

PUBLICATION PACKET

Complete these forms if you cannot locate the other party, and you are asking the court for permission to legally notify the other party by publication of your Complaint or Petition in the local newspaper.

HELPFUL HINTS:

“Plaintiff” or “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

Your search for the other party should include, but is not limited to:

- checking the telephone book and directory assistance in the area where you live;
- checking the telephone book and directory assistance in the area where the Defendant is last known to have lived;
- asking friends and relatives who might know the location of the missing Defendant;
- checking the post office for any forwarding address of the missing Defendant;
- checking records of the tax collector and property assessor to see if the missing Defendant owns property;
- contacting past employers;
- contacting the department of motor vehicles for registrations in the name of the missing Defendant;
- It is not necessary for you to pay a private detective to try to find a missing Defendant, but you should check any possible sources, including internet websites, that might lead to a current address.

IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

<hr/> <p style="text-align: center;">Plaintiff,</p> <p>v.</p> <hr/> <p style="text-align: center;">Defendant.</p>		<p>Civil Action File No.: <hr/></p>
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AFFIDAVIT OF DILIGENT SEARCH

I am the Plaintiff in this case. I am filing this *Affidavit of Diligent Search* under OCGA § 9-11-4 (f)(1)(A). I hereby swear or affirm, before a notary public, that the following information is true:

1.

A diligent search has been made, and the Defendant/Respondent cannot be found within the State of Georgia. I do not know where the Defendant/Respondent lives or where the Defendant can be found.

2.

The last known address and telephone number I have for the Defendant is:

Telephone Number:

The Defendant/Respondent no longer lives at this address. To the best of my

knowledge, he/she last lived at this address on (date)

3.

I have made the following efforts to find the Defendant/Respondent:

☐ (a) Checking with the Defendant/Respondent's friends, relatives, employers, landlords or others I have listed below:

(1) Name of Person Contacted: _____

Contact's Relationship with Defendant/Respondent: _____

Contact's Address: _____

Contact's Phone Number: _____

Date I contacted this person: _____

Results of Contact / What They Told Me:

(2) Name of Person Contacted: _____

Contact's Relationship with Defendant/Respondent: _____

Contact's Address: _____

Contact's Phone Number: _____

Date I contacted this person: _____

Results of Contact / What They Told Me:

(3) Name of Person Contacted: _____

Contact's Relationship with Defendant/Respondent: _____

Contact's Address: _____

Contact's Phone Number: _____

Date I contacted this person: _____

Results of Contact / What They Told Me:

(4) Name of Person Contacted: _____

Contact's Relationship with Defendant/Respondent: _____

Contact's Address: _____

Contact's Phone Number: _____

Date I contacted this person: _____

Results of Contact / What They Told Me:

☐ (b) Checking telephone information and directories, with the following results:

☐ (c) Attempted sheriff, marshal or private process service at the Defendant's ☐ last known residence OR the Defendant's ☐ last known place of employment, which was at the following address:

☐ (d) The following Internet web searches with the following results:

Website	Results
<input type="checkbox"/> www.gwinnettcourts.com	_____
<input type="checkbox"/> www.gwinnettcountysheriff.com/Docket Book.htm	_____

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | http://sos.ga.gov/mvp | _____ |
| <input type="checkbox"/> | www.dcor.state.ga.us/GDC/OffenderQuery/jsp/OffQryForm.jsp | _____ |
| <input type="checkbox"/> | http://ssdi.rootsweb.ancestry.com | _____ |
| <input type="checkbox"/> | www.superpages.com | _____ |
| <input type="checkbox"/> | www.whitepages.com | _____ |
| <input type="checkbox"/> | www.zabasearch.com | _____ |
| <input type="checkbox"/> | http://mycarepack.com/index.aspx | _____ |
| <input type="checkbox"/> | http://www.facebook.com | _____ |
| <input type="checkbox"/> | http://www.instagram.com | _____ |
| <input type="checkbox"/> | http://www.twitter.com | _____ |
| <input type="checkbox"/> | Other website(s): _____ | _____ |

 Plaintiff/Petitioner, *pro se* (Sign here before notary.)

