

IN THE MAGISTRATE COURT OF FULTON COUNTY  
STATE OF GEORGIA



IN RE: SMALL CLAIMS SERVICE OF PROCESS

File No. 2021-EX-001144

**STANDING ORDER FOR SERVICE OF PROCESS IN SMALL CLAIMS CASES**

In order to promote judicial efficiency and to ensure the timely movement and resolution of small claims cases through the judicial process, the Magistrate Court of Fulton County adopts the following procedure, effective July 1, 2021.

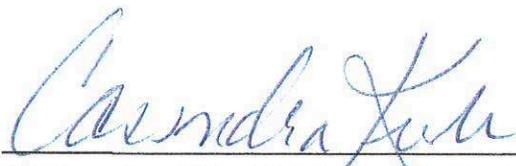
Service of process in all civil cases shall be accomplished within ninety (90) days of the filing of the Statement of Claim. Plaintiffs shall e-file the Affidavit/Proof of Service in each case within ten (10) days of perfecting service.

If the Plaintiff is unable to perfect service within this time period, or e-file proof of service within ten (10) days as directed, it is Plaintiff's sole responsibility to petition the Court for an extension of time. The Court will grant extensions only for good cause shown and for no more than a 30-day period.

If service of process has not been perfected and proof of service has not been e-filed within these time periods, and Plaintiff has not filed a request for an extension of time, the case shall be subject to administrative dismissal without prejudice without further notice.

**This Order shall be effective for all cases filed after July 1, 2021.**

SO ORDERED, this 16 day of June, 2021.

  
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Cassandra Kirk, Chief Magistrate Judge  
Magistrate Court of Fulton County