

**IN THE SUPERIOR/STATE COURT OF SPALDING COUNTY
STATE OF GEORGIA**

CIVIL ACTION
NUMBER _____

PLAINTIFF

VS

DEFENDANT

SUMMONS

TO THE ABOVE NAMED DEFENDANT:

You are hereby summoned and required to file the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:

an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This _____ day of _____, _____.

Clerk of Superior/State Court

BY _____
Deputy Clerk

INSTRUCTIONS: Attach addendum sheet for additional parties if needed, make notation on this sheet if addendum sheet is used.

SHERIFF'S/MARSHAL'S ENTRY OF SERVICE

SC-85-2

Civil Action No. _____

Superior Court

Magistrate Court

Date Filed _____

State Court

Probate Court

Attorney's Address _____

Juvenile Court

Georgia, _____ COUNTY

Name and Address of Party to be Served

Plaintiff

VS.

Defendant

Garnishee

SHERIFF'S/MARSHAL'S ENTRY OF SERVICE

PERSONAL

I have this day served the defendant _____ personally with a copy of the within action and summons.

NOTORIOUS

I have this day served the defendant _____ by leaving a copy of the action and summons at his most notorious place of abode in this county.

Delivered same into hands of _____ described as follows age, about _____ years; weight, about _____ pounds; height about _____ feet and _____ inches, domiciled at the residence of defendant.

CORPORATION

Served the defendant _____ a corporation by leaving a copy of the within action and summons with _____ in charge of the office and place of doing business of said Corporation in this county.

TACK & MAIL
NON EST

I have this day served the above styled affidavit and summons on the defendant(s) by posting a copy of the same to the door of the premises designated in said affidavit, and on the same day of such posting by depositing a true copy of same in the United States Mail, First Class in an envelope properly addressed to the defendant(s) at the address shown in said summons, with adequate postage affixed thereon containing notice to the defendant(s) to answer said summons at the place stated in the summons.

Diligent Search made and defendant _____ not to be found in the jurisdiction of this Court.

This _____ day of _____, 20 _____.

DEPUTY

SHERIFF/MARSHAL DOCKET _____ PAGE _____

STATE OF GEORGIA,
COUNTY OF SPALDING.

WITNESS SUBPOENA

TO: CIVIL ACTION;

YOU ARE HEREBY COMMANDED, that laying all other business aside you be and appear at the SPALDING County Superior Court, located at the SPALDING County Courthouse, 132 E. Solomon Street, Griffin, Georgia 30224, at 9:00 A.M. on _____, 2019, to be sworn as a witness for the Plaintiff/Defendant in the case of

You are required to attend from day to day and from time to time until the matter is disposed of.

HEREIN FAIL NOT, under the penalty of law by authority of CHRISTOPHER C. EDWARDS, W. FLETCHER SAMS, R. MACK CRAWFORD and SCOTT L.BALLARD, Judges of said court, this day of _____, 2019.

Any Questions Contact:

DEBBIE L. BROOKS,
CLERK OF SUPERIOR COURT

Attorney for _____

Subpoena Issued by Attorney of Record for

RETURN OF SERVICE

I served the within witness _____ with this subpoena on _____ at ___ am/pm by ___ delivering to him/her in person, or by ___ registered or certified mail.

“Pursuant to OCGA 24-13-21(c-h), this subpoena form is being provided to the attorney of record and shall be complete prior to service upon the witness. If an individual misuses a subpoena, her or she shall be subject to punishment for contempt of court and shall be punished by a fine of not more than \$300.00 or not more than 20 days imprisonment, or both. A witness may contact the Clerk of Court’s office to verify this subpoena was issued for a valid case.”

SUBPOENA FOR THE PRODUCTION OF EVIDENCE

STATE OF GEORGIA

SPALDING COUNTY

TO:

You are hereby required to be and appear at the Spalding County State/Superior Court before _____, Judge of Spalding County State/Superior Court, in the located in the Spalding County Courthouse, located at 132 E. Solomon St. Griffin, GA 30223 at _____ am] on the day of _____, 2018, and bring with you into said Court certain

_____ to be used as evidence by _____ in a certain case pending in said Court between _____ Plaintiff vs _____ Defendant

Case No,

The following are hereby subpoenaed: _____

Herein fail not, under penalty of the law.

Witness, Honorable _____, Judge of said Court

This _____ day of _____, 2019.

If you have questions contact Attorney for Plaintiff

Debbie L. Brooks,
Clerk of State Court Spalding County

, Attorney for Plaintiff
GA Bar No.