

KATHY D. PAGE

Clerk of Superior & Juvenile Courts
Dade County, Georgia

NOTICE TO PRO SE LITIGANTS

You are about to file a proceeding in a civil/criminal matter where you are the plaintiff or defendant and you have chosen to act pro se, that is, representing yourself without the benefit of an attorney's training and experience. The procedure of filing a criminal or civil proceeding is not a simple matter. Depending on the proceeding, the law requires certain steps be followed, certain papers be filed, and certain evidence be presented to the Court in order to authorize a court to decide a pending matter. Therefore, although you have the right to represent yourself, we strongly urge you to consult with an attorney in this or any matter. If you represent yourself, you alone are responsible for knowing and following the correct procedures. If you fail to follow the correct procedures, you may not have effective representation in court.

The Office of the Clerk of Superior & Juvenile Courts is an administrative office charged with duties of receiving, filing and maintaining documents required to be filed with the court, recording judgments and maintaining indexes. No member of this office is qualified or licensed to practice law. State law *strictly forbids* any person other than a duly licensed attorney at law to render or furnish legal services or advice. Therefore, no one in this office will be able to answer questions you may have regarding the correct procedures to follow. If you are uncertain of the procedures to follow, you should not file your papers until you have resolved those uncertainties.

We ask that you be understanding with our staff as we attempt to assist you, knowing the limitations we face in assisting each individual party to a case. Below is a list of agencies that may be able to offer legal assistance to you.

Thank you for your attention to this matter.

Family Crisis Center - Temporary Protective Orders – 706-866-1465

Georgia Legal Services – 1-800-822-5391

Dade County Indigent Defense – 706-657-2602