



AUTOMATIC DOCUMENT CREATION

When you use GovLink to initiate a new civil action in nearly all Georgia Superior Courts, do not upload a Civil Case Information Form or a Summons. Why not? Because we will create those documents for you! The few Superior Courts for which this feature is not available are listed below.

GovLink's sister system, PeachCourt, has been "automagically" (automatically) creating Civil Case Information Forms and Summonses since 2014. These goodies are now included in GovLink.

- When you initiate a new civil action, do not upload a Civil Case Information Form or a Summons.
- These documents are created for you after you submit the filing envelope to the clerk.
- You will not see the documents listed on the screen in GovLink until the Filing has been accepted by the clerk, but don't worry!

When your filing envelope is accepted by the clerk, your email notification will include a link to view and download all the documents, including the Civil Case Information Form and the Summons.

But what if...?

- If you need to file a Summons AFTER the civil action has been created by the clerk's office, then you can create, upload, and submit your own Summons.
- If you upload a Civil Case Information Form or a Summons as part of a NEW civil action filing, we will NOT send those documents to the clerk's office (but you will see those documents listed in GovLink).

When you have questions, answers are close at hand! Please use the chat bubble on any GovLink screen to talk with the knowledgeable and helpful team at GreenCourt.

Below are examples of the Civil Case Information Form and Summons.

General Civil and Domestic Relations Case Filing Information Form

FILED IN OFFICE
CLERK OF SUPERIOR COURT
CAMDEN COUNTY, GEORGIA

SUP365-7345

Guido Larkin
FEB 15, 2022 01:29 PM

Anna Shawyer
Anna Shawyer, Clerk
Peach County, Georgia

Superior or State Court of Camden County

For Clerk Use Only	
Date Filed <u>02-15-2022</u> MM-DD-YYYY	Case Number <u>Sup365-7345</u>

Plaintiff(s)

MEADOWS, LILA

Last First Middle I. Suffix Prefix

THE GEORGIA DEPARTMENT OF HUMAN SERVICES, EX.

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Plaintiff's Attorney Roenigk, Ryan

Defendant(s)

MEADOWS, ERIC

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Last First Middle I. Suffix Prefix

Bar Number 234534

Self-Represented

Check one case type and, if applicable, one sub-type in one box.

General Civil Cases

- Automobile Tort
- Civil Appeal
- Contract
- Contempt/Modification/Other Post-Judgment
- Garnishment
- General Tort
- Habeas Corpus
- Injunction/Mandamus/Other Writ
- Landlord/Tenant
- Medical Malpractice Tort
- Product Liability Tort
- Real Property
- Restraining Petition
- Other General Civil

Domestic Relations Cases

- Adoption
- Contempt
 - Non-payment of child support, medical support, or alimony
- Dissolution/Divorce/Separate Maintenance/Alimony
- Family Violence Petition
- Modification
 - Custody/Parenting Time/Visitation
- Paternity/Legitimation
- Support - IV-D
- Support - Private (non-IV-D)
- Other Domestic Relations

Check if the action is related to another action(s) pending or previously pending in this court involving some or all of the same parties, subject matter, or factual issues. If so, provide a case number for each.

Case Number

Case Number

I hereby certify that the documents in this filing, including attachments and exhibits, satisfy the requirements for redaction of personal or confidential information in O.C.G.A. § 9-11-7.1.

Is a foreign language or sign-language interpreter needed in this case? If so, provide the language(s) required.

Language(s) Required

Do you or your client need any disability accommodations? If so, please describe the accommodation request.

**SUPERIOR COURT OF CAMDEN COUNTY
STATE OF GEORGIA**

FILED IN OFFICE
CLERK OF SUPERIOR COURT
CAMDEN COUNTY, GEORGIA
SUP365-7345
Guido Larkin
FEB 15, 2022 01:29 PM

Anna Shawver
Anna Shawver, Clerk
PeachCourt County, Georgia

CIVIL ACTION NUMBER SUP365-7345

MEADOWS, LILA
THE GEORGIA DEPARTMENT OF
HUMAN SERVICES, EX. REL.,

PLAINTIFF

VS.

MEADOWS, ERIC

DEFENDANT

SUMMONS

TO: MEADOWS, ERIC

You are hereby summoned and required to file with the Clerk of said court and serve upon the Plaintiff's attorney, whose name and address is:

Ryan Roenigk

**100 W Palm Plaza Dr
Brunswick, Hawaii 31523**

an answer to the complaint which is herewith served upon you, within 30 days after service of this summons upon you, exclusive of the day of service. If you fail to do so, judgment by default will be taken against you for the relief demanded in the complaint.

This 15th day of February, 2022.

Clerk of Superior Court

Anna Shawver

Anna Shawver, Clerk
PeachCourt County, Georgia

Sample of Automagically-generated Summons

COURTS FOR WHICH THIS FEATURE IS NOT AVAILABLE

The "automagic" Civil Case Initiation Form and Summons are available in all Georgia Superior Courts, except the following, as of March 16, 2022:

Bibb, Chatham, Cherokee, DeKalb, Glynn, Gwinnett, Lowndes, Rockdale, and Spalding

When initiating a new civil action in any of the courts listed above, GovLink will not create any forms or documents. Anyone filing in one of these courts needs to upload all required forms and documents.