

GENERAL INSTRUCTIONS

Before filing your first civil action in Magistrate Court, you may want to visit the Council of Magistrate Court Judges' website at www.georgiamagistratecouncil.com. Our site offers many tools that will assist you in understanding how our court system operates. There are numerous videos that explain each step of the process. There is also a variety of forms that you can download, some of which are fill-able. You may wish to utilize our Forms Generator, which is a system that will guide you through a series of questions to create a free, customized form that you can file in Magistrate Court.

Civil actions, in most cases, must be filed in the county where the Defendant (the person that you are planning to sue) lives. There is a Court Directory that will provide the address and phone number of the Magistrate Court in each of Georgia's 159 counties. Some Courts are equipped to receive e-filing or a filing may be made through www.ncourt.com.

Magistrate Court personnel, including the Judges, are prohibited from providing any legal advice to either party. We can, however, answer questions about filing and procedures. You may want to contact the court where you will be filing to check on the amount of the filing fee and the requirements for filing.