

IMPORTANT NOTE ABOUT THIS FORM

Use this form if you and the other party have signed and notarized a *Settlement Agreement*.

HELPFUL HINTS

“Plaintiff/Petitioner”: The first and last name of the person who is filing this action

“Defendant/Respondent”: The other party’s first and last name

“Case Number”: Leave this field blank if you are preparing to file a new case

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

Plaintiff/Petitioner,

v.

Defendant/Respondent.

Civil Action

File No.: _____

ACKNOWLEDGMENT OF SERVICE, CONSENT TO JURISDICTION AND VENUE,

I am the Defendant/Respondent in this case. I hereby acknowledge that the Plaintiff/Petitioner provided me a copy of the *Summons* and Complaint/Petition for

Name of Complaint or Petition

and the following other documents:

I am the Defendant/Respondent in this case. I hereby consent to both jurisdiction and venue as they are stated in the *Complaint/Petition*, and therefore waive formal process of these proceedings. If I am on active duty in the armed forces, I also waive my rights under the Soldiers and Sailors Civil Relief Act, 50 USC App. §521.

Further notice should be mailed to me at the following address:

Sworn to and subscribed before me on the _____
_____ day of _____ 20____.

Defendant/Respondent, *Pro se* (Signature)

NOTARY PUBLIC