Subscribed and sworn before me on

_____, 20____.

 Notary Public

SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA

<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 10px;"></div> <div style="text-align: center; padding: 10px 0;">Plaintiff,</div> <div style="text-align: center; padding: 10px 0;">v.</div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-top: 10px;"></div> <div style="text-align: center; padding: 10px 0;">Defendant.</div>	<div>Civil Action File No.: <div style="border-bottom: 1px solid black; width: 200px; display: inline-block;"></div></div>
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MOTION FOR SERVICE BY PUBLICATION

I am the Plaintiff/Petitioner and I am representing myself in this action.
Pursuant to O.C.G.A. §9-11-4(f)(1)(A), I am requesting an order directing service to be made upon the Defendant/Respondent by publication of summons on the grounds set forth in the attached *Affidavit of Diligent Search*.

Dated:

☐ Plaintiff/Petitioner *Pro se [signature]*

Name:

Address:

City, State ZIP

Phone:

Email:

**IN THE SUPERIOR COURT OF GWINNETT COUNTY
STATE OF GEORGIA**

CIVIL ACTION NO. _____

SERVICE BY PUBLICATION DATES:

PLAINTIFF

VS

DEFENDANT

NAME OF PARTY TO BE SERVED:

ORDER OF PUBLICATION

It appearing by Affidavit, that the above named defendant on whom service is to be made in this case resides out of the State or has departed from the State, or cannot after due diligence, be found within the State, or conceals (him) (her)self to avoid service of the Summons, and it further appearing, either by Affidavit or by verified Complaint on file, that a claim exists against the defendant in respect to whom service is to be made, and that (he) (she) is a necessary or proper party to the action.

IT IS HEREBY CONSIDERED, ORDERED AND DECREED THAT: Service be made by publication as provided by law.

SO ORDERED this ____ day of _____, 20____.

Judge, Gwinnett Superior Court
Gwinnett County, Georgia

RETURN OF SERVICE

I hereby certify that a Notice in the Manner and form prescribed in the foregoing Order was published, and that I have enclosed, directed, stamped and mailed a copy of said Notice together with a copy of the Order for Service by Publication and Complaint (if any), to the above named defendant.

This the ____ day of _____, 20____.

Tiana Garner,
Clerk of Superior Court

By: _____
Deputy Clerk – Gwinnett Superior Court

ORDER PERFECTING SERVICE

It appearing to the Court that Service upon the above named party has been perfected by publication of notice on the above stated dates in the legal organ of this County, and by enclosing, directing, stamping, and mailing a copy of the notice together with a copy of the order for Publication and the Complaint (if any) to said defendant at (his) (her) last known address.

IT IS HEREBY ORDERED that said service by publication be, and is approved.

Judge, Gwinnett Superior Court

PUBLICATION DATES OK: This ____ day of _____, 20____.

Tiana Garner,
Clerk of Superior Court

Deputy Clerk – Gwinnett Superior Court

IN THE SUPERIOR COURT OF GWINNETT COUNTY

STATE OF GEORGIA

CIVIL ACTION NO. _____

Plaintiff

Defendant

To: _____

NOTICE OF PUBLICATION

By order for service by publication dated_____, 20____, you are hereby notified that
on the _____ day of _____, 20____, _____ filed suit against
you for_____.

You are required to file with the Clerk of the Superior Court, and serve upon plaintiff's attorney,

an answer in writing within sixty (60) days of the date of the order for publication.

This the _____ day of _____, 20_____.

WITNESS, the Honorable _____, Judge of this Superior Court.

Deputy Clerk, Superior Court
For: Tiana P. Garner, Clerk
PO Box 880
Lawrenceville GA 30046