy of the foreign judgment, plus a copy of foreign judgment for service on defendant, are filed with the clerk with payment of cost.
3. An affidavit of the plaintiff's (Judgment Creditor) attorney, plus a copy of said affidavit for service on defendant, are filed at the same time showing the name and last known post office address of the defendant (Judgment Debtor) along with an envelope addressed to the defendant (Judgment Debtor).
4. The State Court Filing Desk Clerk shall promptly mail one copy of all documents (Notice of filing of the Foreign Judgment) to the defendant (Judgment Debtor) in the envelope provided. The Filing Desk Clerk will also stamp the Domestication suit showing that the notice was actually mailed. [NOTE: Filing Desk Supervisor keeps the particular stamp for this purpose.]
5. If the plaintiff (Judgment Creditor) has a Fi. Fa., it shall be stamped and signed showing that the judgment has been domesticated in this court and court clerk shall date and sign the notation.
6. If there is no existing Fi. Fa., one will be issued from this court with the original case number, date and court of the original issue noted in the upper right-hand corner of the new Fi. Fa.
7. The Docket Clerk will docket the fact that the Judge's order for domestication has issued and that the defendant was mailed notice of filing.
8. The plaintiff (Judgment Creditor) may then take the Fi. Fa. to Superior Court and have it recorded and filed there, cost to be paid by plaintiff (Judgment Creditor).
9. If execution in this county is desired, the Marshal's fee for enforcement proceedings/levy shall be as otherwise provided by law for judgments of the court of this State.