

GEORGIA - STATE COURT OF FULTON COUNTY

Civil Division

COMMON FAQs:

1. Will my eFileGA user ID work?

No, you will need a File & ServeXpress User ID and Password. If your firm is already registered with FSX, your firm administrator can add you to the firm account. Otherwise, you will need to register. Our registration page can be found at: <https://www.fileandservexpress.com/register/>

2. What is the filing deadline?

11:59 P.M. ET.

3. Is there a file size limitation?

No, there is no file size limitation.

4. What document types can I upload and attach with my filing?

Our system will take multiple document types and will convert them to a .pdf format upon upload.

5. What are the hours for the court?

Monday - Friday, 8:30 a.m. – 5:00 p.m.

6. What documents can be attached to the complaint, when filing a case?

Affidavits and Exhibits.

7. What documents are needed at the initial filing stage?

Complaint, Summons, and Case Civil Filing Form. If service is requested, please submit a Marshal's Entry Service Form.

8. Can the fees for service of a Defendant(s) be paid online?

Yes, you can pay online to have the Defendant(s) served by selecting filing codes Summons with service, or Dispossessory Summons with service requested.

9. Where can the stamp filed documents be found?

File-Stamped documents can be located on FSX within your Sent Items or by searching the Transaction ID under Track & Manage.

10. If a case is rejected and there is a statutory deadline approaching, how can the same date be kept?

Upon refiling, please include a note to the clerk to request the back date.

11. Can I file supporting documents with the Complaint, such as Summons and Case Civil Filing Form?

Yes, everything can be filed at the same time such as Complaint, Summons, and Case Civil Filing Form using separate filing codes with the same transaction.

12. Do all parties need to be listed when filing a case?

Yes, all parties must be listed at time of initial case filing.