

IN THE SUPERIOR COURT OF CRAWFORD COUNTY, GEORGIA

PRO SE AFFIDAVIT AND NOTICE TO PRO SE FILERS/LITIGANTS

1. Does an attorney at law represent you concerning this matter, even if his or 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:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone:\_\_\_\_\_

4. Did you pay a fee or any form of compensation to the person named above?

YES\_\_\_ NO\_\_\_

5. If the answer to question number 4 is yes, how much did you pay to the person named above?

\$\_\_\_\_\_ paid to:\_\_\_\_\_

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

Signature & Printed Name:\_\_\_\_\_

Address:\_\_\_\_\_

Telephone & E-mail Address:\_\_\_\_\_

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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Clerk/Deputy Clerk of Crawford County Superior Court

## NOTICE TO PRO SE FILERS/LITIGANTS

The Office of the Clerk of Superior Court is an administrative office charged with the duties of receiving filings required by this court, recording judgments, and maintaining indices. No member of this office is qualified or licensed to practice law and state law forbids any person other than a duly licensed attorney at law to render or furnish legal services or advice. **See O.C.G.A. § 15-6-52 below.**

Therefore, no one in this office will be able to answer any questions you may have regarding the correct procedures to follow during the dependency of your case.

The law requires certain steps to be followed, certain papers to be filed, and certain evidence to be presented. By representing yourself, **YOU ALONE** are solely 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 your case will be lost.

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

### O.C.G.A. § 15-6-52

- (a) Except as provided in subsection (b) of this Code section, the clerks of the superior courts are prohibited from practicing law in their own or another's name, as a partner or otherwise, in any court except in their own case.
- (b) Nothing in this Code section shall be construed to limit in any way the ability of a clerk of a superior court to serve as or offer advice in his or her role as a judge advocate or in any other military role in an active duty or reserve component of the United States Army, United States Navy, United States Marine Corps, United States Coast Guard, United States Air Force, United States Space Force, United States National Guard, Georgia National Guard, Georgia Air National Guard, Georgia Naval Militia, the Georgia State Defense Force, or in the National Guard or Air National Guard of any state or territory of the United States.

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