

**NEWTON COUNTY SUPERIOR COURT
LINDA D. HAYS
CLERK OF SUPERIOR COURT
1132 USHER STREET
COVINGTON, GA. 30014**

NOTICE TO PRO SE LITIGANTS

The office of the Clerk of Superior Court is an administrative office charged with the duties of receiving and filing papers required by this court circuit, recording judgments, and maintaining indices. 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 question you may have regarding the correct procedures to follow, nor can we furnish any legal forms necessary in filing your case.

The law requires certain steps be followed, certain papers to be filed, and certain evidence to be presented.

If you plan to 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.

If you are uncertain of the procedures to follow, we strongly urge you to consult with an attorney in this matter.

Your case number and judge assignment will be issued after you have filed. Call our office the day after filing, 770-784-2035, to obtain this information.

You will need to complete and file a Request for Hearing form AFTER the other party has been served and the 30 day response time for an answer to be filed has elapsed.

A hearing date will be set by the judge's office assigned to your case.