



**Honorable
Cathelene "Tina" Robinson
Clerk of Superior Court
136 Pryor Street, S.W.
Atlanta, Georgia 30303
(404) 612-5248
Civil and Criminal Divisions**

Clerk of Superior Court, Fulton County
Frequently Asked Questions:

CIVIL DIVISION:

1. What is the fee for filing a civil case?
2. How do I locate my civil action number?
3. Where can I obtain the forms to file a civil case?
4. How can I identify the Judge assigned to my case?
5. What is the actual date of my court hearing?
6. How can I confirm if my court records have been filed in your office?
7. Can I get documents notarized by your office?
8. Where can I get a copy of my divorce records?
9. How do I start the process of filing an adoption?
10. How do I collect for child support or modify payments?

CRIMINAL DIVISION:

1. What is the fee for filing a criminal case?

**Court Services:
Civil and Criminal
Divisions**

The Civil Division processes, files and manages all civil case information. The Criminal Division processes, files and manages all criminal case information. All filings are processed Monday-Friday by the Clerk of Superior Court's office between the hours of 8:30 a.m. – 5:00 p.m.

(404) 612-5070

2. What is the actual date of my court hearing?
3. How can I confirm the Judge assigned to my court case?
4. Who is the Public Defender assigned to my court case?
5. How can I get copies of a final disposition in a case?
6. What steps should be taken to file a criminal case against someone?
7. How do I file a warrant?
8. How do I file a restraining order against someone?
9. How can I get my records expunged?
10. What time does court start?
11. What are your office hours?

NOTE:

The Clerk of Superior Court's Office employees are prohibited from offering legal advice in any civil/criminal or additional court related matter. It is optional for customers to retain an attorney to further assist as needed in all legal matters.

Civil Answers:

1. The filing fee for all civil actions is \$213.50 for the first plaintiff and defendant. Each additional party is \$8.00. Divorce cases are filed for \$218.50 and there is also a Sheriff's service fee of \$50.00 per service.
2. Go to <http://www.fccljudicialsearch.org/> and click on civil case search. You can research using a case number or name of any party related in the case.
6. The Clerk of Superior Court Office does not provide notary services. You can get various documents notarized by the Daily Report Office, which is located at 191 Pryor Street, Atlanta, Georgia 30303 or you may call (404) 521-1227 for additional assistance.
7. For civil actions, forms can be obtained at the Law Library on the 7th Floor of 185 Central Avenue, Atlanta, Georgia 30303 or you may call (404) 612-4544 for more information. For domestic cases, forms can be obtained from the Family Division of the Office of the Fulton County Superior Court Administrator, on the 7th Floor of 185 Central Avenue, Atlanta, Georgia 30303 or contact (404) 612-4518 for additional information.
8. You may get a copy of divorce records from our office by visiting our civil records division and then paying for the total cost of each copy. You may also

write the Clerk of Superior Court Office to request a copy of your divorce records with payment included for all copies. Please be sure to include your case number for such written requests. The fee schedule and mailing address are available on the Clerk's website: www.fcclk.org.

Criminal Answers:

1. The Clerk's office can provide you with the information if it has been assigned in the computer system. Our office does not schedule court dates nor do we assign public defenders to cases. These functions are performed by the Judge's case managers and the public defender's office respectively.
3. Please contact the Public Defender's office at 55 Park Place, Atlanta, Georgia 30303 or call (404) 613-5200 for more assistance.
4. You may get a copy of a final disposition from the Clerk's office by visiting our criminal records division, and then paying for all copies requested. You may also write us requesting the records with payment included for all copies. Please be sure to include your case number for such written requests. The fee schedule and mailing address are also available on the Clerk's website www.fcclk.org.
5. Please contact the warrant's division at 160 Pryor Street, 1st floor, if you need to take out a warrant on another person or to check on the status of a pending warrant.
6. Please contact the nearest police department or the District Attorney's office in your area for all types of criminal complaints and/or inquiries.
7. Please contact the Family Division on the 7th floor of 185 Central Avenue, Atlanta, Georgia 30303 for all restraining orders.
8. Expungement applications can be obtained from the District Attorney's office at 136 Pryor Street, 3rd floor, Atlanta, Georgia 30303 or you may call (404) 612-4980 for addition information.
9. Court generally starts at 9:00 a.m.; however, your notice will usually indicate the time that you are required to appear in court.
10. The Clerk's office operating hours are from 8:30 a.m. to 5:00 p.m. Monday through Friday. We are closed for all major holidays according to Fulton County Holiday Schedule Policy.