

IMPORTANT NOTE ABOUT THIS FORM

Use this form if the other party knows you are filing your case, and will not need to have official service completed by a Sheriff deputy.

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.

Civil Action
File No.: _____

Defendant/Respondent.

ACKNOWLEDGMENT OF SERVICE

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

Title of Complaint or Petition

I was also provided the following other documents:

I waive formal process, but I do not waive further notice, or my right to raise any defenses I may have in this action.

Should further notice be required for any reason, the notice should be mailed to me at the following address:

Defendant's name

Defendant's address

Defendant/Respondent, *Pro se* (Signature)

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

NOTARY PUBLIC