

IMPORTANT
DO NOT USE THIS UNLESS YOU DO NOT KNOW WHERE YOUR SPOUSE IS.

INSTRUCTIONS FOR SERVICE BY PUBLICATION

If you do not know where your spouse resides, or you are seeking a divorce and your spouse has never lived in Georgia, then you must serve your spouse by publishing a notice in the Douglas County Sentinel. To do this you must complete follow these steps.

1. Prepare your petition. Make sure that it is stated in your petition that it is being served by publication. *(Keep a copy of your petition for your file.)*
2. If you do not know where the other side lives or works, complete an affidavit of diligent search on the form below..
3. Complete a **Notice of Publication** form which is included below.
4. File your original **petition** with both the **Notice of Publication** and the correct **Affidavit of Publication** in the Clerk's Office.

In addition to the normal filing fee, you must also pay a publication fee.

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**IN THE SUPERIOR COURT OF DOUGLAS COUNTY
STATE OF GEORGIA**

Petitioner: _____

VS.

Civil Action File No: _____

Respondent: _____

MOTION FOR AN ORDER FOR SERVICE BY PUBLICATION

Comes now the Plaintiff in the above case and moves this Court, pursuant to O.C.G.A. § 9-11-4(f) for an order directing that service be made on the defendant named herein by publication of summons on the grounds set forth in the affidavit attached hereto.

This ____ day of _____, _____.

Plaintiff, Pro Se

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**IN THE SUPERIOR COURT OF DOUGLAS COUNTY
STATE OF GEORGIA**

Plaintiff

VS.

Civil Action File No: _____

Defendant

AFFIDAVIT OF DILIGENT SEARCH

I am the Plaintiff in this case. I swear or affirm, before a notary public, that the following information is true:

1. A diligent search has been made, and the Defendant cannot be found within the State of Georgia. I do not know where the Defendant lives or can be found.

2. The last known address and telephone number I have for the Defendant are: _____

To the best of my knowledge, the Defendant still lived at that address as of _____, but no longer lives there.

3. I have made the following efforts to find the Defendant:

Contacting Defendant's friends, relatives, employers, landlords or others listed below:

a. Name of Person Contacted: _____
Contact's Relationship with Defendant: _____
Contact's Address & Phone Number: _____
Date I contacted this person: _____
Results of Contact/What I Was Told: _____

b. Name of Person Contacted: _____
Contact's Relationship with Defendant: _____
Contact's Address & Phone Number: _____
Date I contacted this person: _____
Results of Contact/What I Was Told: _____

Checking telephone information and directories, with the following results: _____

Asking the Sheriff to attempt service at the Defendant's _____ last known residence or the Defendant's _____ last known place of employment, which was the following address: _____

The following other efforts, with the following results: _____

Subscribed and sworn before me on _____
_____, 20 ____
Notary Public

Plaintiff

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**IN THE SUPERIOR COURT OF DOUGLAS COUNTY
STATE OF GEORGIA**

Petitioner: _____

VS.

Civil Action File No: _____

Respondent: _____

ORDER FOR SERVICE BY PUBLICATION

It appearing by affidavit that the above named Defendant on whom service is to be made in this case resides out of the State of Georgia, or has departed from the State of Georgia, or after due diligence cannot be found within the State of Georgia, or conceals himself to avoid service of the summons, and it further appearing, either by affidavit or by verified complaint on file, that a claim exists against the Defendant in respect to whom service is to be made, and that he is a necessary or proper party to this action,

IT IS ORDERED, that service be made by publication as provided by law.

SO ORDERED, this ____ day of _____, _____ .

Judge
Superior Court of Douglas County

RETURN OF SERVICE

I hereby certify that a notice in the manner and form prescribed in the Order for Service by Publication was published, and that I have enclosed, directed, stamped, and mailed a copy of the said notice together with a copy of the Order for Service by Publication and Complaint to the above-named Defendant.

This ____ day of _____, _____ .

Clerk, Superior Court of Douglas County

Deputy Clerk

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**IN THE SUPERIOR COURT OF DOUGLAS COUNTY
STATE OF GEORGIA**

Petitioner: _____

VS.

Civil Action File No: _____

Respondent: _____

NOTICE OF PUBLICATION

TO: _____ **(Respondent)**

By Order for Service by Publication dated the _____ day of _____, _____ you are hereby notified that on the _____ day of _____, _____ the Plaintiff herein filed suit against you for Divorce.

You are required to file with the Clerk of the Superior Court of Douglas County, and to serve upon the Plaintiff _____ (name) _____ (address) an answer in writing within sixty (60) days of the date of the Order of Publication.

Witness the Honorable _____ Judge of this Court.

This _____ day of _____, _____ .

Clerk
Superior Court of Douglas County
8700 Hospital Drive
Douglasville, Georgia 30134

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**IN THE SUPERIOR COURT OF DOUGLAS COUNTY
STATE OF GEORGIA**

Petitioner: _____

VS.

Civil Action File No: _____

Respondent: _____

ORDER PERFECTING SERVICE

It appearing to the Court that service upon the above named Respondent has been perfected by publication of notice on the following dates

_____ in the legal organ of this county, and by enclosing, directing, stamping and mailing a copy of the notice together with a copy of the Order for Publication and the Complaint to said Respondent at his last known address to wit:

It is Ordered that said service by publication be, and hereby is approved.

SO ORDERED, this ____ day of _____, _____ .

Judge
Superior Court of Douglas County