

INSTRUCTIONS FOR SERVICE BY SHERIFF OUTSIDE OF GWINNETT COUNTY OR OUT OF STATE

- 1. **Efile from the courthouse or from home.** For more details, visit:
<http://gwinnettflc.atlantalegalaid.org/how-to-efile/>.
- 2. Once your case has been accepted, print a copy of all the date-stamped forms. Print two copies of the accepted forms with the clerk's stamp on them. Keep one copy for your records.
- 3. Ask the court clerk's office to stamp the other copy "second original." The clerk will know what you mean.
- 4. Contact the sheriff of the county in which the other party is to be served and determine that office's requirements for payment to serve civil papers.
- 5. Send the copy stamped "second original" to the sheriff of that county together with whatever payment may be necessary, a stamped, self-addressed envelope and a cover letter stating the name of the other party and setting out the address at which the other party may be served.
- 6. Once the sheriff serves the papers on the other party, they will mail you the confirmation, or "entry of service."
- 7. You must take the sheriff's entry of service form and efile it at the courthouse or from home.
- 8. Wait for notice of a court date or request for additional information from the court or from the other side.

Courthouse Information

Gwinnett Justice and Administration Center
ATTN: Clerk of Superior Court
75 Langley Drive
Lawrenceville, GA 30046
Tel: (770) 822-8100

Efile Information

<http://www.odysseyefilega.com/>