
CHECKLIST FOR FILING MAGISTRATE COURT CLAIMS

- Determine the County of residence of the Defendant - the venue.
- Determine the place of employment of the defendant. In the event the Defendant works in his/her county of residence, service of the claim may be made at the place of employment if it cannot be accomplished at defendant's residence.
- Magistrate Court of Liberty County filing fee is \$99.00, and \$50.00 for each additional Sheriff's Service.
- Gather the documents you will need to prove your case in the event the defendant files an answer and denies the claim.
- Notify the defendant that you will be filing a claim against him/her if they do not pay.
- Complete the sheriff entry of service form. Complete the claim form, and have your signature notarized, attach a copy of your contract or any supporting documents, include your filing fee, which can be paid in the form a Money Order, Cashier's Check, Cash, or Credit Card.
- When your sheriff entry of service form is returned, calendar the default date so that you will know when to check with the court about a default judgment.
- When you receive judgment, immediately begin your collection efforts. Consider a continuing garnishment of the defendant's wages or a one shot garnishment of his or her bank account. All information must be provided to the Clerk for processing.
- IF YOU RECEIVE A BANKRUPTCY NOTICE STOP ALL COLLECTION EFFORTS! If the bankruptcy is a Chapter 13, file a proof of Claim. If it is an asset Chapter 7, file a Proof of Claim with Bankruptcy Court.
- Mail all correspondences to the Liberty County Clerk of Courts Office
201 South Main Street, Suite 1200
Hinesville, GA 31313
(912) 876-3625

Optional: Statement of Claims may be electronically filed on www.libertyco.com for an additional \$15.00 convenience fee.