



**ROCKDALE COUNTY
SUPERIOR AND STATE COURT CLERK
www.RockdaleClerk.Com**

Civil Action # _____

Plaintiff(s)

Vs.

Defendant(s)

NOTICE TO PRO SE LITIGANTS

You are about to file a petition pro se, that is representing yourself without the benefit of an attorney's training and experience. The procedure for a case is not a simple matter. The law requires certain steps to be followed in order to authorize a court to grant a decision in a civil lawsuit. Therefore, although you have the right to represent yourself, we strongly urge you to consult with an attorney in this matter. If there is any question in your mind concerning this form, the use of this form or your legal rights, it is strongly recommended that the services of an attorney be obtained. If you do not know an attorney, you should contact your local Bar Association. If you are unable to afford the services of an attorney, you should contact the following organizations to see if you are eligible for their services:

www.justia.com/lawyers/georgia/rockdale-county/legal-aid-and-pro-bono-services

If you represent yourself, you alone are responsible for knowing and following the correct procedures. If you fail to follow the correct procedures, the Court may dismiss your case. In that event, the fees you paid to file the papers will be lost. The office of the Clerk of Superior and State Courts is an administrative office charged with the duties of receiving and filing 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. The judges of the Superior and State Courts must remain impartial, and also may not practice law. If you are uncertain of the procedures to follow, you should not file your papers until you have resolved those uncertainties.

If you intend to file a petition without the benefit of any attorney's representation, you must answer, under oath the questions on the attached page, which are required under court order.

Thank you for your attention to this matter.

1. Does an attorney at law represent you in connection with this matter, even if his/her name does not appear on the pleadings? Yes / No
2. Did any person assist you in the preparation and/or typing of these pleadings? Yes / No
3. If the answer to question number 2 is yes, what is the name, address, and telephone number of each person who assisted you in the preparation and/or typing of these pleadings?

Name: _____

Name: _____

Address: _____

Address: _____

City, State: _____

City, State: _____

Telephone: _____

Telephone: _____

4. Did you pay a fee or any form of compensation to any of the people named above? Yes / No
If so, how much? _____ To whom? _____.

I hereby swear and affirm that the answers given to the above questions are true and correct.

Plaintiff's Signature
PRO SE IDENTIFICATION REQUIRED TO FILE

Plaintiff's Address

Defendant's Address

City, State Zip

City, State Zip

Plaintiff's Phone Number

Defendant's Phone Number

Plaintiff's Email Address

Defendant's Email Address

Sworn to and subscribed before me

This _____ day of _____ 20 _____

Notary Public