

RHONDA G. PAYNE

CLERK OF SUPERIOR & STATE COURT

INFORMATION SHEET

HOURS ARE MONDAY – FRIDAY 8:00 AM – 5:00PM.

The Clerk's Office is located in the Douglas County Courthouse at 8700 Hospital Drive, Douglasville, Georgia.
 Contact information Superior Court 770-920-7252 or State Court 770-489-5232 and/or visit our website @
<http://www.celebratedouglascounty.com> Choose Departments, Judicial, Clerk of Superior Court.

FOR ASSISTANCE

CUSTOMER SERVICE 770-920-7253—OFF. MGR.

ADOPTIONS 770-920-7256

APPEALS TO SUPREME CT OR
COURT OF APPEALS 770-920-7256

CIVIL FILING (NEW) 678-626-5649

CIVIL CASE SERVICE 770-920-7441

CIVIL DOCUMENTS 770-920-7327

CHILD SUPPORT FILINGS
770-920-7560

CRIMINAL CASES FILING (NEW)
770-920-7449

CRIMINAL FILINGS—DOCUMENTS
770-920-7368

CRIMINAL WARRANT FILINGS
770-920-7332

COURT ROOM DEPUTY CLERKS:
Judge James
Tammy Ayers 770-920-7365
tayers@co.douglas.ga.us

Judge Emerson
Lynne Kelley 770-920-7337
lkelley@co.douglas.ga.us

Judge McClain
Barbara Mozley 770-920-7421
bmozley@co.douglas.ga.us

DEFAULT JUDGMENT 770-920-7391

FINANCE 770-920-7253 OR 7207

GARNISHMENT 770-920-7257

JURY INFORMATION 770-920-7447

JUROR MESSAGE 770-920-7341

LIEN FILING (NEW) 770-920-7446

NOTARY PUBLIC APPLICATION
770-920-7391

PLAT RECORDING 770-920-7284

REAL ESTATE FILINGS 770-920-
7450 OR 7451

RECORDROOM 770-920-7441

SWITCHBOARD 770-920-7252

The Role of the Clerk

The Clerk of Superior Court is a **Constitutional Officer**, meaning the position was created by act of the Legislature in the state constitution, and has been a county constitutional officer since the framers of the Georgia Constitution of 1798 provided for election of the Clerk of Superior Court in each of Georgia's counties. The Clerk is the person responsible for protecting the integrity of public records and public funds. The Clerk receives, manages, and processes all court documents, collects and disburses all court fees, fines, and costs, and provides the public with access to court records. As keeper of public records, the Clerk records deeds, mortgages, charters, and notaries public. In effect, the Clerk runs the "business arm" of the local court system and answers first and foremost to the public, ensuring the public's interests and convenience come first.

As an elected public official in each of Georgia's 159 counties, the Clerk of Superior Court is an important check and balance within the county government and judicial system. Citizens' case files, court records, property deeds, and mortgages



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are handled and protected by the Clerk, an impartial officer elected directly by and answerable to the people of the county, and is not an employee or ap-

pointee of any county commission or judiciary.

Additional Services:

Recording of DD214
~~Military Discharge~~

Process Appeals

Process Tax Liens issued by Federal, State & Local agencies. This office **does not** provide information to Credit Bureaus.

Real Estate & UCC filings

Trade Name Applications

**Serving
The
Citizens
of
Douglas
County**

Authority <http://www.gsccca.org/filesandforms/uccforms.asp>

Notary Information - Georgia Superior Court Clerk's Cooperative Authority <http://www.gsccca.org/Projects/npapp.asp>

State of Georgia <http://www.georgia.gov>

State Board of Pardons and Paroles <http://www.pap.state.ga.us>

Sheriff's Department – Douglas Co <http://www.sheriff.douglas.ga.us>

Basic Rules of Court Conduct: Visit http://www.georgiacourts.org/web_dev/mun/html/municipal_docs/Court%20Brochure-

Judicial Branch of Georgia – Self Help Resources <http://www.georgiacourts.org/aoc/selfhelp/faq.html>

Pay your Douglas County Traffic Citation Online <http://www.paydouglastickets.com/>

Your Guide to Georgia Courts http://www.georgiacourts.org/files/serving_courts.pdf

Divorcing Parents Seminar in Douglas County 2/14/2003 – Current
 Trans-Parenting Seminar <http://www.7iad.com/>

**RHONDA G. PAYNE
CLERK OF SUPERIOR & STATE COURT INFORMATION SHEET**

Stats

Real Estate	2007	2008	2009	2010
	Year	Year	Year	Year
Real Estate	31,647	21,857	19,063	16,403
Liens	14,998	17,851	16,837	15,380
Plat	266	175	157	113
UCC	1991	1812	1534	1,586

Superior Court	2005	2006	2007	2008	2009	2010
	Year	Year	Year	Year	Year	Year
Civil	3862	4320	4666	5922	6423	5116
Criminal	1622	1842	1807	2001	1909	1785
Warrants	4235	4076	4111	4463	4484	4739
Adoptions	67	49	46	50	62	38

State Court	2005	2006	2007	2008	2009	2010
	Year	Year	Year	Year	Year	Year
Civil	859	1467	1854	1725	1411	1254
Warrants	1960	2259	2351	569	1730	1926
Criminal	961	1052	1818	1820	1463	1529
Traffic	9315	11334	13573	13878	11863	9986

Jury:

Jury Commissioners are responsible for preparing a balanced jury box. The jury box must comprise of a cross-section of the community, adequately representing each identifiable group in the County population. Eligible names for the jury box can be taken from the voter's list, driver's license list, personal knowledge, etc. The law provides for the following excusals/deferrals from jury service when a called juror completes and returns an affidavit that is provided on the back of the jury summons:

Excusals/Deferrals

- 1 -full-time student at a college, university, vocational school or other postsecondary school
- 2- primary caregiver which has active care and custody of a child under six years of age, and there is no reasonable available alternative child care;
- 3- over 70 years of age
- 4- permanent medical excuse statement provided by a doctor
- 5- primary teacher in a home school program (Home Study Code Section (c) 20-3-690)
- 6 -service member on ordered military duty

Term of Court § 15-6-3

**(15.1) Douglas Circuit
Douglas County -- Second Monday in April and October**

Records Maintained

1871 To Current

Real Estate Index 1871—1971 Index Books

1971—Current Index located In Book or Computer

Civil & Criminal Index Prior to 1994 located in Index Book

1994—Current Index located In Book or Computer

Civil & Criminal Document Imaging began in 2005

July 2001 State Court Created