

**IMPORTANT! USE THIS FORM ONLY IF YOU DO NOT KNOW  
WHERE THE RESPONDENT IS.**

**INSTRUCTIONS FOR SERVICE BY PUBLICATION**

If you do not know where the Respondent resides, you must serve the Respondent by publishing a notice in the legal organ for the county of the respondent's last known address. The legal organ is the newspaper that publishes legal notice for a particular county.

To do this you must complete the following steps:

1. Prepare your petition. Make sure that you state in your petition that it is being served by publication.
2. Make a diligent effort to locate Respondent.
3. Complete the Affidavit of diligent search form indicating you have made a diligent effort to locate Respondent.
4. Complete the Notice of Publication form.
5. Complete the top portion of the Order for Service by Publication. The Judge will sign the bottom portion if the Order is granted. In addition to the normal filing fee, you must also pay a publication fee. Please check with the Clerk of the Superior Court to get the fee amount.

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

AFFIDAVIT OF DILIGENT SEARCH

I am the Petitioner in this case. I am filing this Affidavit of Diligent Search under O.C.G.A. §9-11-4(f)(1)(A).

I hereby swear and affirm, before a notary public, that the following information is true:

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

The last known address and telephone number I have for the Respondent is:

\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, the Respondent still lived at that address as of:

\_\_\_\_\_ (date), but no longer lives there.

I have made the following efforts to find the Respondent:

1. Checked with Respondent's friends, relatives, employers, landlords or others I have listed below:

(a) Name of Person Contacted: \_\_\_\_\_

Contact's Relationship with Respondent \_\_\_\_\_

Address & phone number \_\_\_\_\_ Date I

contacted this person: \_\_\_\_\_ Results of

Contact/What they told me: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(b) Name of Person Contacted: \_\_\_\_\_

Contact's Relationship with Respondent \_\_\_\_\_

Address & phone number \_\_\_\_\_ Date \_\_\_\_\_

I contacted this person: \_\_\_\_\_ Results of

Contact/What they told me: \_\_\_\_\_

(c) Name of Person Contacted: \_\_\_\_\_

Contact's Relationship with Respondent \_\_\_\_\_

Address & phone number \_\_\_\_\_ Date \_\_\_\_\_

I contacted this person: \_\_\_\_\_ Results of

Contact/What they told me: \_\_\_\_\_

2. Checked telephone information and directories, with the following results:

3. Service attempted at the Respondent's last known residence OR the Respondent's last known place of employment, which was at the following address: \_\_\_\_\_

4. The following other efforts, with the following results:

\_\_\_\_\_  
Petitioner (Sign in front of the Notary)

\_\_\_\_\_  
Print Name

Sworn to and subscribed before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC My Commission expires: \_\_\_\_\_

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

MOTION FOR SERVICE BY PUBLICATION

Comes plaintiff, and moves the Court for an order directing that service on the defendant be made by publication upon the grounds that he/she cannot, after due diligence, be found within the state, as more fully appears from the affidavit filed herewith and attached hereto.

This \_\_\_ day of \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
Petitioner, Pro se (Signature)

Print Name: \_\_\_\_\_

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

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

Telephone No.: \_\_\_\_\_

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

AFFIDAVIT--SERVICE BY PUBLICATION

Personally appeared \_\_\_\_\_, who, after being duly sworn,  
states:

That the Defendant resides outside the State of Georgia, and his/her last  
known address is

\_\_\_\_\_. --or--

That the Defendant has departed from the State of Georgia or cannot after  
due diligence be found within the state. The Defendant's last known address is

\_\_\_\_\_. --or--

The last known residence of the Defendant was outside the State of  
Georgia at \_\_\_\_\_ on \_\_\_\_\_,  
20\_\_\_\_.

The Defendant no longer resides at the foregoing address, nor within the  
State of Georgia, to the best of Affiant's knowledge, and the present address or  
whereabouts of the Defendant is unknown to the Affiant. --or--

The affiant has made a diligent effort to locate defendant by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And cannot find defendant within this state for the reason that defendant  
has concealed himself by:

\_\_\_\_\_  
\_\_\_\_\_

Affiant has no knowledge as to the present residence or whereabouts of the  
defendant. The affiant has made the following efforts to find the Defendant (check  
all that apply)

Checking with the Defendant's friends and relatives Names, addresses, and telephone numbers of everyone plaintiff contacted:

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Contacting the Defendant's former landlord Name, address, & telephone number of former landlord:

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Checking telephone information and directories List which directories you checked:

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Attempting to have Defendant served at his/her last known address, which is listed above

Other:

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This \_\_\_ day of \_\_\_\_\_, 20\_\_

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Petitioner, Pro se (Signature)

Print Name: \_\_\_\_\_

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

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

Telephone No.: \_\_\_\_\_

Sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

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Notary Public

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

ORDER FOR SERVICE BY PUBLICATION

Plaintiff having moved the Court for an order directing service to be made upon defendant \_\_\_\_\_ in the above-styled action by publication of summons, and it appearing to the Court from the verified Complaint and Affidavit in support of such motion that defendant is a nonresident or otherwise located and that the action is an action in which a defendant may be served by publication, it is ORDERED, that service upon

\_\_\_\_\_ be made by publication as provided by law.

SO ORDERED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Hon. \_\_\_\_\_  
Judge, Brunswick Judicial Circuit

IN THE SUPERIOR COURT OF \_\_\_\_\_ COUNTY  
STATE OF GEORGIA

\_\_\_\_\_, Petitioner, \*  
v. \* Civil Action Case Number:  
\_\_\_\_\_, Respondent. \* \_\_\_\_\_  
\*  
\*

**ACKNOWLEDGMENT OF SERVICE**

I am the Respondent in this case.

I hereby acknowledge that I have received a copy of the [insert name of document] \_\_\_\_\_ and the following other documents: \_\_\_\_\_

I waive formal process, but I do not waive further notice, or my right to raise any defenses I may have in this action.

Should further notice be required for any reason, the notice should be mailed to me at the following address: \_\_\_\_\_

\_\_\_\_\_  
Respondent, Pro se (Signature)

\_\_\_\_\_  
Print Name

Sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public