



STATE & MAGISTRATE COURT
SELF-HELP CENTER

GENERAL DEPARTMENT INFORMATION

State Court Civil

State Court Criminal

State Court Jury Division

State Court Traffic Division

State/Magistrate Court Garnishments Division

Magistrate Criminal Warrants

Magistrate Small Claims Division

Magistrate Landlord and Tenant Division

Fulton County Justice Center Tower
State & Magistrate Court
Self-Help Center
185 Central Avenue, SW
TG 300
Atlanta, Georgia 30303
(404) 613-4116

Website (forms):
www.georgiacourts.org/state/fulton

Magistrate Court Landlord and Tenant Division

185 Central Avenue, SW
TG400
Atlanta, Georgia 30303
(404) 613-5077
M—F 8:30AM to 5:00PM

The Magistrate Court Landlord and Tenant Division is also called the Dispossession Division. A dispossession is an action taken to evict a person from an apartment, house, condominium or room he/she is renting. There are 3 grounds upon which a dispossession may be filed:

- * The tenant fails to pay rent that is due.
- * The tenant is holding over beyond the term of the lease.
- * The tenant is at sufferance following a foreclosure sale.

Filing Service Centers

There are 3 locations in which to file your civil suits, which are listed below:

Justice Center Tower

185 Central Avenue, SW
Atlanta, Georgia 30303
(404) 613-5045

North Fulton Service Center

7741 Roswell Road, Room 231
Atlanta, Georgia 30350
(404) 613-7640

South Fulton Service Center

5600 Stonewall Tell Road, Room 213
College Park, Georgia 30349
(404) 612-3014

Magistrate Court Criminal Warrants

160 Pryor Street, SW
J135
Atlanta, Georgia 30303
(404) 613-4752
M—F 8:30AM to 5:00PM

Basic Requirements for a Criminal Warrants

- * The crime has to be committed with Fulton County.
- * Person applying for an affidavit has to be at least 17 years of age.
- * Full name, valid mailing address and description of person being accused.
- * Person applying for an affidavit must present picture identification.
- * Estimates or receipts needed for cases involving damaged property.
- * Return receipt cards or undelivered certified letters needed for cases involving insufficient funds checks and theft by conversion.
- * Police reports may be required at the discretion of the Judge.
- * There is a \$10 fee to process each application. Fees are **NOT** payable by check.

Basic Requirements for an
Abandonment Warrant

- * Custodial parent and child must be residents of Fulton County.
- * Custodial parent applying for an affidavit has to be at least 17 years of age.
- * Full name, valid mailing address and description of non-custodial parent.
- * Person applying for an affidavit must present picture identification.
- * Custodial parent must not have received any monies from the non-custodial parent **within the last 30 days**.
- * **NO FEE** required to process application.

State/Magistrate Court Garnishment Division

185 Central Avenue, SW
TG900
Atlanta, Georgia 30303
(404) 613-5030
M—F 8:30AM to 5:00PM

A garnishment is a proceeding filed against the employer of a debtor/defendant. The employer is required to turn over to the court any money or other property that they may have in their possession belonging to the debtor/defendant. The plaintiff must have a judgment against the defendant before a garnishment can be filed. A judgment is valid for seven years. It can be renewed every seven years by the plaintiff having the sheriffs or marshals attempt to levy on property.

Filing Fees are as follows:

- * Garnishments with 1 Defendant & 1 Garnishee w/ no Service \$ 242.50
- * Marshal Service Fee 1st Service \$ 13.00
- * Marshal Service Fee each additional Service \$ 6.00
- * Each Additional Party \$ 8.00
- * Additional Garnishees after original filing \$ 25.00

Magistrate Court Small Claims Division

185 Central Avenue, SW
TG700
Atlanta, Georgia 30303
(404) 613-5045
M—F 8:30AM to 5:00PM

The Magistrate Court Small Claims Division handles monetary claims of \$15,000 or less. The Magistrate Court holds an informal trial to listen to and decide each case. Any person or business may be sued. In the Small Claims Division there is a general information booklet that can be obtained to give you detailed informational instructions. There are 3 locations in which to file your civil suit, which are listed at the end of this brochure.

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