

Office of the Clerk  
**Sheila Studdard**  
Clerk of Superior Court  
Fayette County, Georgia

NOTICE TO PRO SE LITIGANTS

You are about to file a petition for a civil legal action **pro se**, that is, representing yourself without the benefit of an attorney's training and experience. The procedure of filing a civil action is not a simple matter. Depending on the civil action, the law requires certain steps be followed, certain papers be filed, and certain evidence be presented to the Court in order to authorize a court to decide a pending matter. Therefore, although you have the right to represent yourself, we strongly urge you to consult with an attorney in this or any matter.

If you represent yourself, you alone are responsible for knowing and following the correct procedures. If you fail to follow the correct procedures, your case may be dismissed by the Court. In that event, the fees you paid to file your case with the Court will be forfeited. The Office of the Clerk of Courts is an administrative office charged with the duties of receiving, filing and maintaining papers required to be filed with the Court, recording judgments, and maintaining indexes. No member of this office is qualified or licensed to practice law. State law forbids any person other than a duly licensed attorney at law to render or furnish legal services or advice. Therefore, no one in this office will be able to answer any questions you may have regarding the correct procedures to follow. If you are uncertain of the procedures to follow, you should not file your papers until you have resolved those uncertainties.

Thank you for your attention to this matter.

Agencies that may be able to offer assistance:

Georgia Legal Services Program	1-800-822-5391 1-800-498-9469 404-894-7707
Atlanta Volunteer Lawyers Foundation	(404) 521-0790
Atlanta Legal Aid Society South Fulton/Clayton Linea en Español	(404) 669-0233 (404) 377-5381

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