

STATE AND MAGISTRATE COURTS OF DEKALB COUNTY

**Office of the Clerk of Court
DeKalb County Courthouse, 2nd Floor
556 N. McDonough Street
Decatur, Georgia 30030-3356
(404) 371-2261**

R. Javoyne Hicks
Clerk

Mary B. Bell
Chief Deputy

NOTICE TO FILERS

As of January 1, 2019, Senate Bill 407 (SB 407) mandates civil electronic filing into all State Courts in Georgia. All civil cases must be initiated electronically and all subsequent filings should also be electronic. There is a \$19.00 fee per case per party and no additional filing fees after 10 documents.

The bill provides that litigants can file remotely at <https://georgia.tylerhost.net/ofsw eb> or for free in Clerk R. Javoyne Hicks' Office at a PAT (Public Access Terminal) on the second floor of the courthouse located at 556 North McDonough Street, Decatur, GA 30030, Monday thru Friday, 8:30 AM to 5:00 PM.

Self-represented litigants who are unable to e-file may continue to mail in their filings and the court will file them electronically on your behalf.

Electronic submissions of confidential documents must be accompanied by a signed court order authorizing the sealing of those documents.

Filers must maintain the original document and make such document available upon reasonable notice for inspection by another party or the court.

If you have any questions or concerns regarding the Civil e-File process, please contact the DeKalb State & Magistrate Court Clerk's Office at 404-371-2261.