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→ Self Help Forms

Civil Action Filing Fee **$216.00**

Sheriff Service Fee **$50.00**

Total: **$266.00**

NOTICE TO PRO-SE LAWSUIT LITIGANTS

To: Pro-Se Litigants

At this point, I assume that you have decided to file a legal document in the Hart County Clerk of Superior Court Office. You would be filing a petition as a Pro-Se litigant & you have decided not to seek the advice of an attorney. The procedure for filing a lawsuit is not a simple matter. The law requires certain steps to be followed, certain papers to be filed, and certain evidence to be presented.

You have been given this letter and asked to read it and carefully decided about going forward without an attorney.

If you are going to represent yourself, **YOU ALONE** are responsible for knowing and following the correct court procedures.

The Office of the Clerk of Court 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 service 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 Court must remain impartial and may not practice law. Therefore, neither judges nor any member of their staffs will be able to answer any questions you may have regarding the correct procedures to follow.

If you are uncertain of the procedures to follow, you should consult with an attorney.

***REMEMBER, THE CLERK'S OFFICE STAFF CANNOT GIVE YOU ANY ADVICE!**

Thank you for your attention to this matter.

Sincerely,
Frankie Gray
Hart County Clerk of Superior Court

Once the documents appear in order and ready to file stamp, then you will be asked to initial out beside the below questions on this letter.

1. I am aware that I am filing this civil case as a Pro-Se litigant, meaning I do not have an attorney. _____
2. I understand that I am acting as my own attorney. _____
3. I understand that the Clerk of Superior Court and his staff member CANNOT GIVE ME ANY LEGAL ADVICE or help in any way. _____
4. I have not been given any legal advice by anyone in the Clerk of Superior Court Office. _____

Answer these next two questions ONLY if filing a TPO

5. I understand that if I do not have a proper address for the respondent, then the T.P.O. will not be served. _____
6. I understand that if the address I give is in another county, then the T.P.O. may be dismissed or transferred to the correct jurisdiction. _____

I consent that I have read or had this letter read to me and I understand said letter I have on my own accord read the above questions and have initialed out beside all questions. I have to the best of my knowledge provided the Clerk's Office with all the documents that I need to file this case.

I have been given a letter about filing as a Pro-Se litigant by a staff member.

_____ Petitioner (Sign)

_____ (Print Name)

Date: _____

I have advised the Pro Se Litigant of this letter and have asked them to read the letter and the questions. If they agree with the questions, the petitioner is to initial out beside said questions.

_____ Clerk's Office Employee