

COURT OF DEKALB COUNTY

DeKalb Courthouse - Civil Division

556 N. McDonough Street, Room 230

Decatur, GA 30030

404-371-2261

CASE # _____

PLAINTIFF'S NAME/ADDRESS/PHONE/EMAIL

V.

DEFENDANT'S NAME & ADDRESS

PLAINTIFF'S ATTORNEY NAME/ADDRESS/PHONE/EMAIL

1. Defendant is in possession as tenant of the premises at the address in DeKalb County as stated above.
2. Affiant is the Owner Attorney Agent Tenant and owner of said premises.
3. Defendant fails to pay the rent which is now past due;
 holds the premises over and beyond the term for which they were rented or leased to him;
 is a tenant at sufferance;
 other grounds: _____
4. Plaintiff desires and has demanded possession of the premises.
5. Defendant has failed and refused to deliver possession of the premises.

WHEREFORE, Plaintiff DEMANDS

- (a) Possession of the premises.
- (b) Past due rent of \$ _____ for the month(s) _____
- (c) Rent accruing up to the date of judgement of vacancy at the rate of \$ _____ per _____
- (d) Other: _____

By affixing this electronic verification, oath, or affidavit to the pleading(s) submitted to the court and attaching my electronic signature hereon, I do hereby swear or affirm that the statements set forth in the above pleading(s) are true and correct.

PLAINTIFF(S) or AFFIANT

DATE

PHONE NUMBER / EMAIL ADDRESS

SUMMONS

TO THE MARSHAL of the State Court of DeKalb County or his lawful deputies, GREETINGS:

The defendant herein is hereby commanded and required personally or by attorney to file with the Clerk of the State & Magistrate Court of DeKalb County, 2nd Floor, Suite 270, Administrative Tower, DeKalb County Courthouse, 556 N. McDonough St., Decatur, Georgia within seven (7) days from the date of service of the within affidavit and summons (or on the first business day thereafter if the seventh day falls on Saturday, Sunday or legal holiday) then and there to answer said affidavit either online, in writing or orally (orally means in front of a deputy clerk). If no Answer is made, a writ of possession shall issue instant. WITNESS the Honorable Chief Judge of said Court. The above affidavit was sworn to and subscribed before the undersigned Deputy Clerk by affiant as provided by O.C.G.A. § 44-7-50 and summons issues pursuant thereto.

This _____ day of _____, _____

DEPUTY CLERK, _____ Court of DeKalb County

PRIVATE PROCESS SERVER AFFIDAVIT OF SERVICE

I have served the foregoing Affidavit and Summons on the Defendant(s) by delivering a copy of same:

☐ PERSONALLY ☐ DEFENDANT NOT FOUND AT WITHIN ADDRESS ON SAID SUMMONS AND AFFIDAVIT☐ NOTORIOUSLY (NAME) _____ Age _____ Wt. _____ Ht. _____☐ TACK & MAIL. Posting a copy to the door of the premises and depositing a copy in the U.S. Mail, First Class in an envelope properly addressed after attempting personal service. Said copy containing notice to the Defendant(s) to answer at the hour and place in said summons.

DATE OF SERVICE: _____

DEFENDANT TO ANSWER ON OR BEFORE: _____

PROFESSIONAL PROCESS SERVER

NOTARY

ANSWER

To file your answer online visit www.AnswerDispo.com and enter your case number. All Answers must be electronically filed by 11:59PM on or before the last day to answer this summons. A service charge applies for online answers. No service charge applies to answers made written or orally at the courthouse.